

Appendix B

FINAL APPLICATION FOR SUBDIVISION APPROVAL

PROCEDURAL CHECKLIST

To Be Completed By Applicant

1. Applicant(s) Name MERIDIAN LAND SERVICES, INC. Property Owner(s) Name RONALD A. SHATTUCK JR. & MELISSA D. SHATTUCK
2. Tax Map 3 / Lots 17 & 18
3. My application is being filed:

During regular business hours on \_\_\_/\_\_\_/\_\_\_ for formal submission at the regular Planning Board meeting on \_\_\_/\_\_\_/\_\_\_<sup>1</sup>

OR

By special arrangement with the Chairperson on \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_ for formal submission at the regular Planning Board meeting on \_\_\_/\_\_\_/\_\_\_.

4. I am requesting that a joint hearing be held with:

- The Fracestown Zoning Board of Adjustment.
- The Planning Board of the town of \_\_\_\_\_.

5. My application includes technical information that may require professional review.

YES  NO If yes, please check the relevant option:

I am enclosing a check in the amount of \_\_\_\_\_ as specified by the Planning Board Chair to cover the cost of professional reviews.

I hereby agree to a \_\_\_\_\_ day extension of the time limit on Board deliberation and request a waiver of the submission requirement that all professional review fees be paid at the time of filing as provided in Section IV(B.4).

<sup>1</sup>Check the town website ([www.fracestown-nh.gov](http://www.fracestown-nh.gov)) for the regular business hours of the Planning Board. The office will be open 15 minutes before the regular meeting. The regular meeting of the Planning Board is on the third Tuesday of each month.



PROCEDURAL CHECKLIST

**Board Use Only**

Applicant Name                      Owner Name                      Case Number                      Map and Lot #

	<b>Key Action Points</b>	<b>Date</b>
1)	Application Received by _____ Date of formal submission to Board set for _____ Mail Appendix G to applicant & Board members	
2)	Completeness Review	
3)	List of deficiencies sent to applicant	
4)	Certified notices mailed	
5)	Newspaper ad run	
6)	Notices posted on local bulletin boards	
7)	Site inspection	
8)	Opinion of Conservation Commission received	
9)	Joint hearing(s) scheduled for _____	
10)	Application accepted / denied as complete If denied, deficiency notice sent to applicant & Town Clerk	
11)	Deadline for approval (65 days from acceptance of application)	
12)	Extension of 65 decision deadline to _____ Request of 90 day extension by Selectmen	
13)	Approval / denial of application	
14)	Notice of decision mailed, posted & filed with Town Clerk	
15)	Performance bond posted, if applicable	
16)	Mylar sent to Registry for filing Copy of signed plat and location plan to Selectmen	
15)	Compliance hearing scheduled for _____ Certified notices mailed Newspaper ad run Notices posted on local bulletin boards Site inspection (Final) notice of decision mailed, posted & filed	
16)	Plat sent to Registry for filing (if not done in (16) above) Copy of signed plat and location plan to Selectmen	



1. Property Owner Information (if other than an individual, indicate name of organization and its principal owner, partners, corporate officers and key contacts):

Name: RONALD A. SHATTUCK, JR. & MELISSA D. SHATTUCK

Address: ONE CROSS ROAD, FRANCESTOWN, NH 03043

Telephone: 603-801-7804

Email: SHATTUCKSEALCOATING@YAHOO.COM

2. Applicant Information (if different than owner):

Name: MERIDIAN LAND SERVICES, INC.

Key Contact (if business): JONATHAN G. LEFEBVRE

Address: P.O. BOX 118, MILFORD, NH 03055

Telephone: 603-673-1441

Email: JGLEFEBVRE@MERIDIANLANDSERVICES.COM

3. General Property Information:

Location of Property: STEVENS ROAD, 2<sup>ND</sup> NH TURNPIKE & WOODWARD HILL Rd.

