



## TOWN OF BOSCAWEN, NEW HAMPSHIRE

### Minor Subdivision for Condominiums

116 North Main Street, Boscawen, NH 03303 | 603 753-9188x2309 | keasler@boscawennh.gov

---

Application is hereby made to classify the attached sketch plan of a proposed Minor Subdivision. We have read the Town of Boscawen's "Land Development Regulations" and provide the information required by the regulations below.

1. Applicant's Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
2. Name and Address of Owner(s) if different than Applicant:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
3. Interest of Applicant if not Owner: \_\_\_\_\_  
\_\_\_\_\_
4. Location of proposed subdivision \_\_\_\_\_  
Map \_\_\_\_\_ Lot \_\_\_\_\_ Sublot \_\_\_\_\_
5. Number of proposed lots \_\_\_\_\_
6. Area of entire tract \_\_\_\_\_  
Be sure sketch plat shows the entire tract that you propose to subdivide.
7. Total Area of portion to be subdivided \_\_\_\_\_  
Add acreage of each lot to be subdivided \_\_\_\_\_
8. Are all proposed lots on an existing Town Road?  Yes  No
9. Are you proposing a new road to be accepted by the Town?  Yes  No
10. Do you require an extension of water or sewer lines?  Yes  No
11. Zone tract is in:  AR  R-1  R-2  C  I  MRD  Village Check all that apply.
12. This application also includes a request for consideration of a Conditional Use Permit under the authority and provisions of the Village District requirements as specified in Article XVIII:  Yes  No
13. Development Plans:
  - a. Sell lots only.  Yes  No
  - b. Construct houses for sale.  Yes  No
  - c. Other \_\_\_\_\_



**TOWN OF BOSCAWEN, NEW HAMPSHIRE**  
**Minor Subdivision for Condominiums**

116 North Main Street, Boscawen, NH 03303 | 603 753-9188x2309 | keasler@boscawennh.gov

---

14. Name, Address and Phone Number of person preparing sketch plat:  
Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_
15. Names and addresses of abutting owners (Attach a separate sheet with this information).

**\* If applicant is not owner, a notarized letter of authorization from owner must be on file.**

**General Information:** The applicant shall refer to the Boscawen Land Development Regulations and shall complete this checklist as part of this subdivision application. Staff will assist with fee requirements. A NH Licensed Land Surveyor shall prepare each subdivision plat and shall certify the Error of Closure. Said plat shall bear the seal and signature of the NH Licensed Land Surveyor and shall be prepared suitable for recording in the Merrimack County Registry of Deeds.

**Plan Format:** The plat be prepared on twenty-two by thirty-four inch (22" x 34") standard sheets measured from cutting edges at a scale of not less than one inch equals one hundred feet (1"=100'), or at greater detail as directed by the Board to indicate clearly the existing and proposed features of the site. The plat drawings shall have a minimum 1/2" margin on all sides. If one sheet is not of sufficient size to contain the entire area for the site and environs, the plat shall be divided into sections to be shown on separate sheets of equal size with reference on each sheet to the adjoining sheets. A cover sheet shall be included which shows the overall subdivision and the boundary of each sheet.

**Other Items:** In addition to the items below, the Board may require additional reports or studies deemed necessary to make an informed decision, including but not limited to: traffic, school, fiscal, environmental impact analyses, wildlife, historic, impact fee analysis, sprinkler system review and other studies. The Board reserves the right to request such information after an application has been accepted as complete.

**Contacts to set up meetings, submit plans and receive letters:**

- Planning & Community Development Director Kellee Jo Easler – [keasler@boscawennh.gov](mailto:keasler@boscawennh.gov)
- Planning & Community Development Coordinator Kara Gallagher – [kgallagher@boscawennh.gov](mailto:kgallagher@boscawennh.gov)
- Code Enforcement Officer Town of Boscawen Select Board – [kphelps@boscawennh.gov](mailto:kphelps@boscawennh.gov)
- Public Works Director Dean Hollins – [dhollins@boscawennh.gov](mailto:dhollins@boscawennh.gov)
- Fire Chief Tim Kenney – [tkenney@boscawennh.gov](mailto:tkenney@boscawennh.gov)
- Police Chief Jason Killary – [jkillary@boscawennh.gov](mailto:jkillary@boscawennh.gov)



