



TOWN OF BRISTOL PLANNING BOARD APPLICATION FOR SUBDIVISION REVIEW

Office Designated Case Number: _____

Tax Map#: _____ Lot#: _____

Zone: _____

Location is in the following Overlay District(s)/Area(s):

- Shoreland Protection Area Historic District Pemigewasset Wetlands Conservation
- Floodplain N/A

Applicant Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Owner (if different than applicant): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Letter Authorizing Representation of other than property Owner submitted

Location of Proposed Subdivision: Access: _____

Name of Proposed Subdivision: _____

Is the property in current use? Yes No

Is there a tax lien on this property? Yes No

Permission for Planning Board to access property? Yes No

Number of Lots and/or Units: _____ Lots _____ Units

Type of dwellings proposed in subdivision: _____

Brief description of proposed plan: _____

Surveyor and/or Agent:

Surveyor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Agent Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature of Applicant

Date

STAFF USE ONLY

Fees

Application: \$250	<input type="checkbox"/> Paid
Newspaper Advt.: Included	<input type="checkbox"/> Paid
Abutter Notification: \$9 per abutter (including applicant and professionals)	<input type="checkbox"/> Paid
Mylar Recording:	
LCHIP: \$25	<input type="checkbox"/> Paid
Per Page: \$26	<input type="checkbox"/> Paid
Mailing: \$5	<input type="checkbox"/> Paid
TOTAL: \$_____	<input type="checkbox"/> Paid



TOWN OF BRISTOL PLANNING BOARD CHECKLIST FOR SUBDIVISION REVIEW

Tax Map# _____ Lot# _____ Case Number: _____

Project Name _____ Applicant: _____

Properly completed, dated and signed Subdivision Application: Yes No

A completed application shall be filed with the Land Use Office **NO LESS than twenty (20) days** prior to a regularly scheduled meeting of the Planning Board. Filing deadlines can be found at <https://www.townofbristolnh.org/planning-board/pages/filing-information-application-deadlines-and-fees>. All regulations cited in this Checklist can be found in the Site Plan Review/Subdivision Regulations unless otherwise noted.

The application must be filed by the owner of the property or designated agent; authorized in writing and attached to the application.

Under the Applicant column (on the left) please indicate the following:

Y = Information is provided

N/A = Information requested is not relevant to this application

W = Waiver being requested

Waivers to any of these requirements must be accompanied by a written explanation justifying why the waiver should be granted.

If the application is incomplete due to waivers not being accepted, or any missing items, it could result in a delay of a month, or more to your application.

An application will be considered **complete** for the purpose of submission **if it meets ALL** the following requirements.

PRELIMINARY LAYOUT REQUIREMENTS

Applicant

Land Office

Planning Board

_____ **1. Name of proposed subdivision – 6.4.A**

_____ **2. Name of Owner – 6.4.A**

_____ **3. Name of Engineer/Surveyor – 6.4.A**

_____ **4. Date of Plan – 6.4.A**

_____ **5. North Arrow – 6.4.A**

_____ **6. Locus Map and tax map indicating:**

Zoning District

Scale – 6.4.A

_____ **7. Name and addresses of owners of abutting properties – 6.4.B**

Applicant

Land Office

Planning Board

_____ **8. Abutting subdivision: – 6.4.B**

- Names
- Streets
- Easements
- Building lines
- Alleys
- Parks/public open spaces

_____ **9. Boundaries of proposed subdivision – 6.4.C**

- Location of outside boundaries and area of entire parcel being subdivided
- Approximate property line dimensions
- Proposed lots
- Approximate acreage of each lot
- Dimension of lot frontage on a public right-of-way
- Existing easements
- Existing buildings, watercourses, ponds or standing water, rock ledges and other essential site features

_____ **10. Existing – 6.4.D**

- Water mains
- Sewers
- Culverts
- Drains
- Electric utilities

_____ **11. Proposed connections for providing – 6.4.D**

- Water supply
- Electric utilities
- Disposal of sewerage and surface drainage

_____ **12. Location and results of each percolation test hole and information as outlined in – 6.4.D**

_____ **13. Location of existing and proposed easements over and under private property, not less than 10 feet in width – 6.4.E**

_____ **14. Existing and proposed streets and highways– 6.4.F**

- Location & name
- Width
- Grades & profiles
- Elevation of sufficient points on the property to indicate the general topography of the property