Tax Map 3 / Lot s 17 & 18

Number of Acres of Total Landholding: 39.8 ACRES

Number of Lots to be Created: 4

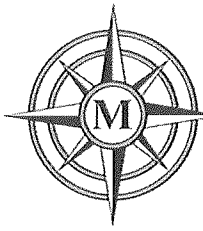
Zoning District: RURAL

Conservation Overlay Districts Involved: WETLANDS & STEEP SLOPE

4. Description of Project:

ADJUST THE COMMON LINE BETWEEN LOTS 3-17 & 3-18, THEN SUBDIVIDE LOT 3-18 INTO FIVE RESIDENTIAL LOTS.





# MERIDIAN

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## LAND SERVICES, INC.

CIVIL ENGINEERING | LAND SURVEYING | PERMITTING | SOIL & WETLAND MAPPING | SEPTIC DESIGN | ENVIRONMENTAL

Office: 31 Old Nashua Road, Suite 2, Amherst, NH 03031

Mailing: PO Box 118, Milford, NH 03055

Phone: 603-673-1441 \* Fax 603-673-1584

[www.MeridianLandServices.com](http://www.MeridianLandServices.com)

**List of Abutters  
New Hampshire  
11020-00  
Tax Map 3 lot 17 & 18  
Francestown**

Date: 09/15/20  
MLS: 11020-00

Meridian Land Services Inc  
PO Box 118  
Milford NH 03055

Lot 3-15-1  
Karen A & Paul A St. Cyr  
80 Woodward Hill Road  
Francestown NH 03043

Lot 3-16  
Michael R Aquino  
42 Woodward Hill Road  
Francestown NH 03043

Lot 3-36  
Charbonneau Family Revoc Trust  
Dan T & Heather Charbonneau Tstees  
21 Woodward Hill Road  
Francestown NH 03043

Lot 3-34  
Francestown Land Trust, Inc  
PO Box 132  
Francestown NH 03043

Lot 3-27 & 3-29  
Ronald A Jr & Melissa D Shattuck  
2<sup>nd</sup> NH Turnpike South  
Francestown NH 03043

Lot 3-19  
Henry H Kunhardt  
563 Old County Road South  
Francestown NH 03043

Lot 3-25  
Prescott G & Elizabeth L Tolman  
142 Stevens Road  
Francestown NH 03043

Lot 3-24  
John E & Anne S Chambers  
489 Old County Road South  
Francestown NH 03043

6. Please answer the following questions:

- How many of the proposed lots are 5 acres or less? ONE
- Does access to the 2 acres of buildable land on any lot require the crossing of a stream, wetland area or slope in excess of 15%? If so, please identify the lots: NONE
- Does the proposal meet all zoning requirements? If no, specify the lot in question and the problem. YES
- What improvements are proposed (roads, driveways, buildings, site work, etc.)? Be specific. DRIVEWAYS, BUILDINGS AND SITE WORK RELATIVE TO FIVE RESIDENTIAL LOTS.
- What legal documents are necessitated by the proposal (easements, performance bonds, road agreements, etc.)? Please specify. NONE
- What state or federal permits are required for this project? NHDES STATE SUBDIVISION
- Do any property lines in the tract to be subdivided follow town lines? NONE
- Is the property to be subdivided contiguous with land, in which the owner or applicant has an interest, in another town? NO
- Itemize the submission requirements, if any, for which a waiver is being requested: V.G.9, (2) OF THE SUBDIVISION REGULATIONS





**A. 5 copies of the final plat conforming to the following:**

	<u>Applicant</u>	<u>Board Use Only</u>
1) name, license number, seal & signature of preparing surveyor	X	_____
2) state the type and date of survey (a precise survey for lots less than 20 acres)	X	_____
3) sequentially numbered sheets, size 22 x 34"	X	_____
4) plan scale not smaller than 1" = 100'	X	_____
5) bar scale	X	_____
6) complete map legend	X	_____
7) north arrow	X	_____
8) adequate location plan	X	_____
9) name of municipality and name & address of applicant in title section	X	_____
10) date of survey and date of plat, as revised	X	_____
11) names of all owners, abutters and easement holders	X	_____
12) all tax map and lot numbers	X	_____
13) book and page numbers of recorded deeds	X	_____
14) existing and proposed buildings within 100'	X	_____
15) existing and proposed lot lines, angles and dimensions	X	_____
16) lot size in acres and in sq. feet if 3 acres or less	X	_____
17) consecutive numbering of new lots (not tax map numbers)	X	_____
18) # of feet of contiguous frontage for each lot	X	_____