## TOWN OF BOSCAAWEN, NEW HAMPSHIRE

### Minor Subdivision for Condominiums

116 North Main Street, Boscaawen, NH 03303 | 603 753-9188x2309 | keasler@boscaawennh.gov

---

**The Planning & Community Development Staff will review and verify that the applicant submitted all the items listed below.**

#### Subdivision Plan Contents to be submitted:

1. Meet with Planning & Community Development Director prior to submitting application; **(Section 2.1)**
2. Receive a Determination Letter from Code Enforcement Officer; **(Section 2.5.8.A)**
3. Receive a letter from Boscaawen Public Works Department, Boscaawen Fire Department and Boscaawen Police Department; **(Section 2.5.8.B, C, D.)**

#### Submittal Requirements for All Applications: (Section 4.1)

1. A completed application **(Sections 4.1.1)**
2. Name of project or identifying title; tax map & lot(s) numbers **(Section 4.1.2)**
3. Names and business addresses of all professionals involved in the preparation of the plan and application including their professional registrations and seals where required; **(Section 4.1.3)**
4. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions on the subject properties and abutting properties; **(Section 4.1.4)**
5. An application fee, fees for independent review, as set forth in Section 11: Fees, which are due and payable upon submission; **(Section 4.1.5)**
6. An abutters list including all names and addresses from Assessors Database, and the names and addresses of any professionals involved in the preparation of the plan; **(Section 4.1.6)**
7. Current zoning classifications and boundaries on and adjacent to the tract; **(Section 4.1.8)**
8. Building, wetland or Shoreland setbacks; **(Section 4.1.9)**
9. Base flood elevations and flood hazard areas, based on available Federal Emergency Management Agency (FEMA) Flood Hazard Boundary Maps for Merrimack County, NH; **(Section 4.1.10)**
10. The required number of paper copies of plans and documents as well as electronic submittals; **(Section 4.1.11)**
11. All drawings shall be legibly prepared and drawn to scale. Each drawing shall have a north arrow, a scale, preparation date and all revision dates; **(Section 4.1.12)**
12. A vicinity sketch showing the location of the site in relation to the surrounding public street system (suggested scale: one (1) inch equals five hundred (500) feet). Said vicinity sketch shall be included on the plan or the cover set when more than one sheet is required for an application; **(Section 4.1.13)**
13. Colored photographs of all buildings and the site showing their relationship to abutting properties and adjacent streets and public ways; **(Section 4.1.14)**



## TOWN OF BOSCAWEN, NEW HAMPSHIRE

### Minor Subdivision for Condominiums

116 North Main Street, Boscawen, NH 03303 | 603 753-9188x2309 | keasler@boscawennh.gov

---

14. Copies of permit applications to state and federal agencies, where applicable. Code Review to be completed by design professional to be submitted, i.e. NH licensed architect, fire engineer, etc. if applicable or to be determined by the Fire Chief; **(Section 4.1.15)**
15. Any requests for waivers as set forth in Section 10.8: Waivers **(Section 4.1.16)**;
16. **The following tabulations shall be shown on the plan: (Section 4.1.17)**
  - a. Lot area in square feet and acres; **(Section 4.1.17.A)**
  - b. Ground floor area of all buildings; **(Section 4.1.17.B)**
  - c. Total floor area, floor area for each building, and floor area for each use by floor; **(Section 4.1.17.C)**
  - d. Existing and required parking spaces. **(Section 4.1.17.D)**
17. The location of all easements on the property, their purpose, and Book and Page Number(s) in the Merrimack County Registry of Deeds where they are recorded; **(Section 4.1.18)**
18. The location of any common area, or limited common area, or land units within a condominium; **(Section 4.1.19)**

#### Submission Requirements for All Subdivision Plats: (Section 6.4)

1. The plat be prepared on 22" x 34" standard sheets measured from cutting edges at a scale of not less than 1"=100' or at greater detail as directed by the Board. **(Section 6.4.1)**
2. A title block containing the following in the lower right-hand corner: project name, site address, tax map and lot number, date of plan and date of any revisions, sheet number, name of applicant(s) and name of owner(s) (if different from applicant), name, address, e- mail address and telephone number of design firms preparing the plan sheet. **(Section 6.4.3.A)**
3. Date of survey, error of closure, name and legal description of Subdivision, locus maps superimposed on the Town Tax map (at appropriate scale) **(Section 6.4.3.B)**
4. Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, park areas, or land to be reserved or dedicated to public use. **(Section 6.4.3.C)**
5. Existing Zoning Requirements shall be noted on the plan. **(Section 6.4.3.D)**
6. The shape, size, height, dimensions, location, and use of existing and proposed structures located on the site **(Section 6.4.3.E)**
7. Wetland boundaries shall be delineated by a NH Certified Wetland Scientist who shall sign and seal the plan upon which the wetland boundaries are mapped. **(Section 6.4.3.H)**
8. Plans shall reflect all land within one thousand feet (1000') of any portion of the Subdivision in which the owner/Subdivider has an interest. **(Section 6.4.4)**



