



City of Portsmouth, New Hampshire Subdivision Application Checklist

This subdivision application checklist is a tool designed to assist the applicant in the planning process and for preparing the application for Planning Board review. A pre-application conference with a member of the planning department is strongly encouraged as additional project information may be required depending on the size and scope. The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision review requirements. Please refer to the Subdivision review regulations for full details.

Applicant Responsibilities (Section III.C): Applicable fees are due upon application submittal along with required number of copies of the Preliminary or final plat and supporting documents and studies. Please consult with Planning staff for submittal requirements.

Owne	wner: Date Submitted:		
Applio	cant:		
Phone	e Number: E-mail:		
Site A	ddress 1:	Map:	Lot:
Site A	.ddress 2:	Map:	Lot:
	Application Requirements		
M	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)	Waiver Requested
	Completed Application form. (III.C.2-3)	, ,	N/A
	All application documents, plans, supporting documentation and other materials provided in digital Portable Document Format (PDF) on compact disc, DVD or flash drive. (III.C.4)		N/A

Requirements for Preliminary/Final Plat				
Ø	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
	Name and address of record owner, any option holders, descriptive name of subdivision, engineer and/or surveyor or name of person who prepared the plat. (Section IV.1/V.1)		☑ Preliminary Plat ☑ Final Plat	N/A

	Requirements for Pro	eliminary/Final Plat		
Ø	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
	Preliminary Plat Names and addresses of all adjoining property owners. (Section IV.2) Final Plat Names and addresses of all abutting property owners, locations of buildings within one hundred (100) feet of the parcel, and any new		☑ Preliminary Plat ☑ Final Plat	N/A
	house numbers within the subdivision. (Section V.2)			
	North point, date, and bar scale. (Section IV.3/V3)	Required on all Plan Sheets	☑ Preliminary Plat ☑ Final Plat	N/A
	Zoning classification and minimum yard dimensions required. (Section IV.4/V.4)		☑ Preliminary Plat ☑ Final Plat	N/A
	Preliminary Plat Scale (not to be smaller than one hundred (100) feet = 1 inch) and location map (at a scale of 1" = 1000'). (Section IV.5) Final Plat Scale (not to be smaller than 1"=100'), Location map (at a scale of 1"=1,000') showing the property being subdivided and its relation to the surrounding area within a radius of 2,000 feet. Said location map shall delineate all streets and other major physical features that my either affect or be affected by the proposed development. (Section V.5) Location and approximate dimensions of all existing and proposed property lines including the entire area proposed to be subdivided, the areas of proposed lots, and any adjacent parcels in the same ownership. (Section IV.6)		☑ Preliminary Plat ☑ Final Plat ☑ Preliminary Plat ☑ Final Plat	N/A
	Dimensions and areas of all lots and any and all property to be dedicated or reserved for schools, parks, playgrounds, or other public purpose. Dimensions shall include radii and length of all arcs and calculated bearing for all straight lines. (Section V.6/ IV.7)		☑ Preliminary Plat ☑ Final Plat	N/A
	Location, names, and present widths of all adjacent streets, with a designation as to whether public or private and approximate location of existing utilities to be used. Curbs and sidewalks shall be shown. (Section IV.8/V.7)		☑ Preliminary Plat ☑ Final Plat	

	Requirements for Pro	eliminary/Final Plat		
Ø	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
	Location of significant physical features, including bodies of water, watercourses, wetlands, railroads, important vegetation, stone walls and soils types that my influence the design of the subdivision. (Section IV.9/V.8)		☑ Preliminary Plat ☑ Final Plat	
	Preliminary Plat Proposed locations, widths and other dimensions of all new streets and utilities, including water mains, storm and sanitary sewer mains, catch basins and culverts, street lights, fire hydrants, sewerage pump stations, etc. (Section IV.10) Final Plat Proposed locations and profiles of all proposed streets and utilities, including water mains, storm and sanitary sewer mains, catchbasins and culverts, together with typical cross sections. Profiles shall be drawn to a horizontal scale of 1"=50' and a vertical scale of 1"=5', showing existing centerline grade, existing left and right sideline grades, and proposed centerline grade. (Section V.9)		☑ Preliminary Plat ☑ Final Plat	
	When required by the Board, the plat shall be accompanied by profiles of proposed street grades, including extensions for a reasonable distance beyond the subject land; also grades and sizes of proposed utilities. (Section IV.10) Base flood elevation (BFE) for subdivisions involving greater than five (5) acres or fifty (50) lots.		☑ Preliminary Plat ☑ Final Plat ☑ Preliminary Plat ☑ Final Plat	
	(Section IV.11) For subdivisions of five (5) lots or more, or at the discretion of the Board otherwise, the preliminary plat shall show contours at intervals no greater than two (2) feet. Contours shall be shown in dotted lines for existing natural surface and in solid lines for proposed final grade, together with the final grade elevations shown in figures at all lot corners. If existing grades are not to be changed, then the contours in these areas shall be solid lines. (Section IV.12/ V.12)		☑ Preliminary Plat ☑ Final Plat	