Applicant	Land Use	Planning Board
<p>_____ 15. Location of all parcels of land proposed to be dedicated to public use and the conditions of such dedication and a copy of such private deed restrictions– 6.4.G</p>	_____	_____
<p>_____ 16. Bridges, culverts or under drains – 6.4.H <input type="checkbox"/> Location and size of any</p>	_____	_____
<p>_____ 17. Sketch of prospective future street system if applicable – 6.4.I</p>	_____	_____
FINAL PLAT REQUIREMENTS		
<p>_____ 18. Original Mylar and three (3) copies, showing– 6.11.A</p> <p><input type="checkbox"/> Name of subdivision</p> <p><input type="checkbox"/> Name and address of subdivider</p> <p><input type="checkbox"/> Seal of a registered engineer or licensed land surveyor licensed by the State of NH</p> <p><input type="checkbox"/> Date</p> <p><input type="checkbox"/> Scale</p> <p><input type="checkbox"/> North Arrow</p>	_____	_____
<p>_____ 19. Location, bearing and length of every: - 6.11.B</p> <p><input type="checkbox"/> Street line</p> <p><input type="checkbox"/> Lot line</p> <p><input type="checkbox"/> Boundary line</p> <p><input type="checkbox"/> All of the above to be reproduced upon the ground</p>	_____	_____
<p>_____ 20. Names and addresses of: - 6.11.C</p> <p><input type="checkbox"/> Abutting property owners</p> <p><input type="checkbox"/> Intersecting roads and driveways within a minimum of 200'</p> <p><input type="checkbox"/> All of the above to be reproduced upon the ground</p>	_____	_____
<p>_____ 21. The following- 6.11.D</p> <p><input type="checkbox"/> Street right-of-way lines</p> <p><input type="checkbox"/> Lot frontage on right-of-way</p> <p><input type="checkbox"/> Lot lines</p> <p><input type="checkbox"/> Lot sized in square feet and acres</p> <p><input type="checkbox"/> Proposed easements</p> <p><input type="checkbox"/> Deed restrictions</p> <p><input type="checkbox"/> Areas to be dedicated to public use</p>	_____	_____
<p>_____ 22. General site location map at a scale of one inch to 1,000 feet locating exactly the proposed subdivision boundary in relation to major roads and community facilities of town- 6.11.E</p>	_____	_____

Applicant

Land Office

Planning Board

_____ **23. If being served by municipal water or sewer, a statement from the municipality stating the availability of such services- 6.11.F**

_____ **24. Grading and Drainage Plan as detailed in 6.12.A.1 - 10**

- Basic street and lot layout will all lots numbered consecutively
- Location of existing and proposed buildings
- Topography at five (5) foot intervals, extending a minimum of 100 feet beyond the subdivision boundary
- Identification, location, elevation, grades and/or contours at intervals of not more than two (2) feet for existing and proposed drainage ways, drainage easements, drainage structures and water bodies.
- Final identification and relative location of proposed soil erosion and sediment control measures and structures
- Final drawings, details and specifications for proposed flood hazard prevention measures and structures for proposed storm water retention basins
- Final slope stabilization details and specifications
- Anticipated start and end dates of the subdivision/development
- Exposure time of each area prior to the completion of effective soil erosion and sediment control measures
- Road construction plans to be stamped by a professional engineer and include the statement outlined in 6.12.A.10

_____ **25. Subdivision Street and Utility Plan as detailed in 6.12.B.1-3**

- Complete plans and profiles of all proposed streets, including but not limited to:
 - Horizontal and vertical curve data at the street centerline
 - Intersection, turnaround and/or cul-de-sac radii
 - Typical sections of proposed streets
- Complete plans and profiles of all proposed sanitary and storm sewers including the following:
 - Invert elevations, original and finished ground profiles above these sewer and top of manhole elevations
 - Profiles and grades of storm sewer lines
 - Type of materials and class used and proposed grades
- Location and details of all existing and proposed utilities, on and adjacent to the land to be subdivided, including:
 - Water mains
 - Gas mains
 - Telephone
 - Electric

Applicant

Land Use	Planning Board
_____	_____

26. Signoff Block, to include:

- Town of Bristol Planning Board
- Date
- Chairman Signature Line

During Site Plan Review the Planning Board may decide that your proposal requires additional data or study – to be submitted by their chosen professional and at the cost of the applicant.