## TOWN OF BOSCAAWEN, NEW HAMPSHIRE

### Minor Subdivision for Condominiums

116 North Main Street, Boscaawen, NH 03303 | 603 753-9188x2309 | keasler@boscaawennh.gov

---

#### **Required Plan Information for Minor Subdivision (Section 6.5)**

1. Topographical plan **(Section 6.5.2)**
2. Existing natural and man-made features **(Section 6.5.3)**
3. Soils and steep slopes in excess of 15% and 25%. **(Section 6.5.4)**
4. Location, name, and widths of any existing and proposed roads on the property **(Section 6.5.6)**
5. Identification of existing and proposed access to the site with dimensions shown, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets. **(Section 6.5.7)**
6. The size and location of all public service connections—gas, power, telephone, fire alarm, overhead or underground. **(Section 6.5.8)**
7. The location of all existing and proposed storm water management facilities including catch basins, drainage pipes, swales, ditches, culverts, retention/detention facilities, or other drainage facilities existing or to be provided onsite. **(Section 6.5.9)**
8. Location of existing and proposed well(s), with 75-foot well radius, and septic systems on the site **(Section 6.5.10)**
9. The size and location of all existing and proposed water mains, sewers, culverts, proposed connections, or alternative means of providing water supply and disposal of sewage and surface drainage. **(Section 6.5.11)**
10. Description and location of any solar, wind or other types of on-site power generation, fuel, propane storage tanks, or other mechanical or service equipment. **(Section 6.5.13)**
11. Existing and proposed fences, walls, and vegetative buffers. **(Section 6.5.14)**
12. The location of fire lanes, fire access, emergency access as may be required by the Boscaawen Fire Department, including descriptions of any existing or proposed sprinkler or other fire suppression systems, or smoke alarm or other warning systems. **(Section 6.5.16)**
13. A letter stating agreement by the public utilities to serve the site. **(Section 6.5.17)**

#### **Legal Documents for all Subdivisions: (Section 6.8)**

1. Condominium Documents and Bylaws (*if applicable*); **(Section 6.8.1)**
2. Easements and rights-of-way necessary to serve off-site properties for access, parking, utilities, and drainage purposes; **(Section 6.8.2)**
3. Off-site easements and rights-of-way necessary to serve the proposed development; **(Section 6.8.3)**
4. Deed restrictions as voluntarily agreed to by applicant. **(Section 6.8.4)**