Requirements for Preliminary/Final Plat				
Ø	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
	Dates and permit numbers of all necessary permits from governmental agencies from which approval is required by Federal or State law. (Section V.10)		☐ Preliminary Plat ☑ Final Plat	
	For subdivisions involving greater than five (5) acres or fifty (50) lots, the final plat shall show hazard zones and shall include elevation data for flood hazard zones. (Section V.11)		☐ Preliminary Plat ☑ Final Plat	
	Location of all permanent monuments. (Section V.12)		☐ Preliminary Plat ☑ Final Plat	

	General Requirements ¹			
\square	Required Items for Submittal	Item Location (e.g. Page/line or	Waiver Requested	
<u> </u>		Plan Sheet/Note #)		
	1. Basic Requirements: (VI.1)			
l	a. Conformity to Official Plan or Mapb. Hazards			
	c. Relation to Topography			
	d. Planned Unit Development			
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ᇛ	2. Lots: (VI.2)			
	a. Lot Arrangement			
Ιä	b. Lot sizes C. Commercial and Industrial Lots			
	c. Commercial and Industrial Lots			
	3. Streets: (VI.3)			
	a. Relation to adjoining Street System			
	b. Street Rights-of-Way			
	c. Access d. Parallel Service Roads			
	e. Street Intersection Angles			
	f. Merging Streets			
	g. Street Deflections and Vertical Alignment			
	h. Marginal Access Streets			
	i. Cul-de-Sacs			
	j. Rounding Street Corners			
	k. Street Name Signs			
	I. Street Names			
	m. Block Lengths			
ΙH	n. Block Widths o. Grade of Streets			
ΙĞ	o. Grade of Streets p. Grass Strips			
	4. Curbing: (VI.4)			
H	5. Driveways: (VI.5)			
	6. Drainage Improvements: (VI.6)			
片	7. Municipal Water Service: (VI.7)			
	8. Municipal Sewer Service: (VI.8)			
	9. Installation of Utilities: (VI.9)			
	a. All Districts			
	b. Indicator Tape			
	10. On-Site Water Supply: (VI.10)			
	11. On-Site Sewage Disposal Systems: (VI.11)			
	12. Open Space: (VI.12)			
	a. Natural Features			
	b. Buffer Strips			
	c. Parks			
	d. Tree Planting			
	13. Flood Hazard Areas: (VI.13)	+		
	a. Permits			
	b. Minimization of Flood Damage			
	c. Elevation and Flood-Proofing Records			
	d. Alteration of Watercourses			
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	14. Erosion and Sedimentation Control (VI.14)			

	Required Items for Submittal	Item Location	Waiver
		(e.g. Page/line or	Requested
		Plan Sheet/Note #)	<u>'</u>
	15. Easements (VI.15)		
	a. Utilities		
	b. Drainage		
	16. Monuments: (VI.16)		
	17. Benchmarks: (VI.17)		
	18. House Numbers (VI.18)		
	Design Standards		
	Required Items for Submittal	Indicate compliance and/or provide explanation as to alternative design	Waiver Requested
	1. Streets have been designed according to the design		
	standards required under Section (VII.1).		
	a. Clearing		
	b. Excavation		
	c. Rough Grade and Preparation of Sub-Grade		
	d. Base Course		
	e. Street Paving		
	f. Side Slopes		
	g. Approval Specifications h. Curbing		
	i. Sidewalks		
	j. Inspection and Methods		
	2. Storm water Sewers and Other Drainage Appurtenances		
	have been designed according to the design standards		
	required under Section (VII.2).		
	a. Design		
	b. Standards of Construction		
	3. Sanitary Sewers have been designed according to the		
	design standards required under Section (VII.3).		
	a. Design		
	b. Lift Stations		
	c. Materials		
	d. Construction Standards		
	4. Water Mains and Fire Hydrants have been designed		
	according to the design standards required under		
	Section (VII.4).		
	a. Connections to Lots		
	b. Design and Constructionc. Materials		
	d. Notification Prior to Construction		
Applica	ant's/Representative's Signature:	Date:	

 $^{^{\}rm 1}$ See City of Portsmouth, NH Subdivision Rules and Regulations for details. Subdivision Application Checklist/January 2018