

**TOWN OF ORFORD, NEW HAMPSHIRE
APPLICATION FOR MINOR SUBDIVISION APPROVAL**

Date Application Submitted: _____ Application #: _____
Tax Map and Lot #: _____

This application is intended for use when a subdivision is proposed that will result in no more than three (3) lots *and none of the land has been part of a previous subdivision within the last 10 years*, and each lot fronts on an existing publicly maintained street and requires no public improvements. The procedure for review of a Minor subdivision is set forth in Articles 4, 5, and 6 of the Subdivision Regulations. Also see NH RSA 676:4.

Name of Subdivision: _____

Property Owner: _____

Mailing Address: _____

Phone # _____ E-mail: _____

Address: _____

Description of the lot to be subdivided (please provide street or other info.):

The undersigned owner hereby submits to the Planning Board of the Town of Orford, NH the subdivision plan named above and respectfully requests approval of said plat. In consideration for approval and the privileges accruing thereto, the owner hereby agrees to:

1. Carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions, which become apparent during construction.
2. Post all streets "PRIVATE" unless or until accepted by the Town of Orford, and to provide and install standard street signs as approved by the Town of Orford for intersections and other critical areas.
3. Give the Town of Orford on demand, proper deeds for land or right-of-way reserved on the plat for streets, drainage, or other purposes as agreed upon.
4. Pay all fees required for subdivision approval, including legal fees incurred by the Town of Orford relating to this subdivision, or any litigation relating thereto.

Current fees schedule is:

Number of Lots	Fee per lot	Total
2	\$50	\$100
3	\$50	\$150

\$7.00 per abutter for each legally notified hearing
 \$50.00 per each legally notified hearing
 \$26 per each mylar map for recording fees
 \$25 per application Land & Community Heritage Program filing fee
 \$5/sheet recorded plan copy fee
 Total Fees for this application (enclosed) _____

5. Save the Town of Orford harmless from any obligation it might incur, or repairs it may make, because of any failure to carry out any of the foregoing provisions.
6. Make no changes whatsoever in the final Plan as approved by the Orford Planning Board unless a revised plat or a plat or re-subdivision is submitted to and approved by the Orford Planning Board.

Circle response for the following two questions:

Is either property within the designated 100-year floodplain? Y N

Is any development proposed within the designated 100-year floodplain? Y N

7.	Property Owner Signature		
<p>The undersigned owner hereby requests a subdivision approval for the above property to be issued on the basis of the representations contained herein, including all necessary support statements. This approval is void in the event of misrepresentation and/or not being in compliance with the subdivision regulations and other applicable state and town laws and regulations. Construction of the project is not authorized without subdivision approval. Sale of subdivisions is not authorized prior to submission of the approval to the Grafton County Registry of Deeds.</p>			
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Owner Signature</td> <td style="width: 30%; border: none; text-align: right;">Date</td> </tr> </table>		Owner Signature	Date
Owner Signature	Date		

8.	Transfer of Authority				
<p>I hereby authorize _____ to be the person designated to whom all communications to the owner may be addressed and the person on whom legal process may be served in connection with any proceeding arising out of the lot line adjustment herein.</p>					
Agent for Owner (please print): _____					
Mailing Address: _____					
Phone # _____ E-mail: _____					
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Authorized Agent: _____</td> <td style="width: 40%; border: none; text-align: right;">Date: _____</td> </tr> <tr> <td colspan="2" style="border: none; text-align: center;">(Signature)</td> </tr> </table>		Authorized Agent: _____	Date: _____	(Signature)	
Authorized Agent: _____	Date: _____				
(Signature)					
<p>I hereby designate the person listed here as my agent for the purposes of procuring the necessary local permits for the proposed work as described herein. Representations made by the agent may be accepted as though made by me personally, and I understand that I am bound by any official decisions made on the basis of such representation.</p>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Owner Signature: _____</td> <td style="width: 40%; border: none; text-align: right;">Date: _____</td> </tr> </table>		Owner Signature: _____	Date: _____		
Owner Signature: _____	Date: _____				

This application will not be deemed complete without the following items attached to this application or a waiver request subject to Planning Board approval. (Please check those completed and attached.)