For Planning Board Use Only

27. Site Inspection by Board Yes No

28. Review by engineer or other third-party professional Yes No

29. Additional requirements - 8.8C

- Environmental Impact Environmental Impact Waived
- Traffic Study Traffic Study Waived
- Cost Estimate Cost Estimate Waived
- Fiscal Impact Study Fiscal Impact Study Waived
- Performance Bond Performance Bond Waived
- Impact Fees Impact Fees Waived
- Other Restrictions No Other Restrictions Required

30. Permits and Approvals

- Town: _____
- State: _____
- Federal: _____



TOWN OF BRISTOL PLANNING BOARD SUBDIVISION INSTRUCTIONS

Well-prepared Subdivision materials are critical for your project. Subdivision application, checklist and plans must be complete, clearly legible and easily reproducible. Make sure your plan includes all the information on the Subdivision Checklist.

A complete and accurate application, with all required materials, will avoid unnecessary delays in the development review process. Using the checklist will expedite the process.

Your submission to the Planning Board requires:

- Two (2) copies of the Plat, size 22" x 34" (to scale; 6.11B)
- One (1) reduced scale copy of the Plat drawing on an 11 x 17 inch sheet,
- Completed Subdivision Application
- Completed Abutters Notification List (verified by the Land Use Office)
- Completed Subdivision Checklist
- Written request for any Waivers being sought, including an explanation of why
- One (1) original Mylar upon final approval
- Payment of all applicable Fees

Submissions may be provided electronically and are encouraged.

The Subdivision Application and Checklist will be used by staff to review the application's completeness at the time it is submitted. If determined incomplete by the staff, you will be notified and given a short timeframe in which to provide the needed information. If you do not provide the requested items, your hearing may be delayed to the next month.

Before you begin the Subdivision process, please:

- Review the (Site Plan and) Subdivision Regulations found on www.townofbristolnh.org / Boards and Committees / Planning / scroll down to Site Plan and Subdivision Regulations on the left-hand side.
- Schedule a Preliminary Conceptual Consultation (PCC) with the Planning Board. The primary advantage of this consultation is that ideas can be informally discussed with the Planning Board before time or money is spent on design and engineering details. The owner or agent may outline, in general terms, the plan that is anticipated. The Planning Board may discuss any pertinent information contained in the master plan and the local regulations that must be considered. During the discussion, the Board should describe the procedures to be followed for the filing, submission, acceptance and review of completed subdivision documents.

To schedule a PCC with the Planning Board please contact the Land Use Office via phone (603-744-3354), or in person Monday through Friday between the hours of 8:00 am-4:00 pm.

Items that are required as part of your project submittal materials:

1. Application for Subdivision and Checklist –

with payment of all applicable fees -must be complete and filed with the Land Use Office by the appropriate deadline date set by the Planning Board. Planning Board meeting dates and application deadlines can be found at www.townofbristolnh.org / Boards and Committees / Planning/ Filing Information Application Deadlines and Fees, on left side of screen.

2. Checklist for Subdivision –

all items on this Checklist must be Provided, or Checked as Not Applicable if they do not appear to apply to your project.

If you are requesting a Waiver of any item, they must be in writing and on the plan prior to approval.

The review, acceptance and approval process could take 2 (or more) meetings (months), so plan accordingly.

The applicant may be required to submit additional information relating to the site, neighborhood, and the proposal and its potential impact.

The Applicant is responsible for all the costs of any special investigations and of the review of documents and other materials which may be required by the application, including engineering and legal expenses.

The Planning Board shall, in consultation with the applicant, determine the scope of such investigations and reviews and it shall determine the persons or firms to be hired for investigations and reviews.

PLEASE NOTE: Your plan must be to scale - our required scale is minimum 1 inch = 100 feet.

EXPIRATION DATE: A preliminary layout shall be considered to have been abandoned by the subdivider if he/she has not submitted a Final Plat for all or a portion of such proposed subdivision within twelve (12) months from the date of submission of the Preliminary Layout. An abandoned layout cannot be revised nor is it transferable, except as a complete new submission to the Board.

