

**Planning Board of**  
**Sugar Hill**

Checklist for Preliminary Review and Final Plat Requirements for **Minor Subdivision**.  
For a more detailed list of requirements see Land Subdivision Regulations of the Town of  
Sugar Hill, New Hampshire.

The Preliminary Review Application must contain the following items and must be submitted to the secretary of the Board not less than (20) days before any regular Board Meeting. A request for a Preliminary Review, a list of all abutters, the surveyor, soil scientist, and planner with the current addresses indicated in the Town Records not more than five (5) days prior to the filing date. Three paper copies of the Preliminary Layout as described in section IV-A. For a final Public Hearing all fees and taxes on the proposed subdivision must be paid (unless other arrangements have been made with the Board) before approval is granted. Two (2) Mylar's and four (4) paper copies are required for the Final Plat Requirement. The Board can exercise the right to require notification of abutters for the Public Hearing, at which time the application is required to submit a completed application and a list of the abutters twenty (20) days prior to a scheduled public hearing and Final Plat Review of the Board.

- \_\_\_\_\_ Date of Plan
- \_\_\_\_\_ Proposed subdivision name
- \_\_\_\_\_ Name and Address of owner (certificate required for acting agent)
- \_\_\_\_\_ Location of subdivision (street location)
- \_\_\_\_\_ Bar Scale
- \_\_\_\_\_ North Arrow
- \_\_\_\_\_ Total Acreage of land to be subdivided
- \_\_\_\_\_ Property lines and dimensions (lots to be consecutively numbered)
- \_\_\_\_\_ Frontage dimensions
- \_\_\_\_\_ Total road frontage in feet and totaled
- \_\_\_\_\_ Location map (1" – 42,000) (showing the relationship to existing streets or roads)
- \_\_\_\_\_ Names of abutting property owners
- \_\_\_\_\_ Names of abutting subdivision, streets, etc.
- \_\_\_\_\_ Rights of way lines of proposed or existing streets and easements
- \_\_\_\_\_ Existing deed restrictions (if applicable)
- \_\_\_\_\_ Location and description of all monuments
- \_\_\_\_\_ All existing structures, wells, eater mains, culverts, utility poles, water courses, septic systems

- \_\_\_\_\_ Final locations of all proposed improvements including roads, drainage, erosion and sediment control structures, well or water lines, septic systems, utilities, etc.
- \_\_\_\_\_ Significant natural features such as woods, wetlands, streams, ponds, ledges, mines, scenic views, etc.
- \_\_\_\_\_ Flood hazard areas as indicated on the National Flood Insurance Map available in the Town Office
- \_\_\_\_\_ Topographic contour lines:
  - for slopes 0% to 25% - 5 foot contour intervals
  - for slopes 26% to 50% - 10 foot contour intervals
  - for slopes over 50% - 20 foot contour intervals
- \_\_\_\_\_ Purpose of and acreage of any easement of land reserved
- \_\_\_\_\_ Proposed improvements including roads, drainage, wells or water lines, septic systems, utilities, erosion and sediment control
- \_\_\_\_\_ Drawing of entire parcel if subdivision covers only part of the owners holding (using more than one Mylar if necessary)
- \_\_\_\_\_ Bench Mark (bench mark should be plainly marked in the field and stationed on the final plat with its elevation)
- \_\_\_\_\_ Certification of engineer or surveyor or soil scientist (if required) licensed in the State of New Hampshire
- \_\_\_\_\_ Soils data for each lot from the SCC
- \_\_\_\_\_ When required by the State (when lot is 5 acres or less) the subdivider shall supply the Certification of Approval by the State Water Supply and Pollution Control Commission accompanied by a duplicate copy of all data submitted to them and any stipulations related to the approval
- \_\_\_\_\_ Final State approvals when appropriate from the Department of Public works and Highways, the Special Board of Dredging and Filling and by other State or Federal Agencies
- \_\_\_\_\_ Any other information or documentation which may be required by the Board
- \_\_\_\_\_ Pre-stamped seal for signature of the Planning Board's Chairman and/or Secretary

**Failure to satisfy any of the above requirements shall result in a denial of the application for subdivision.**