



TOWN OF  
PETERBOROUGH  
PLANNING BOARD

DO NOT WRITE IN THIS SPACE

File Number: \_\_\_\_\_

Date App. Rec'd \_\_\_\_\_

Amount Rec'd \_\_\_\_\_

Clerk: \_\_\_\_\_

# Subdivision Application

**Office of Community Development**

**1 Grove Street**

**Peterborough, NH 03458**

**Office: (603) 924-8000 ext. 104**

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# **Subdivision Application Procedure**

1. All applicants are encouraged to consult with OCD prior to submitting an application. This is especially encouraged for larger subdivisions or housing developments to ensure compliance with all the applicable regulations and for applicants who are not familiar with the requirements or process. Please note that the Planning Board may require preliminary review for certain projects (see §237-3)
2. All projects must comply with the Town's Zoning Regulations before being considered for subdivision. Any approvals required from the Zoning Board of Adjustment must be obtained before filing an application.
3. Enclosed is the checklist of the plat requirements that need to be submitted as part of a completed application. Please check off the documentation that has been submitted or items that you are requesting waivers for. Waivers may be granted if it is determined that they are consistent with the overall objectives of the Subdivision Regulations. All requests for waivers must be submitted in writing at the time an application is filed.
4. For the application submission, only two paper copies of the plat are required. When feasible, OCD requests that a jpeg or pdf file of the plat is provided by email to the office so that it can be included in the staff report to the Planning Board.
5. Following an approval, the mylar is then provided, along with four paper copies of the plat. The mylar shall include the final written decision, including any conditions of approval, to be recorded (RSA 673: III).
6. The Planning Board holds public hearings on the second Monday of each month. The filing deadline for these meetings is generally the third Tuesday of the prior month; please see the posted schedule for each month's filing deadline.
7. Town staff review the submitted plans in the week following the submittal. If the review identifies items which have not been submitted, the applicant or preparer will be notified so that the plans can be corrected.
8. When the application (which includes the plan) is considered complete by staff, it will be placed on the agenda within thirty (30) days or for the next available formal public meeting for acceptance of the application. The Office of Community Development will send written notification by certified mail of the time, date, purpose, and place of the meeting, at the applicant's expense, to the applicant, holders of conservation, preservation or agricultural restrictions, abutters and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan. As part of a completed application, the applicant is responsible for submitting a mailing list of all those who are required to be notified.
9. The Planning Board shall first make a determination at a properly noticed public meeting as to whether an application is complete or incomplete. If the application is complete, the Board will approve or disapprove the application within sixty-five (65) days of acceptance of the application. When possible, the Board will take action during the same meeting that an application is determined by the Board to be complete.
10. The applicant shall receive a copy of the minutes from all Planning Board meetings pertaining to the application and the Notice of Decision for the application.

**TYPE OF APPLICATION:**

**Major Subdivision** (4 or more lots created)

**Minor Subdivision** (up to 3 lots created)

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Name of Applicant or Owner's Agent: \_\_\_\_\_

Address of Applicant or Owner's Agent: \_\_\_\_\_

Phone Number of Applicant or Owner's Agent: \_\_\_\_\_

Name of Owner(s) of Property: \_\_\_\_\_

Address of Owner(s): \_\_\_\_\_

Phone Number of Owner(s): \_\_\_\_\_

Address of Proposed Subdivision: \_\_\_\_\_

Peterborough Parcel Identification Number: \_\_\_\_\_

Name of Preparer, if other than Applicant: \_\_\_\_\_

Address of Preparer: \_\_\_\_\_

Phone Number of Preparer: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_

Proposed Use (Be Specific): \_\_\_\_\_

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**Zoning District  
(Check All That Apply)**

Family	_____	West Peterborough	_____
General Residence	_____	Business/Industrial	_____
Rural	_____	Commerce Park	_____
Commercial	_____	Retirement Community	_____
Downtown Commercial	_____	Office	_____
Village Commercial	_____	Monadnock Community Health Care	_____

**SUBDIVISION APPLICATION FEE**

- 1. Subdivisions shall be charged a fee of one hundred and fifty dollars (\$150) for the first lot plus fifty (\$50) for each additional lot. --- \$150 + (\$50 x \_\_\_\_\_ Lots) = \$ \_\_\_\_\_
- 2. A Condominium Conversion shall be charged a fee of one hundred fifty dollars (\$150) plus twenty-five dollars (\$25) per unit. - \$150 + (\$25 x \_\_\_\_\_ Units) = \$ \_\_\_\_\_
- 3. Abutter notification at \$4.00 per notification. ----- \$4.00 x \_\_\_\_\_ Abutters = \$ \_\_\_\_\_
- 4. Notification of licensed professionals whose professional seal appears on any of the submittal documentation. ----- \$4.00 x \_\_\_\_\_ Professionals = \$ \_\_\_\_\_

