

**APPLICATION FOR MAJOR SUBDIVISION  
PLAT REVIEW (four or more lots)**

**CITY OF SOMERSWORTH, NEW HAMPSHIRE**

**INSTRUCTIONS**

Prior to submission of an application for major subdivision review , the applicant shall meet with the Site Review Technical Committee (SRTC). Said meeting(s) shall serve to assist the applicant in preparing a subdivision proposal that technically conforms to all-pertinent ordinances and regulations. The SRTC generally meets the first and second Wednesday of each month. Nine (9) folded paper copies of the subdivision plan must be submitted for review prior to the meeting. Please check with the Planning Department for all deadlines.

In order to be placed on the Planning Board agenda, a complete application must be forwarded to the Planning Board, by 12:00 p.m./noon on the day of the application deadline per our Planning Board meeting schedule. The Planning Board meets the third Wednesday of each month. The applicant or a duly authorized representative must attend the Planning Board meeting to present the application.

The subdivision review process is described more fully in the City of Somersworth Subdivision Regulations, copies of, which are available in the Development Services Office.

Please direct any questions to the Department of Development Services, Planning Office, at 692-9519. City Hall, One Government Way, Somersworth, NH 03878.

*City website: [www.somersworth.com](http://www.somersworth.com)*

**APPLICATION FOR MAJOR SUBDIVISION PLAT REVIEW  
CITY OF SOMERSWORTH, NEW HAMPSHIRE**

(Do not write in this space)

Date Received: \_\_\_\_\_  
Fee Paid:        \$ \_\_\_\_\_  
Case Number:    \_\_\_\_\_

1. Location of property: \_\_\_\_\_

2. Assessor's Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

3. Property Owner: \_\_\_\_\_

    Address (Street/City/State/Zip): \_\_\_\_\_

    Telephone & Email: \_\_\_\_\_

4. Applicant (if different than owner): \_\_\_\_\_

    Address (Street/City/State/Zip): \_\_\_\_\_

    Telephone & Email: \_\_\_\_\_

5. Description of proposed subdivision (please be as complete as possible):

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6. SUBDIVISION PLAT REQUIREMENTS: Please contact the Office of Planning & Community Development for the number of plans to be submitted. Please submit one set of plans in a size not to exceed 24" x 36" and the remaining plans 11"x17". The plat shall include the following information:

**MAJOR SUBDIVISION (Four or more lots)**

**Applicant**

(Check Before Submission)

- \_\_\_ A. Name of subdivision, name and address of owner of record, land surveyor (stamp and license number) and name and seal of engineer, if any;
- \_\_\_ B. Date, bar graph scale not to exceed fifty (50) feet to the inch, north arrow; and approved title block in lower right hand corner, denoting type of application, Somersworth tax map and lot number, county, name of municipality and street location;
- \_\_\_ C. Names and corresponding map and lot numbers of abutting property owners;
- \_\_\_ D. Locations, names and widths of existing and proposed streets, or private right of ways, boundary lines of the subdivision and all lots, location of buildings, easements (including required site triangle easements), rights-of-way, and all areas reserved for parks, playgrounds, and open space or other purposes, with accurate distances, true bearings, angles and curve data. All dimensions shall be shown in feet and decimals of a foot;
- \_\_\_ E. Road profiles, showing accurate existing and finished grades, existing and proposed cross sections together with construction plans, including details of any drainage structures, grading of banks, and other such information as the Planning Board may require, profiles within 100 feet of any intersection where a proposed street intersects an existing street;
- \_\_\_ F. Proposed location of all utilities including water mains, storm and sanitary sewer mains, catch basins and culverts, drainage retention areas, fire hydrants, both on-site and in adjoining public ways;
- \_\_\_ G. Drainage calculations; soil erosion and sedimentation control plan;
- \_\_\_ H. Boundaries of zoning districts lying within the subdivision, municipal boundary, if any. A list of the applicable zoning provisions, including minimum setback requirements. A list of variances or special exceptions granted or approved;
- \_\_\_ I. If applicable, the boundaries of the 100-year flood plain as indicated on the Federal Flood Insurance Rate Maps (FIRM), the City of Somersworth Aquifer Protection District and the City of Somersworth Wetland Conservation Overlay District, as outlined in the Zoning Ordinance;

- \_\_\_ J. Locations of natural features such as watercourses, rock outcroppings, stands of trees and other essential physical features;
- \_\_\_ K. Contours of two (2) foot intervals, shown in dotted line for existing surfaces and solid lines for proposed final grades; all elevations shall be referenced to the U.S. Geological Survey, provided that benchmarks exist within one-half (1/2) mile of the boundary of the subdivision;
- \_\_\_ L. Accurate location and description of all monuments to be set at street intersections, points of curvature, tangency of curved streets and at angles of lots;
- \_\_\_ M. If applicable, copies and/or delineation of existing or proposed covenants and deed restrictions;
- \_\_\_ N. Landscaping plan showing locations, types and sizes of plantings and screenings;
- \_\_\_ O. Lighting plan and details;
- \_\_\_ P. Engineering plans for required off-site improvements; plan depicting site identification signs, traffic control signs, directional signs, and signs identifying proposed street names;
- \_\_\_ Q. A location map drawn at a scale of 1" = 1,000' showing the entire subdivision and its relation to the surrounding area within a radius of 3,000 feet; said map shall delineate all streets and other relevant physical/natural features;
- \_\_\_ R. Evidence that all necessary State permits have been received or are pending;
- \_\_\_ S. If applicable, a description and delineation of proposed phasing for the development;
- \_\_\_ T. Any revision(s) to the original plat must include the date and description of the revision(s); and
- \_\_\_ U. A signature block to be used by the City at the time of final endorsement of the plat.

7. THE FOLLOWING FEE SCHEDULE SHALL APPLY TO MAJOR SUBDIVISIONS:

Advertising	\$85.00 or current rate
Fee Per Lot	\$100.00
Per Direct Abutter	current rate for certified mail with return receipt
Per 200' Abutter	current rate for first class mail

I hereby apply for Subdivision Plat Review and acknowledge I will comply with all the ordinances of the City of Somersworth, as well as stipulations of the Planning Board, in the development of this subdivision. I understand, that if any of the subdivision plat application specifications are incomplete, the application will be considered rejected.

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Signature of Owner

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Signature of Applicant

**LIST OF ABUTTERS FOR**

Project location: \_\_\_\_\_

Owner name, address (including City, State and ZIP Code) and phone number: \_\_\_\_\_

List the names, mailing addresses, and map and lot numbers of the owner(s) of record of all abutters, including persons whose property is separated from the property in question by a street or stream. Please attach additional pages if necessary.

Map	Lot	Owner Name	Mailing Address	Indirect/Direct

Please list any other parties affiliated with the application that are not abutters, such as engineers, surveyors, attorneys, etc.

Name	Affiliation	Mailing Address

I, the undersigned, acknowledge that it is the responsibility of the applicant or his/her agent to fill out this form completely and submit to the Department of Development Services by the application deadline. I certify that the names and addresses listed above have been verified against the City of Somersworth ASSESSPRO database on \_\_\_\_\_(date).

Applicant or Agent signature: \_\_\_\_\_