

Subdivision Application Checklist, City of Berlin, NH

Name of Applicant _____

Location of Property _____

Date Application Submitted _____

MINOR SUBDIVISIONS & BOUNDARY LINE ADJUSTMENTS :

- _____ 1. The plan shall be legibly drawn in black ink.
- _____ 2. Scale of plat shall be no more than 50 feet to the inch. (The determination of other than the specified scale for minor subdivisions shall be made by the Planning Department staff.)
- _____ 3. Size of sheets shall not measure more than 22 inches by 34 inches.
- _____ 4. The name of the subdivision, location and boundaries of the land to be subdivided, scale, and north arrow.
- _____ 5. The name and address of the record owner, applicant and designer shall be included in the title block in the lower right hand corner of each sheet.
- _____ 6. Names of owners of abutting properties as recorded in city records five (5) days prior to the date of filing, abutting subdivision names, streets, easements, building lines, alleys, parks and public open spaces and similar facts regarding abutting property.
- _____ 7. All dimensions shall be shown to the nearest tenth (1/10) of a foot.
- _____ 8. Lot numbers in accordance with the prevailing policy on existing tax maps.
- _____ 9. Elevation of sufficient points on the property to indicate the general topography.
- _____ 10. The seal, name and address of every engineer, architect, land surveyor, soil scientist, or other licensed professional who contributed to the plat.

MAJOR SUBDIVISIONS

- _____ 11. Topographic contours of the parcel being subdivided and the surrounding area drawn in no greater than 2 foot intervals.
- _____ 12. Location of existing property lines & proposed lot lines & their dimensions, existing easements, buildings, water courses, ponds or standing water, rock ledges, & other essential features.
- _____ 13. Boundaries of proposed permanent easements over or under private property. Such easements shall be not less than 20 feet in width and shall have satisfactory access to existing or proposed public ways.
- _____ 14. Location of all parcels of land to be dedicated to public use & the conditions of such dedication. A copy of such private deed restrictions as are intended to cover part or all of the tract.

- _____ 15. All existing and proposed utilities (e.g. sewer, water, drainage) and existing and proposed roads and bridges shall be drawn in plan and shown in profile. The scale of all drawings shall be 1 inch equals 40 feet horizontal and 1 inch equals 4 feet vertical. All profiles shall show boring depths and groundwater elevations.
- _____ 16. The horizontal distance and slope between all manholes or catch basins, diameters, types, and class shall be shown for all proposed utilities.
- _____ 17. Cross-section drawings of all proposed roads shall be shown at 50 foot stations. A typical road cross-section shall be included.
- _____ 18. Technical specifications for all road and utility construction and materials shall accompany the plat. All specifications shall meet or exceed the requirements of the NH Dept. of Public Works & Highways, the NH Water Supply & Pollution Control Commission, & the *Manual on Uniform Traffic Control Devices*. All specifications shall follow the format described in the C.S.I. *Manual of Practice*.
- _____ 19. Designation of the location, size, planting and landscaping of such parks, esplanades and open spaces as are required by the board.
- _____ 20. Where the final plat submitted covers only a part of the applicant's entire holding, a sketch of the prospective future street system of the unsubmitted part shall be furnished and the street system of the submitted part will be considered in the light of adjustments and connections with the street system of the part not submitted.
- _____ 21. Final Plan shall be accompanied by certification by a duly authorized engineer that the design of sewer and water facilities and streets and utilities in the proposed subdivision conforms to the requirements of this ordinance and all other municipal ordinances. The cost of all engineering, supervision, and final inspection of the roads and utilities in the subdivision by the City Engineer or designated agent shall be borne by the applicant.
- _____ 22. Special Flood Hazard Areas: In special flood hazard areas, all subdivision proposals and other proposed new developments with land designated as special flood hazard areas within its boundaries, and greater than 50 lots or 5 acres, whichever is the lesser, shall include within such proposals base flood elevation data. For development in special flood hazard areas, sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow determination that:
- a) All such proposals are consistent with the need to minimize flood damage;
 - b) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
 - c) Adequate drainage is provided so as to reduce exposure to flood hazards.
- _____ 23. Financial Security: (see regulations)