## TOWN OF BOSCAAWEN, NEW HAMPSHIRE

### Minor Subdivision for Condominiums

116 North Main Street, Boscaawen, NH 03303 | 603 753-9188x2309 | keasler@boscaawennh.gov

---

#### **Special Provisions for Condominium Subdivisions (if applicable): (Section 6.9)**

1. In addition to the requirements for a minor subdivision plat, the following additional elements pertain specifically to Condominium subdivisions: **(Section 6.9.1)**
  - a. Site Plan; **(Section 6.9.1.A)**
  - b. Floor Plans; **(Section 6.9.1.B)**
  - c. Common Facilities; **(Section 6.9.1.C)**
  - d. Condominium Declaration and By-Laws. **(Section 6.9.1.D)**
2. A condominium site plan shall be prepared by a NH Registered Land Surveyor. The contents of the site plan shall include the minor subdivision submittal requirements, as well as the contents specified in NH RSA 356-B:20. The bearings and dimensions for all condominium land units shall be provided on the condominium site plan, along with necessary ties to property corners; **(Section 6.9.2)**
3. Floor plans of condominium building units shall be provided at a scale of 1" = 5', 1" = 10' or 1" = 20' showing the location and horizontal and vertical dimensions of each unit and common area. The floor plans shall be prepared, signed, and stamped by a NH Licensed Land Surveyor, a NH Licensed Architect, or a NH Licensed Professional Engineer in a format suitable for filing in the Merrimack County Registry of Deeds. The floor plans shall include a standard Planning Board approval block. The exterior walls of each unit shall be shown and provisions for ingress to and egress from each unit to common areas shall be shown; **(Section 6.9.3)**
4. Common Facilities: All common and limited common areas and their dimensions shall be shown on the final plat and building floor plans. The following information shall be included on the final plat and building plans; **(Section 6.9.4)**
  - a. The location of all common facilities on the site shall be shown on the final plat, including all parking, driveways, landscaped areas, walkways, signs, solid waste facilities, fire hydrants, mailboxes, light poles, above ground utilities, fences, and other pertinent common facilities; **(Section 6.9.4.A)**
  - b. The location, dimension and purpose of each common area, and limited common area; **(Section 6.9.4.B)**
  - c. Acceptable means for water metering, water service, and sewer service including existing and proposed water and sewer service connections. **(Section 6.9.4.C)**
5. Two (2) copies of all condominium documents, including the declaration of condominium and by-laws shall be provided for review and approval; **(Section 6.9.5)**
6. All documents shall be reviewed and approved by the Town's Attorney at the applicant's expense. **(Section 6.9.6)**



**TOWN OF BOSCAWEN, NEW HAMPSHIRE**

**Minor Subdivision for Condominiums**

116 North Main Street, Boscawen, NH 03303 | 603 753-9188x2309 | keasler@boscawennh.gov

**Waiver Requests**

Please state the section number listed next to each requirement for each waiver.

*If section number is not stated clearly, the application will not be accepted.*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

It is respectfully requested that the Board grant a waiver from this requirement for these reasons:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

I/We have submitted for review:

- a. Completed application (1 copy)
- b. 4 prints 22" x 34" of site drawing to scale
- c. 12 reduced 17" x 22" copies of the plan
- d. I/we have paid all Application Fees
- e. Electronic Files

By signing this application, the owner authorizes the Town of Boscawen or its agent(s) to enter upon the property, as they deem reasonable and necessary during the application process.

All subdivisions will result in the assessment of impact fees at time of approval and require assessment worksheet completion.



**TOWN OF BOSCAAWEN, NEW HAMPSHIRE**

**Minor Subdivision for Condominiums**

116 North Main Street, Boscaawen, NH 03303 | 603 753-9188x2309 | keasler@boscaawennh.gov

Upon finding that an application meets the submission requirements, the Planning Board will vote to accept the application as complete and a public hearing on the merits of the proposal will follow immediately. Should a decision not be reached at the public hearing, the application may remain on the Planning Board agenda until such time as it is either approved or denied.

_____	_____	_____
(Signature of Applicant)	(Printed Name)	(Date)
_____	_____	_____
(Signature of Applicant)	(Printed Name)	(Date)
_____	_____	_____
(Signature of Owner)	(Printed Name)	(Date)
_____	_____	_____
(Signature of Owner)	(Printed Name)	(Date)
_____	_____	_____
(Signature of Applicant)	(Printed Name)	(Date)
_____	_____	_____
Application Received By	Is Escrow Account Needed?	(Date)

The Planning Board reserves the right to adjourn the public hearing at 10:00 pm. All remaining applications that have not been reviewed will be scheduled for review at the Planning Board's next scheduled public hearing.

**FOR TOWN USE ONLY**

**Distribution List** *(Distribution to All Unless Boxes are Checked)*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Life Safety Officer   | <input type="checkbox"/> Zoning Board of Adjustment              |
| <input type="checkbox"/> Building Inspector      | <input type="checkbox"/> Police Chief          | <input type="checkbox"/> Central NH Regional Planning Commission |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Public Works Director | <input type="checkbox"/> Other _____                             |
| <input type="checkbox"/> Emergency Management    | <input type="checkbox"/> School District       | <input type="checkbox"/> Other _____                             |
| <input type="checkbox"/> Fire Chief              | <input type="checkbox"/> Water Precinct        | <input type="checkbox"/> Other _____                             |

**BY DIRECTION OF PLANNING BOARD**

- Planning Board Engineer

I have reviewed the application, checklist, and submittals attached and find that the minor subdivision application is administratively complete according to the requirements of the current Boscaawen Land Development Regulations. I hereby submit the application for Planning Board compliance review.

\_\_\_\_\_  
Planning & Community Development Director

\_\_\_\_\_  
Date