



TOWN OF PITTSFIELD, PLANNING BOARD
Major Subdivision Submission
Subdivision Application Checklist

Project Name: _____ **Tax Map & Lot No.** _____

Name of Reviewer: _____

<u>General Items</u>	Yes	No	N/A	Waiver Requested	Comments
Completed Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Abutters List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Performance Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Major Subdivision Criteria</u>					
An application for subdivision approval properly filled out and executed by the applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
The names and addresses of the applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Three paper print copies of the preliminary layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
The completed application shall be filed with the Secretary or the Chairman of the Board at least 20 days prior to a scheduled public meeting of the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Special investigative study required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Environmental assessment required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Legal review required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cluster subdivision suggested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Major Subdivision**Criteria**

Yes

No

N/A

Waiver
Requested

Comments

PlansFinal plat submitted in ink on
mylar to Registry of Deeds
requirements

5 black or blue line paper prints

Final plat and paper prints not
larger than 22"x34"

Plans are Required**To Show**

Proposed subdivision name

Name and address of owner of
record and subdivider

Name, license number and seal
of the surveyor

Date, scale and north arrow

Boundary survey including
bearings, distances and location
of permanent markers

Tax map and lot number(s)

Lot lines, dimensions, acreage
and numbering

Building setback line and zoning
district classification

Topographic from field data at
5 foot contour intervals

2 foot contour intervals when
required

Existing and final proposed lines
of streets, ways, lots, easements
for utilities and or drainage and
public areas within the sub-
division

All dimensions on plans shown
in hundredths of a foot

Plans are Required**To Show**

Yes

No

N/A

Waiver
Requested

Comments

All bearings to at least minutes
and seconds

All error of closure shall not exceed

1 to 10,000 for both raw traverse and plat closure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing and proposed streets with names and right-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final road cross sections and profiles certified by a Licensed Professional Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final drainage system certified by a Licensed Professional Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location of soils, groundwater and percolation test pits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Buildings and other man-made features that will remain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Open space and flood prone areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
A time schedule indicating the anticipated starting and completion dates of the subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Potential house numbering system for lots as prescribed by the Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Deed restrictions, including drainage easements for each parcel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Cluster Subdivisions

All requirements of the Zoning Ordinance for Cluster Subdivisions are met and indicated on the plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Access to all lots is from interior roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Each lot has reasonable access to the common land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Cluster Subdivision

	Yes	No	N/A	Waiver Requested	Comments
Subdivision plan provides for the convenience and safety of vehicular and pedestrian movement within the development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Subdivision plan provides for the proper location of driveways in relation to street traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ownership and maintenance of the common areas are determined and					

legally established to ensure permanent protection of the open space

Subdivision Final Plat Specific Requirements

The Final Plat Shall Contain the Following Features:

The location of the property with respect to surrounding property and streets, names of all abutters and the name of adjoining streets

The location, bearings to the nearest minute, and dimensions of all boundary lines, easements, rights-of-way of the property to be expressed in feet and hundredths of a foot, stations, radii and curve

The location of existing streets, easements, water bodies, streams and other pertinent features, such as wetlands, railroads, buildings, parks, cemeteries, drainage ditches and bridges within 100 feet of the parcel to be subdivided

The location and width of all existing and proposed streets and other public ways and easements and rights-of-way and building setback lines

The locations, dimensions and areas of all proposed lots

Subdivision Final Plat Specific Requirements

Yes	No	N/A	Waiver Requested	Comments
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The Final Plat Shall Contain the Following Features:

The location, dimensions and area of all property proposed to be set aside for park or playground use, open space or other public or private reservations, with designation of the purpose thereof and conditions, if any of the dedication or reservation

The name, address and signature of the owner of land to be subdivided

The name, address and seal of the land surveyor or engineer

The date of the map, true north point and magnetic north point, scale and title of the subdivision _____

The location and type of all proposed and existing monuments _____

Names of the subdivision and the name of all new proposed streets as approved by the Board of Selectmen _____

Indication of the use of any lot and all uses other than residential proposed by the subdivider and where permitted by the Zoning Ordinance _____