NOTES: Steep land (15 degrees natural slope or greater over the majority of lots), areas with high water table (within two feet of the surface), flood plains areas with less than three feet of natural soil over impermeable material (percolation rate slower than 30 minutes per inch) are problems of such nature to endanger health, life or property. Such areas shall not be platted unless a design solution acceptable to the Board can be presented.

Proposed subdivision which create one or more lots within the 250-foot shoreland protection zone defined in the Comprehensive Shoreland Protection Act (RSA 483-B) and are not served by municipal sewers must be approved by the New Hampshire Department of Environmental Services prior to submission for approval by the Board.

Proposed subdivisions which create one or more lots of less than 5 acres and are not served by municipal sewers must be approved by the New Hampshire Department of Environmental Services (NHDES). NHDES approval must also be obtained for proposed conversion of existing buildings to condominiums where septic systems are, or will be, used.

FOR YOUR USE ON THE SUBDIVISION PLAT

Subdivision Information
Proposed Subdivision Name: _____
Name of Owner of Record: _____
Street Address of Owner: _____ _____

Approval Block – Planning Board Use Only
Date of Planning Board Approval: _____
Expiration Date: _____
Chair Signature: _____

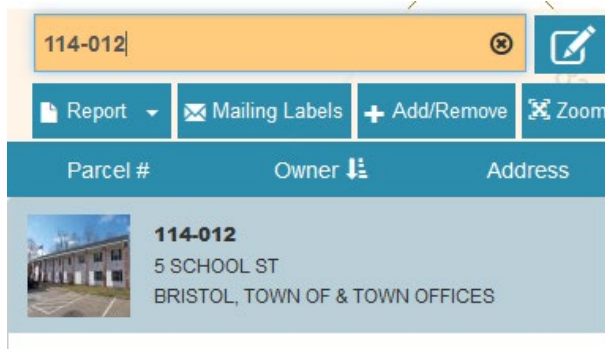
Town of Bristol Abutter Notification List

Name and address should be those of current owners as recorded in the Tax Records at the time of submission of your application. If more room is needed, copy this sheet and attach. Be sure to make note of how many abutter sheets you are submitting - _____ # of sheets..

1) Owner's Name _____ Tax Map # _____ Mailing Address _____ Lot # _____ City _____ State _____ Zip Code _____
2) Owner's Name _____ Tax Map # _____ Mailing Address _____ Lot # _____ City _____ State _____ Zip Code _____
3) Owner's Name _____ Tax Map # _____ Mailing Address _____ Lot # _____ City _____ State _____ Zip Code _____
4) Owner's Name _____ Tax Map # _____ Mailing Address _____ Lot # _____ City _____ State _____ Zip Code _____
5) Owner's Name _____ Tax Map # _____ Mailing Address _____ Lot # _____ City _____ State _____ Zip Code _____
6) Owner's Name _____ Tax Map # _____ Mailing Address _____ Lot # _____ City _____ State _____ Zip Code _____
Addresses Verified – Date: _____
By Whom: _____ Department _____

How to obtain an Abutter's list using the Town website.

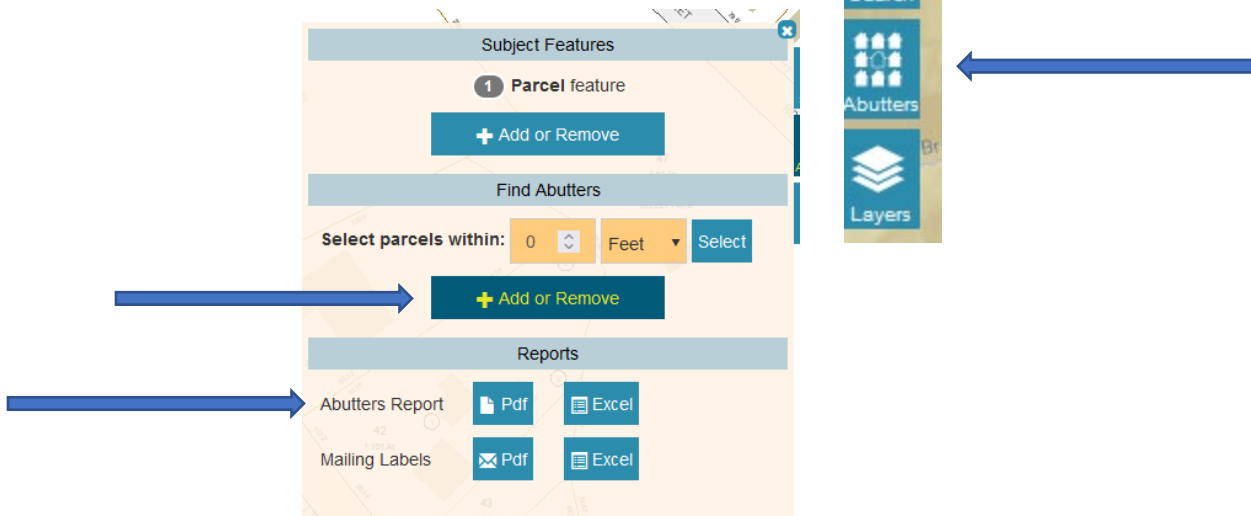
- Go to the Homepage at www.bristolnh.gov
- Click the **Maps** button in the left-hand column.
- This will take you to <https://www.axisgis.com/BristolNH/>
- Click the **magnifying glass** to search:
- Enter property address or Map and Lot number.