Total Application Fee = \$ \_\_\_\_\_

- 5. Following Planning Board approval, there are two separate fees for the filing of the mylar with the Hillsborough County Registry of Deeds, as follows:
  - a. Plan Recording – Payable to the Town
    - i. 8 ½ x 11 = \$9.00
    - ii. 11 x 17 = \$9.00
    - iii. 17 x 22 = \$14.00
    - iv. 22 x 34 = \$24.00
  - b. Surcharge for Land and Community Heritage Investment Program – Payable to the Hillsborough County Treasurer-----\$25.00

**Signature Page**

I, the applicant or owner’s duly authorized agent, do hereby submit this plan for review as required by the Subdivision Regulations of the Town of Peterborough, New Hampshire. I agree to be fully responsible for payment of all fees, costs, and expenses incurred with respect to this application. I understand that if I am not the owner of the property named above, this application must be signed by the owner(s) of the property showing recognition and approval of the subdivision application and approval for the applicant/duly authorized agent to represent the owner(s) in this subdivision application. I further grant the Planning Board Staff, Office of Community Development Staff, and authorized agents the right to enter the premises at reasonable times for the purpose of gathering additional information during the review process and inspections of the project during this construction phase.

Applicant/Agent: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

If the application is not signed or has been changed in any manner, it will not be processed.

# SUBDIVISION REGULATIONS CHECKLIST

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NOTE: This checklist is for purposes of administrative efficiency. It does not take the place of the comprehensive requirements of the Subdivision Regulations, nor does it preclude the Board requesting additional information if deemed necessary for making an informed decision.

Required			Submitted		Waived
YES	NO		YES	NO	
		<b>General Plat Requirements</b>			
		1. Plat scale is between 1" = 20' and 1" = 400'.			
		2. Outside dimensions of the plat are 8 ½" X 11", 11" X 17", 17" X 22", or 22" X 34", or as otherwise specified by the Registry of Deeds.			
		3. All plats shall have a minimum ½" margin on all sides.			
		4. All title blocks should be located in the lower right hand corner, and shall indicate: <ul style="list-style-type: none"> <li>• type of survey</li> <li>• owner of record</li> <li>• title of plan</li> <li>• name of the town(s)</li> <li>• tax map and lot number</li> <li>• plan date and revision dates</li> </ul>			
		<b>Plat Information</b>			
		1. Proposed subdivision name or identifying title; name and address of the owner of record; parcel identification number.			
		2. North arrow, scale – written and graphic, date of the plan; name, license number and seal of the surveyor or other person whose seal appears on the plan.			
		3. Signature block for Planning Board endorsement.			
		4. Locus plan showing general location of the total tract within the town and the zoning district(s).			
		5. Bearings and horizontal distances on all pertinent property lines; curved boundary lines showing radius, delta, and length.			
		6. All monuments set or found.			
		7. Names of all abutting subdivisions, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties.			
		8. Lot areas in square feet and acres; lots numbered according to the Town tax map numbering system.			
		9. Location and amount of frontage on all rights-of-way.			
		10. Location of building setback lines.			
		11. Location of existing and proposed buildings and other structures.			
		12. Location of all parcels of land proposed to be dedicated to public use.			
		13. Location and description of any existing or proposed easements or covenants.			

Required			Submitted		Waived
YES	NO		YES	NO	
		14. Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.			
		15. Existing and proposed streets with names, classification, travel surface widths, right-of-way widths. (See Appendix A for road standards.)			
		16. Final road profiles, center line stationing and cross sections.			
		17. Location and width of existing and proposed driveways. (See Chapter 237, Driveway Regulations)			
		18. Water courses, ponds, standing water; existing and proposed foliage lines; rock ledges, stone walls; open space to be preserved; and any other natural or man-made cultural or historic features.			
		19. Existing and proposed topographic contours based upon the USGS topographical data, with spot elevations where necessary.			
		20. Soil and wetland delineation.			
		21. Location of percolation tests and test results; certification of Town official witnessing the tests; and outline of 4,000 square-foot septic area with any applicable setback lines.			
		22. Location of existing and proposed well, with 75-foot well radius on its own lot.			
		23. Base flood elevations and flood hazard areas, based on current FEMA maps.			
		<b>Other Information</b>			
		1. State subdivision approval for septic systems; septic design approval where applicable; or certification by septic designer of adequacy of existing system.			
		2. Alteration of Terrain Permit from NH Department of Environmental Services, if applicable.			
		3. Plan for Stormwater Management and Erosion Control, if applicable (See Appendix B).			
		4. EPA Phase II approval, if applicable.			
		5. State/Town driveway permit, as applicable.			
		6. Report from the Fire Chief, Police Chief, and/or Town Conservation Commission.			
		7. Approval for municipal water/sewer connections.			
		8. Any deed restrictions; and all deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Board's counsel.			
		9. Any other state and/or federal permits.			
		10. Any additional reports or studies deemed necessary by the Board to make an informed decision, including but not limited to traffic, school, fiscal and environmental impact analyses.			