All lots shall be numbered in accordance with the Tax Map numbering system _____

A vicinity map, showing the location of the subdivision in relation to surrounding streets and development, a scale of 1"=2000' is recommended _____

Results of such soil tests as may be required by NH DES WSPCD and/or other public agencies having jurisdiction and at locations recommended by such agencies or by the Board _____

Subdivision Final Plat Specific Requirements Yes No N/A Waiver Requested Comments

The Final Plat Shall Contain the Following Features:

Certification of subdivision approval by NH DES WSPCD _____

Topographic contours to be 5 feet interval maximum, also all low points, high points and other areas needing spot elevations shall be shown _____

2 foot contours shall be shown on all areas of proposed construction and land surface modifications or when conditions warrant _____

In certain instances the subdivision or site plan shall provide soil maps and information in accordance with Site Specific Soil Maps for NH & VT SSSNNE Special Publication No. 3, June 1997. Maps prepared by field examination shall be prepared and stamped by a Certified Soil Scientist _____

Proposed storm drainage and culverts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Full legal description of the drainage easements, site easements, rights-of-way, covenants, restrictions or other restrictions, shall accompany the final plat with notations of each on the final plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any other data, evidence, or test results required by the Board, including but not limited to that resulting from full or partial environmental and/or economic impact statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Intent of the subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Temporary Facilities Bond

Filed in accordance with Section 7,A,3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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General Requirement For Major Subdivision

	Yes	No	N/A	Waiver Requested	Comments
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Best Use of Land

Width, arrangement and location of streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sanitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drainage systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sizes and arrangement of lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Open space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Parks and retention of major site features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate street connections to ensure access to adjoining subdivisions and lands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does the plat conform to the Master Plan, Zoning Ordinance, and any other pertinent State or local laws, regulations and ordinances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Special Features

Plat shows a park or parks suitably locate for playground or recreation areas when required by the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Natural features such as large trees,					

water courses, scenic points, historic spots, and other community assets are shown and preserved on the plat

Subdivider provided a deed or easement to the Town for public park use or to the Conservation Commission or Land Trust for public conservation or open space land or provided privately maintained recreational facilities and/or open space land within the subdivision at a standard of 1 acre for each 50 persons

General Requirement For Major Subdivision

Yes No N/A Waiver Requested Comments

Lots

Whenever possible, lot length does not exceed 4 times the average width of the lot

Construction Plans

Construction plans are prepared for all required improvements

All plan sheets are the same size as the final plat

All plan sheets shall be separate from the final plat for road construction

Plans for Construction Shall be Prepared Showing:

All areas disturbed for the construction of streets

All areas disturbed for the construction of drainage ways and structures

All areas disturbed for the construction of sewer, water, gas and electric lines, telephone and cable lines

All erosion and sediment control structures

Fire protection methods, such as hydrants, fire ponds, or on-site supply tanks

All other areas to be disturbed by construction improvements

All plans shall have existing topography shown in dashed lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposed topography or contours shown as solid lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Contour intervals no greater than 2 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General Requirements For Major Subdivision

Yes	No	N/A	Waiver Requested	Comments
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Plans for Construction Shall be Prepared Showing:

Spot elevations, soil types, and boundaries shown as dotted lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing tree lines and proposed trees and all other plantings are shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Edge of all paved areas shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location and size of all structures, piping and other materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Center line stationing of all proposed roads at 50 foot intervals and the location of all adjacent lot lines with the lot numbers of each lot taken from appropriate preliminary or final plats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plans drawn to a scale of no more than 1"=50'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Profiles

Prepared for all proposed roadways, showing existing and proposed elevations along the centerlines of all proposed roads, and all structures, piping and other materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Profiles drawn to a horizontal scale of 1"=50' and a vertical scale of 1"=10"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Cross Sections

Cross sections of all proposed roadways at 50 foot stations and at all catch basins or culverts, and other significant features showing roadways, existing grades, proposed subgrade, proposed final grades and all utilities and other structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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**General Requirements
For Major Subdivisions**

Yes No N/A Waiver
Requested Comments

Cross Sections

Cross section drawn to a convenient scale of not more than 1"=10', both horizontal and vertical scales shall be the same

