Dear Applicant,

In response to your request for information, the following introduction is being sent with any other related materials that you may have requested.

What is a subdivision? New Hampshire state law (RSA 672:14) defines a subdivision as "the division of a lot, tract or parcel of land into 2 or more lots, plats, sites or other division of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes re-subdivision, and when appropriate to the context, relates to the process of subdividing, or to the land or territory subdivided.

There is a penalty against the transfer or sale of land within a subdivision that has not been approved by the Lancaster Planning Commission and recorded and filed with the Coos County Register of Deeds (RSA 676:16). There is also a penalty against performing on-site improvements to land proposed for subdivision prior to approval of such subdivision.

What is the Subdivision Process? The Town of Lancaster Subdivision Regulations set forth the standards which your subdivision must meet for Planning Board approval and the specific procedures to follow in the application process. Copies are enclosed. In general, the regulations provide for three review phases of any proposed subdivision. The first two are optional, the third is mandatory.

The first optional phase is a **Preliminary Conceptual Consultation (see Section 4.03)**. The applicant may appear at a regularly scheduled meeting to discuss a proposal in conceptual form and in general terms to receive information and resolve issues before a formal application is submitted. Statements made are non-binding on the board and the applicant and must be restricted to conformity with the Town's Master Plan or zoning ordinance and an explanation of local and state regulations which may apply. The board may determine the proposal as a major, minor or technical subdivision. Because the conceptual phase does not require notice to the public or abutters, the discussion may take place at any regularly scheduled meeting.

The second optional phase is the **Design Review Phase (see Section 4.04).** This phase provides a more detailed review of the subdivision and discussion may concern engineering and design details and the character and completeness of the proposal. Because this phase requires notice of abutters and the public, materials including at least a site sketch with lot lines and measurements must be submitted prior to noon fifteen days prior to a scheduled meeting of the Planning Board. All costs of notification are borne by the applicant. Though it is noticed, this meeting does not constitute a Public Hearing on the application.

Prior to the third and mandatory phase of board action on an application, all applications for subdivision must be **Accepted as Complete** by the Planning Board. This review to accept as complete requires prior notice to the public and abutters according to RSA 676:4, I (d) and takes place at a public meeting of the Board but does not constitute a Public Hearing unless warned as such.

All materials required for a completed application must be delivered to the Planning Board or its designee for acceptance at the next regular meeting of the board for which it can be posted, no longer than 30 days. A completed application consists of all the materials required under Section

5 of the Subdivision Regulations for a major, minor or technical subdivision. Once the application has been accepted as complete by the board the 65 day period for board action on the completed application (**Final Approval)**, including a Public Hearing if required, begins. All costs of noticing as well as filing fees are borne by the applicant.

New Hampshire Department of Environmental Services: The NHDES permit for Subdivision Approval must be received by the planning board before the application can be accepted as complete by the Planning Board. Test pit information submitted to NHDES must also be submitted as part of the subdivision application to the Planning Board.

Master Plan and Zoning Ordinance: The Planning Board cannot approve any subdivision creating a development or lot which does not conform with the Master Plan and the Zoning Ordinance. Applicants should review these documents to ensure that the proposed use and lots comply with permitted uses, minimum lot sizes and other requirements. Copies of these documents are available at the Town Office.

Access Permits: RSA 249:17 requires approval from the Commissioner of the Department of Transportation for Class I, II and III highways for any new or altered access to those roads. This means you must obtain a written permit prior to commencing any construction or alteration on any entrance, exit, driveway or approach to a state highway. Study this statute for procedures and specifications. Design approval of the Planning Board for access to town roads is also required as part of the subdivision approval process.

Fees: See attached "checklist for subdivision applications" or inquire of the Planning Board or its designee at the Town Office for current filing fees.

If the Board requires Special Investigative Studies or documentation of environmental or economic impacts as provided for in 5.10 and 5.11 of the regulations, legal review of documents or other matters to make an informed decision, the cost shall be paid by the applicant prior to Board approval or disapproval of the final plat.

Planning Board Meetings: The Planning Board holds its regular monthly meeting on the second Wednesday of each month at 6:30 PM in the Selectmen's Meeting Room, upstairs in the Lancaster Town Hall. Submission of materials for Design Review or Application for Final Approval must be made at least 15 days prior to the regular meeting, and no later than noon on the on the fifteenth day. The Planning Board is required to hold two meetings including at least one Public Hearing on Applications for Major Subdivision. Action on Minor and Technical Subdivisions may be taken in one meeting with or without a Public Hearing. See Sections 4.09 and 4.10 of the Regulations.

PROCEDURE FOR PROCESSING SUBDIVISION APPLICATIONS
TOWN OF LANCASTER, NEW HAMPSHIRE

LANDOWNER
decides to subdivide --------> Is there an existing on-site septic system?