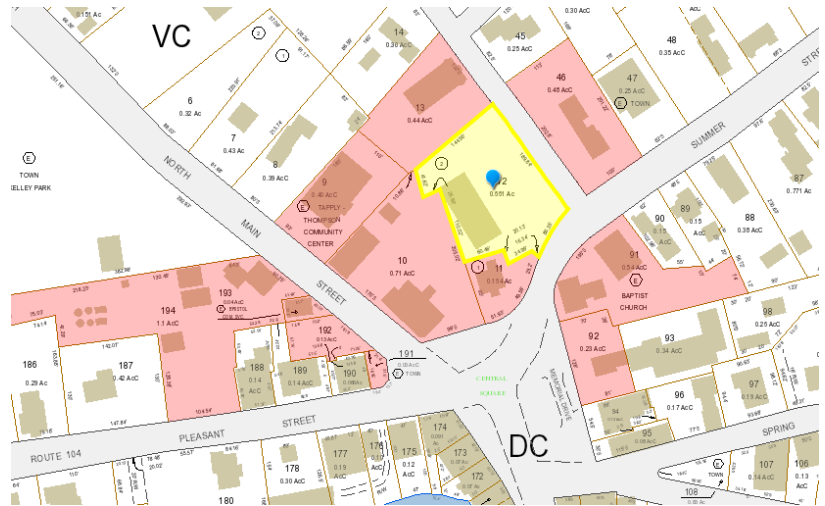
The property you chose will show in yellow.



- Click the **Abutters Icon**.
- Under Find Abutters, click **Add or Remove**.



- Click on the parcels surrounding your property.
(Abutters are those sharing a border and across any streets or rivers. If the property address is located in an association, the Land Use Office will assist you with identifying the appropriate abutters.)
- Abutting properties will appear in red.
- Under Reports, click **Abutter's Report PDF**
- Print and submit this report to the Land Use Office with your Application. (The Land Use Office will verify your abutter's list.)



LOT COVERAGE CALCULATION WORKSHEET

Property Address: _____

Tax Map/Lot #: _____

Owner Name(s); _____

Case Type: _____

Total Area of Lot/Parcel, in Square Feet: _____ (A)

Existing Impervious Square Footage

New Impervious Square Footage

House/Building	_____	_____
Driveway	_____	_____
Walkway(s)/patio(s)	_____	_____
Equipment pad/shed(s)	_____	_____
Garage/shed/other building(s)	_____	_____
Screen room/pool	_____	_____
Other: _____	_____	_____

TOTAL SQUARE FEET _____ (B) **TOTAL SQUARE FEET** _____ (C)

Please add together the totals from (B) and (C) above and enter here: _____ (D)

Divide (D) by (A) $(D \div A) = \text{Coverage}$ _____

To get the %, multiply the coverage by 100 = PERCENTAGE _____

PERCENTAGE ALLOWED BY DISTRICT:

Village Commercial = 70%	Corridor Commercial = 60%
Village Residential = 55%	Rural = 40%
Downtown Commercial = 100%	Lake = 35%
Industrial = 75%	

Completed by: _____

Date: _____

Signature: _____