

**APPLICATION FOR SUBDIVISION  
TOWN OF BRENTWOOD, NH**

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Street

\_\_\_\_\_  
Town & State

\_\_\_\_\_  
Property tax map number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property owner's name  
(If different than applicant's)

\_\_\_\_\_  
Phone number

**TYPE OF APPLICATION**

SUBDIVISION – GIVE A BRIEF DESCRIPTION OF THE PROJECT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“I hereby authorize the Brentwood Planning Board and its agents to access my land for the purpose of reviewing this plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Brentwood ordinances and regulations.”

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Location of Property \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

## TOWN OF BRENTWOOD SUBDIVISION APPLICATION – CHECKLIST

**FEES:** The following is a partial list of fees that may be charged, when applicable, and must be paid prior to the recording of the mylar.

The following fees are to be paid upon application to the Planning Board:

- \_\_\_ \$200.00 for application and secretarial fees – non-refundable
- \_\_\_ \$200.00 Professional Planner – non-refundable
- \_\_\_ \$10.00 per abutter – Cost of certified mailings to each landowner within 200 feet, the applicant owner of the subject property/s (if different than applicant) and the name & address of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board. **MUST BE ON 1” x 2 5/8” MAILING LABELS, IN TRIPLICATE**
- \_\_\_ \$125.00 for legal notice
- \_\_\_ \$30.00 per lot for tax map changes
- \_\_\_ \$20 recording charges: plan copies, photocopies, express mail, etc.
- \_\_\_ \$2,500.00 Town Engineer review – if applicable
- \_\_\_ \$1,500.00 Professional Fire Protection Review – if applicable

Recording Fees and Consultant Fees:

- \_\_\_ Town Engineer
- \_\_\_ Fire Chief
- \_\_\_ Fire Consultant
- \_\_\_ Town Counsel
- \_\_\_ Rockingham Planning Commission, if additional time is required beyond initial application fees.
- \_\_\_ Any other professional consultants required by the Planning Board
- \_\_\_ Fax, photocopies, express mail, etc.

A subdivision application shall contain the following information, where applicable, to be considered complete:

- \_\_\_ Letter of Intent
- \_\_\_ Letter of Authorization
- \_\_\_ Copy of Deed
- \_\_\_ List of Abutters and Addresses on 1” x 2 5/8” mailing labels, in triplicate
- \_\_\_ Seven (7) full size and two (2) 11x17 copies of the plan-set, **cover sheet shall show the subject parcel along with all abutting parcels within two hundred (200) feet. Each parcel shall be labeled with their tax map references.**
- \_\_\_ PDF version of plan set – submitted via email or on removable electronic media.
- \_\_\_ Certification of Road Profiles by Town Consulting Engineer

## Subdivision Regulations

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The following checklist is just a guide, the Planning Board may require additional information as deemed necessary.

- \_\_\_ Current owners name & address
- \_\_\_ Option holders name & address
- \_\_\_ Surveyor name & license number stamp
- \_\_\_ Abutters names keyed into the plan
- \_\_\_ North Arrow
- \_\_\_ Date
- \_\_\_ Location (locus) map
- \_\_\_ Tax map & parcel number
- \_\_\_ Location & dimensions of property
- \_\_\_ Area of proposed lots
  
- \_\_\_ Proposed subdivision name
- \_\_\_ Location of easements
- \_\_\_ Location of existing buildings
- \_\_\_ Location of existing & proposed
- \_\_\_ Topographical map (2' intervals) existing & proposed
  
- \_\_\_ Drainage control (culvert, catch basins, etc.)
- \_\_\_ Location of septic system
- \_\_\_ Location of land to be dedicated for public use
- \_\_\_ Location, bearing and length of every street line, lot line, and boundary line, shown to hundredths of a foot & bearings to at least half minutes
- \_\_\_ Information on at least two (2) test pits, and of at least (1) percolation test to include:
  - \*Location of test pits
  - \*Percolation test date
  - \*Certification of test witness
  - \*Outline of the area reserved for leach field
- \_\_\_ Location of concrete monuments and/or iron pins to be shown on the mylar
  
- \_\_\_ Location of existing & proposed sewer lines
- \_\_\_ Location of existing & proposed waterlines
- \_\_\_ Location of water courses, standing water, or fire ponds
- \_\_\_ Location of ledges & other natural features
- \_\_\_ Name, width, class & location of existing & proposed streets
- \_\_\_ Road profiles showing width, grade, existing topography, boundaries & drainage (existing & proposed) at a scale of not less than 1"=50'
  
- \_\_\_ Building & setback lines, include setbacks from very poorly drained soils, where appropriate
- \_\_\_ Zoning Districts, If any:
  - \_\_\_ Commercial/Industrial
  - \_\_\_ Agricultural/Residential
  - \_\_\_ Aquifer protection
  - \_\_\_ Flood plains
  - \_\_\_ Wetland Protection
  - \_\_\_ Multifamily/Professional Office
  - \_\_\_ Shoreland Protection
- \_\_\_ Subdivision Approval from NH Water Supply & Pollution Control Commission (RSA 149:8-a)
- \_\_\_ Inclusion upon mylar of notation cited on page 19, section 8.17 if the Subdivision Regulations of Town of Brentwood
- \_\_\_ All other applicable items, such as:
  - \*Driveway Access Permit
  - \*NHWS & PCC "Site Specific Permit" (RSA 149:8-a)
  - \*Traffic Impact Analysis and
  - \*Performance Bond, etc.