No: Receive a NHDES permit before applying to the Planning Board
Yes: Apply directly to the Planning Board

Once all applicable state permits have been obtained,
LANDOWNER applies to the Planning Board ------> Preliminary Conceptual Consultation (optional, but suggested)

* Notice to public/abutters not required
* No submission of material prior to meeting
* Discussion is non-binding
* Contact a NH Licensed Land Surveyor

Design Review Phase (optional, but recommended)
* Notice to public/abutters required
* Material submitted to Board 15 days before next regular meeting
* Review of subdivision design
* Determination of major, minor, technical status
* Board suggest additional material needed
* Consult Section 5 of the regulations to determine what information is required for a Completed Application

Review to Accept Application as Complete (mandatory)
* Notice to public/abutters required
* Completed application submitted no later than NOON on the 15th day before next regular meeting
* Board votes to accept application as complete or requests additional information
* Board may act on Minor or Technical Subdivisions at this meeting

Final Review of Application (2nd meeting) (mandatory)
* Notice to public/abutters required
* Public Hearing Required for Major Subdivisions

PLANNING BOARD
acts to approve or disapprove ----------> Within 65 days unless an extension is granted (See Section 4.05 and RSA 676:4)

TOWN OF LANCASTER, NEW HAMPSHIRE
CHECKLIST FOR SUBDIVISION APPLICATIONS

Fee Schedule: All fees are due and payable at the time of submission of an application.

Application processing fee (all applications)	**$50.00**
Advertising fee: ($125 per meeting)	
Minor and Technical Subdivisions (1 meeting)	**$125.00**
Major Subdivision (2 meetings)	**$250.00**
Recording fees (separate check payable to Registry)	**$16.00 (Notice of Decision)**
	$25.00 (LCHIP fee)
	$26.00 (plat recording fee)

Notice to Abutters-
(current USPS certified letter cost) $_____

Applicants are responsible for any additional expenses incurred in the proper technical review of subdivision proposals including, but not limited to, engineering or traffic studies, environmental impact statements and legal review.

SUBMISSION REQUIREMENTS FOR:

Design Review Phase (Optional see Section 4.04) This phase provides a more detailed review of the subdivision and discussion may concern engineering and design details and the character and completeness of the proposal. Because this phase requires notice of abutters and the public, materials including at least a site sketch with lot lines and measurements must be submitted prior to NOON fifteen days prior to a scheduled meeting of the Planning Board.

A Completed Application for final subdivision review of shall consist of the following items unless a written request for a waiver(s) is granted by the Board:

I. Information required for all subdivisions:

_____ Name(s) and address(es) of the Applicant(s), Owner(s) and list of all abutters and their addresses taken from the town records not more than five (5) days before delivery of the application;
_____ Name(s) and address(es) of all persons whose seal appears on the plat;
_____ Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions;
_____ Payment to cover filing and notification fees costs as stated in Section 4.12.
_____ An Application for Subdivision Approval, to be provided by the Board, properly filled out and executed by the Applicant and delivered to the Board in accordance with Section 4.05.
_____ Three (3) paper copies of the Plat, prepared according to the standards of the NH Land Surveyors Association and the Coos County Register of Deeds. A mylar copy of the plat suitable for recording shall be submitted at the public hearing on the application. Plats shall be in the following format:

1. Plats shall be at a scale of between 1"=10' and 1"=400'.
2. The outside dimensions of the Plat shall be 8 ½" X 11', 11" X 17", 17" X 22" or 22" X 34", or as otherwise specified by the Coos County Registry of Deeds.
3. The material composition shall be suitable for electronic scanning and archiving by the Registry of Deeds.
4. All plats shall have a minimum ½" margin on all sides.

II. Additional Information required for a Technical Subdivision

The plat described above in I. shall also include:

_____ Identification as a "Technical Subdivision"
_____ Names of owners of all lands involved and corresponding map and lot numbers
_____ Existing buildings, streets, rights-of-way, streams and easements;
_____ Lot areas and dimensions
_____ Building setbacks lines;
_____ Natural features in the vicinity of the affected land
_____ Name, address and seal of surveyor; and
_____ A small locational map indicating the parcels in relation to major streets and intersections, the tax maps and parcel numbers and the zoning district.

III. Additional Information for a Minor Subdivision:

The plat described above in I. shall also include:

_____ The proposed subdivision name or identifying title; the name and address of the owner(s) of record and subdivider; and the name license number and seal of the surveyor; date; scale; and north point;
_____ Boundary survey including bearings, distances, and location of permanent markers;
_____ Tax map and lot number, lot lines, dimensions, acreage, numbering;
_____ Building setback lines and zoning district classification;
_____ Topography from field data at five-foot contour intervals, and at two-foot contour intervals when conditions warrant this information;
_____ Existing and final proposed lines of streets, ways, lots, easements for utilities and drainage and public areas within the subdivision. All dimensions shall be shown to the hundredths of a foot and bearings at least to minutes and seconds. The error of closure shall not exceed 1 to 10,000 for both raw and traverse plat closure.
_____ Existing and proposed streets and right-of-way;
_____ Final cross-sections and profiles certified by a licensed Professional Engineer, if applicable;
_____ Final drainage system certified by a Licensed Professional Engineer, if applicable;
_____ Location of soils, groundwater and percolation test pits;
_____ Buildings and other man-made features to remain;
_____ Open space and flood-prone areas;
_____ A time schedule including the anticipated starting and completion dates of the subdivision;
_____ Deed restrictions, including drainage easements for each parcel when applicable.