	<u>Applicant</u>	<u>Board Use Only</u>
19) zone of property and zoning boundaries	<u>  X  </u>	<u>          </u>
20) all existing and proposed monuments	<u>  X  </u>	<u>          </u>
21) min. of 2 contiguous buildable acres per lot	<u>  X  </u>	<u>          </u>
22) names and right-of-way lines of existing and proposed streets within 100 feet	<u>  X  </u>	<u>          </u>
23) proper signature block	<u>  X  </u>	<u>          </u>
24) the statement: The approval of this subdivision is subject to the applicant complying with all applicable zoning and subdivision regulations, as well as with all conditions of approval as established by the Board and recorded in its minutes and notice of decision.	<u>  X  </u>	<u>          </u>
*25) setback lines	<u>  X  </u>	<u>          </u>
*26) all existing and proposed easements and	<u>  X  </u>	<u>          </u>
*27) All existing and proposed drives within 100'	<u>  X  </u>	<u>          </u>

**\*B. 5 copies of a map, or maps as determined by the size of the subdivision and the complexity of the required information, which are drawn to the same scale as the final plat and which clearly show the following:**

	<u>Applicant</u>	<u>Board Use Only</u>
*1) Topographical information		
USGS interpretations	<u>          </u>	<u>          </u>
Actual survey contours	<u>  X  </u>	<u>          </u>
*2) Soils data		
U.S. Soil Conservation Service	<u>  X  </u>	<u>          </u>
HIS maps	<u>          </u>	<u>          </u>
*3) 4,000 sq. ft leachfield area for each lot as required in Section V(G.1)	<u>  X  </u>	<u>          </u>

**\* Optional for lot line adjustments**

	<u>Applicant</u>	<u>Board Use Only</u>
*4) All open water, intermittent and perennial streams, wetland areas, wells and all existing & proposed drainage structures within 100'	<u>X</u>	_____
*5) Location of all test pits as required by Section V (G.7)	<u>X</u>	_____
*6) Location of other significant natural or man-made structures	<u>X</u>	_____

If any of this information is provided on the final plat, instead of back-up plats, please so indicate.

**C. Unless otherwise indicated in the text or noted parenthetically, one copy of the following:**

	<u>Applicant</u>	<u>Board Use Only</u>
1) 2 copies of a completed signed application form	<u>X</u>	_____
2) All fees as specified as Appendix A	_____	_____
3) 2 copies of all Federal or State permits	<u>PENDING</u>	_____
4) Written request for a waiver, including the statement: If the Planning board denies the requested waiver(s), I understand that a) if I do not agree to provide the required information, my application shall not be accepted, and b) if I do agree to meet the requirement(s), the Board shall proceed according to the procedures outlined in Section IV (B.6) of the subdivision regulations.	<u>X</u>	_____
5) A copy of all local permits and approvals	<u>X</u>	_____

**\* Optional for lot line adjustments**



	<u>Applicant</u>	<u>Board Use Only</u>
6) Opinion of the Road Agent on drive locations, as specified in Section V (B.10(f) <sup>1</sup> )	<u>X</u>	_____
7) 2 copies of all pertinent legal documents	<u>X</u>	_____
*8) Statement that site is ready for Board inspection as specified in Section IV (B.9)	<u>X</u>	_____
*9) 2 copies of percolation and test pit results	<u>X</u>	_____
*10) Statement from the Fire Department	<u>X</u>	_____
*11) Statement on future plans for any undeveloped portions of the owner's holding	<u>X</u>	_____
*12) If required by Section V (H.4), copies of an erosion and sediment control plan	<u>N/A</u>	_____
*13) 4 copies of road plans, construction proposal and cost estimates	<u>N/A</u>	_____

**D. Applications for lot line adjustments must also include the following:**

	<u>Applicant</u>	<u>Board Use Only</u>
1) One of the required statements specified in Section VII (C.4)	_____	_____
2) Statement regarding septic & driveways	_____	_____

**\* Optional for lot line adjustments**

<sup>1</sup> Only the Planning Board can approve driveway locations in new subdivisions. This requirement is for an opinion, not a driveway permit.