



Madbury Planning Board

Subdivision Application Acceptance Checklist

1. Applicant: _____

2. Property: _____

3. Application dates, fees, public hearing preparation (Subdivision regs Art. III)

| | |
|--|---|
| Preliminary Review (opt): <input type="checkbox"/> | Application received: <input type="checkbox"/> |
| Abutter notices mailed: <input type="checkbox"/> | Public notices posted: <input type="checkbox"/> |
| Newspaper notices: <input type="checkbox"/> | Application reviewed: <input type="checkbox"/> |

Application Fee Required: \$ _____ Received: \$ _____

4. Application Requirements (Subdivision regs Art. IV)

A. 3 Copies of plan provided (100ft/in), 10 copies of plan 11x17"

B. Plan details required:

| Requirement | Check | Requirement | Check |
|--|-------|---|-------|
| Subdivision name | | Owner w/address | |
| Subdivider | | Designer | |
| Drawing revision date | | North Arrow | |
| Scale | | Licensed surveyor stamp | |
| Names of abutters | | Abutting subdivision names | |
| Abutting streets, easements, building lines, alleys, parks, public open spaces. etc. | | | |
| Existing and proposed street lines | | Existing and proposed lot lines | |
| Existing and proposed boundary lines | | Existing easements | |
| Existing buildings | | Existing water courses | |
| Existing ponds or standing water | | Existing ledges | |
| Existing and proposed streets: name, width, grades, profiles | | Elevation detail to show general topography | |
| Proposed easements | | Proposed public use parcels | |
| Bridge/culvert designs | | Future streets | |
| Proposed leach field reserve with 2 test pits per reserve | | Lot area requirements compliance documented on plan | |
| Frontage length shown | | Setbacks shown on plan | |
| All test pits shown on plan | | Fill/dredge/excavation shown on plan | |
| Driveway(s) shown on plan | | Percolation test results provided | |
| High intensity soil survey | | Boundary monuments shown on plan | |

5. Percolation test pits (Subdivision regs Art. IV, Section 10)

| | |
|---|---|
| A. <input type="checkbox"/> 2 pits per system reserve | B. <input type="checkbox"/> Pits 50' apart |
| C. <input type="checkbox"/> 2 feet to seasonal high water | D. <input type="checkbox"/> Witness letter received |

6. Impact statement (for 10 or more dwellings)

7. On site review (opt.) date: _____

8. State approvals:

| | |
|---------------|--------------------------|
| Septic system | <input type="checkbox"/> |
| Water Supply | <input type="checkbox"/> |
| Driveway | <input type="checkbox"/> |