- Per RSA 674:4, I(b), list of abutters and conservation and agricultural easement holders of subject properties and the business address of every engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted to the Board (names, addresses indicated by Town records not more than 5 days before the day of submittal)
- Application fees and costs of notice
- Three paper *Application Packages* and *One electronic Package* (see below) to be provided to:
 - One paper copy and one *electronic* copy to the agent of the Town of Orford – Upper Valley Lake Sunapee Regional Planning Commission, 10 Water Street, Suite 225, Lebanon, NH 03766 (603-448-1680); info@uvlsrpc.org
 - One copy of application to the Orford Planning Board, 2529 Route 25A, Orford, NH 03777
 - One copy to the Orford Selectboard, Town of Orford, 2529 Route 25A, Orford, NH 03777

Application Package Content:

- The most current deed(s) for the subject properties
- Completed and properly signed application on current application form
- Any requested waivers with justification for request
- Survey Map with scale not smaller than 100' per inch signed and sealed by NH Registered Surveyor (See Section 5) to include:
 - Name and municipality and subdivision
 - Name and address of property owner and surveyor
 - Tax map and lot number of the land proposed to be subdivided
 - North point, bar scale, date of preparation, and dates of all revisions
 - Any existing or proposed easements forming part of the subdivision
 - The following statement: “The Subdivision Regulations of the Town of Orford are a part of this plat, and approval of this Plat requires the completion of all the requirements of the Subdivision Regulations excepting only any relaxation of requirements granted by the Planning Board and written into their meeting minutes.”
 - General site location map locating property in relation to major roads and other features
 - Names of abutters
 - Boundaries and area of each lot
 - Lot lines, existing buildings, streets and driveways within 200' of lot to be subdivided
 - Location and type of proposed and existing survey monuments (Section 5.03/Section 13.12)
 - Existing and proposed lot lines, bearings and dimensions, lot sizes in square feet or acres, consecutive numbering of lots using the town’s tax map system, monuments in lot corners
 - Existing and proposed street rights of way lines
 - Location of existing and proposed parks and other open space
 - Location of driveway access to each lot
 - Location of existing and proposed wells and on-site sewage disposal systems
 - Base flood elevations as defined in the Town of Orford Floodplain Development Ordinance and clearly show area of the floodplain
 - Area of protected Shoreland
 - Minimum 50' road frontage per lot
- Topographic Map with scale not smaller than 100' per inch signed and sealed by NH Registered Surveyor or Engineer (See Section 5) to include:
 - Contour intervals shown at 10' intervals or less
 - Significant natural features such as rock outcrops, surface water, and wet areas.
- Soils Map with scale not smaller than 100' per inch signed and sealed by NH Registered Surveyor or Engineer and Report (Section 5.05)

- Location of percolation test sites and soil test pits or borings on each lot
- Soil mapping units and boundaries bases on the most recent Natural Resources Conservation Service mapping
- Legend identifying soil mapping unit symbols and soil type names

FOR PLANNING BOARD USE

- Waivers for any other issues not addressed (Section 5.14)
- State/Local curb cut permit (if applicable)
- State “Approval for Subdivision” for lots under 5 acres (if applicable)
- Soil test results to show each lot adequate for septic system
- State Wetlands Permit (if applicable)
- State Shoreland Water Quality Protection Act permit (if applicable)
- Permit from Selectboard, if any development within floodplain
- Other applicable permits:
- Estimate of Cost of Improvements (if surety required)
- Stormwater Management and Sediment Control Plan (Section 5.07)

Date(s) of Informal Discussions: _____
 Date Application Received: _____

Date of Meeting for Application Review: _____
 Date Application Deemed Incomplete: _____

Items needed to complete application:

Date Application Deemed Complete: _____
 65 Days from Application Deemed Complete: _____

Per RSA 676:4 I. (c)(1) the Board shall make a decision upon an application deemed complete within 65 days subject to an extension.

Date of Public Hearing Notification: _____
 Date of First Hearing: _____
 Date of Second Hearing: _____
 Date of Approval: _____