Additional Information for a Major Subdivision:

The plat described in I. above shall also include:

_____ Type of survey
_____ Title of plan
_____ Name of the town(s)
_____ Tax map and lot number
_____ Plan date and revision dates
_____ The plat shall contain the following statement: "The subdivision regulations of the Town of Lancaster, New Hampshire, are a part of this plat, and approval of this plat is contingent upon completion of all requirements of said subdivision regulations, excepting only any variances or modifications made in writing by the Board and attached hereto".
_____ Proposed subdivision name or identifying title; name and addresses of applicant and of the owner if other than the applicant.
_____ North arrow; scale, written and graphic; date of the plan; name, license number and seal of the surveyor or other person whose seal appears on the plan.
_____ Locus plan showing general location of the total tract within the town and the zoning district(s).
_____ Boundary survey including bearings, horizontal distances, and the location of permanent markers. Curved boundary lines shall show radius, delta and length.
_____ Names of all abutters, streets, parks and public places, and similar facts regarding abutting properties.
_____ Location of all property lines and their dimensions; lot areas in square feet and acres.
_____Lots numbered according to the Town tax map numbering system.
_____ Location and amount of frontage on public rights-of-way.
_____ Location of building setback lines in all zoning districts.
_____ Location of existing and proposed buildings and other structures.
_____ Location of all parcels of land proposed to be dedicated to public use or as open space.
_____ Location and name of grantor and grantee of any existing or proposed easements.
_____ Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.
_____ Existing and proposed streets with names, travel surface widths, right-of-way widths. (See town road standards.)
_____ Location and width of existing and proposed driveways.
_____ Water courses, ponds, standing water, rock ledges, stone walls, existing foliage lines, and any other man-made or natural features.
_____ Existing and proposed topographic contours at five (5) foot intervals.
_____ Soil type units, existing size in square feet, required size in square feet, and wetland delineation.
_____ Location of percolation tests and test results and outline of required leach field.
_____ Location of existing and proposed well(s), with 75-foot radius.
_____ 100-year flood elevations and flood hazard areas based on available FEMA maps as applicable.

Other Information that may be required:

Should the board determine that any of the information below is required, the applicant will be notified in writing within ten (10) business days of the meeting at which the determination was made.

_____ Plan for stormwater management and erosion control, if applicable (See Section 7.13)
_____ Septic design approval where applicable; or certification by septic designer of adequacy of existing system
_____ Alteration of terrain permit from NH Department of Environmental Services if applicable.
_____ State/town driveway permit, as applicable.
_____ Report from the Fire Chief, Police Chief and/or Conservation Commission if applicable.
_____ Approval for municipal water/sewer connections if applicable.
_____ Any deed restrictions; easements, rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Board's counsel and all deeds covering land to be used for public purposes including streets, highways or parks. Transfer of title to such interests to be effective on such date as the Town accepts the land. Approval of the plat shall not constitute an acceptance by the Town of the dedication of any street, highway, park or other public open space.
_____ Any other state or federal permits.
_____ Any additional reports or studies deemed necessary by the Board to make an informed decision, including, but not limited to traffic, school, fiscal, and environmental impact analyses. The Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance.

TOWN OF LANCASTER, NEW HAMPSHIRE
APPLICATION FOR SUBDIVISION APPROVAL

Date of Application_____

Name of Subdivision_____

Location_____

Tax Map Lot # _____

Total Acreage _____ Proposed # of lots_____

Zoning district(s) affected:

Residential____
Commercial___
Commercial/Industrial___
Agricultural_____

Type of Subdivision:

Major _____
Minor _____
Technical _____

To have an application accepted as complete by the Planning Board, the applicant must 1) submit this form to the Board by NOON fifteen (15) days prior to a regularly scheduled monthly meeting; and 2) provide all information required by the Subdivision Regulations. Full payment of fees is due when the application is delivered.

The undersigned owner/or designated agent submits to the Lancaster Planning Board a subdivision plat herein described and dated _____ and requests approval of this plat. In consideration of its approval, the applicant agrees to:

1. Carry out the improvements as shown and intended on the plat, including any work made necessary by unforeseen conditions which become apparent during construction;
2. Post all streets "private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections;
3. Give to the Town on demand, proper deed descriptions for land or rights-of-way reserved on the plat for streets, drainage or rights-of-way or other purposes as agreed upon;
4. Reimburse the Town for the cost of any obligation it may incur, or repairs it may make, because of the applicant's failure to carry out any aforementioned provisions; and
5. Make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or resubdivision is submitted to and approved by the Board.

The undersigned owner may designate an agent (surveyor, broker, etc.) to carry out the application process and to whom all related communication may be addressed:

All owner(s) of record:
Signature(s) and Address(es)

Agent's Signature and Address

_____ _____ _____

_____ _____

_____ _____

_____ _____

FEE SCHEDULE: Fees on application may not be accurate. See Online Fee Schedule for current fees.