



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.

Owner: _____ Date Submitted: _____

Applicant: _____

Phone Number: _____ E-mail: _____

Site Address 1: _____ Map: _____ Lot: _____

Site Address 2: _____ Map: _____ Lot: _____

Application Requirements			
	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)	Waiver Requested
<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Completed Application form. (III.C.2-3)		N/A
<input type="checkbox"/>	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			
	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat
<input checked="" type="checkbox"/>			
<input type="checkbox"/>	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)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat
			N/A

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input type="checkbox"/>	<p>Preliminary Plat Names and addresses of all adjoining property owners. (Section IV.2)</p> <p>Final Plat Names and addresses of all abutting property owners, locations of buildings within one hundred (100) feet of the parcel, and any new house numbers within the subdivision. (Section V.2)</p>		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input type="checkbox"/>	North point, date, and bar scale. (Section IV.3/V3)	Required on all Plan Sheets	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input type="checkbox"/>	Zoning classification and minimum yard dimensions required. (Section IV.4/V.4)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input type="checkbox"/>	<p>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)</p> <p>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)</p>		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input type="checkbox"/>	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)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	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)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input type="checkbox"/>	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)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input type="checkbox"/>	Location of significant physical features, including bodies of water, watercourses, wetlands, railroads, important vegetation, stone walls and soils types that may influence the design of the subdivision. (Section IV.9/V.8)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	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)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	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)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	Base flood elevation (BFE) for subdivisions involving greater than five (5) acres or fifty (50) lots. (Section IV.11)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	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)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input type="checkbox"/>	Dates and permit numbers of all necessary permits from governmental agencies from which approval is required by Federal or State law. (Section V.10)		<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	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)		<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	Location of all permanent monuments. (Section V.12)		<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

General Requirements¹

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

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	15. Easements (VI.15) a. Utilities b. Drainage		
<input type="checkbox"/>	16. Monuments: (VI.16)		
<input type="checkbox"/>	17. Benchmarks: (VI.17)		
<input type="checkbox"/>	18. House Numbers (VI.18)		

Design Standards			
	Required Items for Submittal	Indicate compliance and/or provide explanation as to alternative design	Waiver Requested
<input type="checkbox"/>	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		
<input type="checkbox"/>	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		
<input type="checkbox"/>	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		
<input type="checkbox"/>	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 Construction c. Materials d. Notification Prior to Construction		

Applicant's/Representative's Signature: _____ Date: _____

¹ See City of Portsmouth, NH Subdivision Rules and Regulations for details.
Subdivision Application Checklist/January 2018