Details

Construction details of all roadways, curbing, sidewalks, drainage structures, sediment and erosion control structures and any other required improvements are shown at a convenient scale

Drainage, Erosion and Sediment Control

Plans and other information, indicating how increased runoff, sedimentation and erosion shall be controlled during and after construction of required improvements

Applicant has submitted all information and certificate of approval required by any State or municipal agency

General Road Design

Arrangement of streets is properly arranged and coordinated with other existing or planned streets

Minimum 50-foot layout width

Additional land dedicated to right-of-way if existing street is less than 50 feet wide

Proposed streets meets the adequate circulation requirements of the Board

Dead-end streets have an approved turn-around at closed end

General Road Design

Yes No N/A Waiver
Requested Comments

Maximum grade through a

cul-de-sac does not exceed 5%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cul-de-sac street does not exceed a length of 1000 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loop street does not exceed a length of 900 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loop or cul-de-sac streets are not piggy backed on to other cul-de-sac or loop streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Street intersections have a minimum angle of intersection of 75 degrees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Street names meet requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Street designs meet the average daily traffic volume standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Curbing on plan where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sidewalks on plan where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan meets steep grades requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Storm water management requirements on the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Storm Drainage					
Storm drainage system meets requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Storm drainage system does not impede natural watercourse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proper storm drainage formula used and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
All cross culverts, closed drain systems, detention and retention facilities are designed as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
All box culverts and bridges are designed as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General Road Design

	Yes	No	N/A	Waiver Requested	Comments
Storm Drainage					
All storm drains, culverts and related structures and materials meet NH DOT standards and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
All piping is a minimum of 15-inch diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

All piping has a minimum of 4-inches of cover below finished grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drainage ditches are at least 18" in depth at its midpoint below the centerline grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Easements for constructed water courses and drainage ways of adequate width in plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Culverts over 10-foot span are marked as bridges on plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Culverts located to fit natural channels in lines and grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minimum grade of culverts .4% or able to maintain velocity a 2 PFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Collars on culverts that exceed 20% grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outlet protection provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maximum headwater depth controlled per regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Piping is smooth bore ridged plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
All culverts constructed with end sections, headers or stone slope paving as specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ditches maximum length to a catch basin is 300 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minimum grade on ditches is .5%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General Road Design

	Yes	No	N/A	Waiver Requested	Comments
Storm Drainage					
Ditches grass lined when required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ditches meet outletting requirement under a two year storm frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ditch erosion controls in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ditches at the top of back slopes meet requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Underdrains in place where required by regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Landscaping

Landscaping and planting plan

provided to meet regulations _____

Monuments

Monuments in place according to Regulations on plans _____

Driveways

Driveways shown on plan per Board specifications _____

Culvert pipe not less than 12 inches in diameter _____

Safe sight distance demonstrated on plan _____

Driveway intersection with road way not less than 75 degrees _____

Return radii not more than 25 feet on residential driveways _____

Return radii on commercial drive ways meets AASHTO SU design _____

Driveway not within 100 feet of intersection in urban compact area _____

Driveway not within 200 feet of intersection outside urban compact area _____

General Road Design

	Yes	No	N/A	Waiver Requested	Comments
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Driveways

Residential driveway not more than 20 feet wide _____

Commercial driveway not more than 50 feet wide _____

Commercial driveway not less than 30 feet wide _____

Driveway layout approved by Supt. of P.W. _____

Sewage Disposal

Sewage disposal systems comply with NH DES requirements _____

Connection and plans for Town Sewer System service provided _____

Water System

System meets private company and NH DES standards _____

When required future loop easement provided for _____

Fire Protection

Adequate water supply provided _____

Easements for water access to be provided _____

Construction of water access or water storage facilities on plan with NH DES permits _____

Maintenance easements provided _____

Shade Trees, Street Signs and Intersection Lighting

Intersection street lighting on plan _____

Shade Trees along streets on plan _____

Approved street signs on plan _____

General Road Design

	Yes	No	N/A	Waiver Requested	Comments
Utilities					
Underground and aerial systems shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Debris and Waste

Debris and waste disposal comply with NH DES regulations and the Boards regulations _____

Additional Studies

Required additional studies filed with subdivision _____