## COMPLIANCE WITH ZONING ORDINANCE

ZONING DISTRICT	LOT SIZE	FRONTAGE	FRONT SETBACK	SIDE/REAR SETBACK
§245-6 Family	40,000 sq. ft. single family	150 feet	30 feet	25 feet
	50,000 sq. ft. two-family			
§245-7 General Residence	20,000 sq ft one-or two-family	100 feet	30 feet	25 feet
	10,000 sq. ft./unit multi-family			
§245-8 Rural	3 acres	200 feet	50 feet	30 feet
§245- 9 Village Commercial	None <sup>1</sup>	None	None	None
§245-9.1 West Peterborough	None	None	None	10 feet
§245-9.2 Monadnock Community Health Care	25 acres	None	10 feet	10 feet <sup>2</sup>
§245-10 Downtown Commercial	No Minimum	None	5 feet <sup>3</sup>	15 feet <sup>3</sup>
§245-10.1 Commercial	No Minimum	50 feet	30 ft on State Roads 15 ft on Town Roads	15 feet
§245-10.2 Business/Industrial	No Minimum	50 feet	50 ft on State Roads 25 ft on Town Roads	25 feet <sup>4</sup>
§245-11 Commerce Park	20,000 sq. ft.	100 feet	25 feet	20 feet <sup>5</sup>
§245-11.1 Office	1 acre for Office Building	None	100 feet over 10 acres	100 feet over 10 acres
	5 acres for Office Park	None	50 feet less than 10 acres	30 feet less than 10 acres
§245-11.2 Retirement Community	50 acres	100 feet	100 feet <sup>5</sup>	100 feet <sup>6</sup>
§245-12 Shoreland Conservation				
§245-13 Floodplain				
§245-14 Groundwater Protection				
§245-15 Wetlands Protection				
§245-15.2 & 15.3 Rural Gateways				

<sup>1</sup> The lot must be wide enough and so configured as to accommodate adequate access for fire and emergency equipment, appropriate setbacks and buffering.

<sup>2</sup> A 75-foot setback is required around the perimeter of the District.

<sup>3</sup> May be reduced to zero by the Planning Board during Site Plan Review under certain conditions.

<sup>4</sup> 50 feet when abutting a residential district.

<sup>5</sup> Not less than 100 feet when abutting a residential district boundary.

<sup>6</sup> 150 feet when the land abuts a State highway.

## COMPLIANCE WITH MASTER PLAN

The following two checklists are intended to serve as guidance, by bringing Town planning documents to the attention of applicants. There is no requirement to fill these out, but the applicant should be aware that these are issues deemed important through the planning process.

DOES THE PROPOSAL:	YES	NO	NOT APPLICABLE
1. Encourage development that is consistent with the scale and character of Peterborough?			
2. Preserve the “look and feel” of Peterborough?			
3. Encourage a balance of mixed-use development and redevelopment of existing buildings?			
4. Promote in-fill development in downtown and increased density in the village districts?			
5. Facilitate new small businesses in village districts and in the downtown neighborhoods?			
6. Protect the natural environment?			
7. Revitalize the existing plazas?			
8. Reduce through-traffic in the downtown and increase traffic safety at intersections?			
9. Encourage traditional neighborhoods rather than disconnected subdivisions?			
10. Protect current and future water supplies?			
11. Support the building and retention of workforce housing?			
12. Consider the financial tax impact on residents?			

## COMPLIANCE WITH ECONOMIC POLICY PLAN

DOES THE PROPOSAL:	YES	NO	NOT APPLICABLE
1. Contribute to Peterborough’s role in the regional economy?			
2. Respect Peterborough’s natural, cultural and historic heritage?			
3. Contribute to a financially healthy, pedestrian-friendly core commercial center?			
4. Contribute to a balance of residential, industrial/commercial, and open space?			
5. Contribute to the municipal infrastructure?			

### [For Official Use Only]

### IS THIS A DEVELOPMENT HAVING REGIONAL IMPACT?

DOES THE PROPOSAL:	YES	NO
1. Increase the housing stock by more than 25%		
2. Anticipate emissions (light, noise, etc.) that could transcend town boundaries?		
3. Locate on the border of another community?		
4. Have the potential for regional traffic impacts?		
5. Affect natural resources that cross town boundaries?		
6. Call for shared public facilities?		