



TOWN OF
PETERBOROUGH
PLANNING BOARD

DO NOT WRITE IN THIS SPACE

File Number: _____

Date App. Rec'd _____

Amount Rec'd _____

Clerk: _____

Application for Technical Subdivision or Boundary Line Adjustment

Office of Community Development

1 Grove Street

Peterborough, NH 03458

Office: (603) 924-8000 ext. 104

Fax: (603) 924-8001

Email: ocd@townofpeterborough.us

Web Page: www.townofpeterborough.com

Application Procedure

1. This form is used only for those applications that are for Technical Subdivisions or Boundary Line Adjustments, defined as follows:
 - (a) **Technical Subdivision:** Means a subdivision of land into two lots or sites for the purpose of conveying one such lot or site directly to an abutting landowner so that no new lots are created. The parcel to be conveyed does not constitute a separate building lot; however, said parcel may be used for building development in conjunction with contiguous land owned by the abutter.
 - (b) **Boundary Line Adjustment:** Means adjustments to the boundary between adjoining properties, where no new lots are created.
2. All projects must comply with the Town's Zoning Regulations before being considered for approval. 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.

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): _____

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	_____

APPLICATION FEE

1. Base Fee-----\$. 150.00

2. Abutter Notification at \$4.00 per notification. ----- \$4.00 x _____ Abutters = \$_____

3. Notification of licensed professionals whose professional seal appears on any of the
submittal documentation. ----- \$4.00 x _____ Professionals = \$_____

Total Application Fee = \$_____

4. 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.

APPLICATION CHECKLIST

NOTE: This checklist is for purposes of administrative efficiency; it does not take the place of the comprehensive requirements of the Subdivision Regulations. The items here are considered to be the minimum required for a technical subdivision or boundary line adjustment, although the Board reserves the right to request additional information if deemed necessary to make an informed decision

Required		General Plat Requirements	Submitted		Waived
YES	NO		YES	NO	
		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"> • type of survey • owner of record • title of plan • name of the town(s) • tax map and lot number • plan date and revision dates 			
		Plat Information			
		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 and description of any existing or proposed easements or covenants.			
		13. Location and width of existing and proposed driveways.			
		14. 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.			