

# **SUBDIVISION REGULATIONS**

## **TOWN OF WESTMORELAND NEW HAMPSHIRE**

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# TOWN OF WESTMORELAND

## SUBDIVISION REGULATIONS

### TABLE OF CONTENTS

#### Subdivision Regulations

SECTION I	Authority and Purpose	1
SECTION II	Definitions	1
SECTION III	General Requirements	2
SECTION IV	Subdivision Review Procedures	2
SECTION V	Submission Requirements	5
SECTION VI	Developments Having Regional Impact	7
SECTION VII	Special Flood Hazard Areas	7
SECTION VIII	Performance Guarantee	7
SECTION IX	Revocation of Planning Board Approval	7
SECTION X	Administration and Enforcement	8
SECTION XI	Validity	8
SECTION XII	Amendments	8
SECTION XIII	Effective Date	8

Regional Impact Criteria	9
--------------------------	---

Road Standards	9
----------------	---

#### Appendices:

Request for Conceptual Consultation	10
Request for Design Review Phase	10
Application for Subdivision	11
Minor Subdivision Checklist	12
Major Subdivision Checklist	13
Application for Lot Line/Boundary Adjustment	14
Lot Line/Boundary Adjustment Checklist	15

Attachment: Current Westmoreland Planning Board Fee Schedule	16
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Adopted by the Westmoreland Planning Board  
After Public Hearing on November 14, 2000  
Amended Sept 2011, Jan 2016, Jan 2020

# **SUBDIVISION REGULATIONS**

## **SECTION I Authority and Purpose**

Pursuant to the authority vested in the Westmoreland Planning Board by the voters of the Town of Westmoreland in August of 1972 and in accordance with the provisions of RSA 674:35 of the New Hampshire Revised Statutes Annotated, and as amended, the Westmoreland Planning Board adopts the following regulations governing the subdivision of land in the Town of Westmoreland, New Hampshire. These regulations are designed to accomplish the purposes set forth in RSA 674:36 and for the purpose of protecting the health, safety, convenience, and economic and general welfare of our citizens.

## **SECTION II Definitions**

- A. **Abutter:** Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purpose of notification, the term “abutter” shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration.
- B. **Applicant:** The owner of record of the land to be subdivided, or his/her designated agent.
- C. **Approval:** Recognition by the Planning Board, certified by written endorsement on the plat, that the plat and accompanying application meets the requirements of these Regulations and in the judgment of the Board satisfies all criteria of good planning and design.
- D. **Approval, Conditional:** Recognition by the Planning Board, certified by written endorsement on the plat, that the plat is not finally approved nor ready for filing with the Registry of Deeds until such time as certain conditions set forth by the Board are met.
- E. **Board:** The Planning Board of the Town of Westmoreland.
- F. **Lot Line/Boundary Adjustment:** Adjustments to the boundary between adjoining properties where no new lot(s) are created and the end result is that both conform with existing ordinances.
- G. **Plat:** The map, drawing or chart on which the plan of subdivision is presented to the Planning Board for approval, and which, if approved, will be submitted to the Register of Deeds of Cheshire County for recording.
- H. **Right-of-Way:** A strip of land for which legal right of passage has been granted by the landowner to provide access to a lot.
- I. **Street:** A Class V or better highway for vehicular traffic as defined in RSA 231 which is laid out and maintained by the Town.
- J. **Street Frontage:** That continuous portion of a lot, which abuts a public street. A right-of-way does not constitute frontage.
- K. **Subdivision:** The division of a lot, tract, or parcel of land into two (2) or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale or building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among several owners shall be deemed a subdivision.
- L. **Subdivision, Major:** A subdivision of four (4) or more lots, or one which involves the creation of new streets.

- M. Subdivision, Minor: A subdivision of land into not more than three (3) lots for building development purposes, with no potential for resubdivision on an existing street; and does not involve the creation of new streets.
- N. Subdivision, Technical: A subdivision of land into two lots or sites for the purpose of conveying one such lot or site directly to an abutting landowner. The parcel to be conveyed does not constitute a separate building lot; however, said parcel may be used for building development in conjunction with contiguous land owned by the abutter.

**SECTION III            General Requirements for the Subdivision of Land**

- A. Character of Land for Subdivision: Land of such character that it cannot, in the judgment of the Planning Board, be safely used for building development purposes because of exceptional danger to health or peril from fire, flood, poor drainage, excessive slope, or other hazardous conditions, shall not be platted for residential, commercial, or industrial subdivision, nor for such other uses as may increase danger to life or property, or aggravate the flood hazards.
- B. Premature Subdivision: The Planning Board may provide against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, sewage disposal, drainage, transportation, schools, fire protection, or other public services which necessitate the excessive expenditure of public funds for the supply of such services (RSA 674:36.II(a)).
- C. Preservation of Existing Features: Wherever feasible, suitable steps shall be taken to preserve and protect significant existing features such as trees, scenic points, stone walls, rock outcroppings, water bodies, and historic landmarks. Where possible, the boundary line(s) should follow stone walls.
- D. Septic Systems and Water Supply
  - 1. It is the responsibility of the subdivider or his/her agent to provide the necessary state approvals for the installation and operation of an individual sewage disposal system. In subdividing parcels with existing dwellings, the subdivider must demonstrate to the satisfaction of the Planning Board that the existing septic system is in good working order.
  - 2. All new wells shall have a radius of seventy-five (75) feet, said radius to be located entirely on its lot.

**SECTION IV            Subdivision Review Procedures**

- A. Preliminary Conceptual Consultation    (Optional)
  - 1. The applicant may request a meeting with the Planning Board to discuss a proposal in conceptual form and in general terms. Although this phase is strictly optional, the Planning Board strongly suggests that the applicant avail him/herself of the opportunity to resolve any issues at this early stage that might become a problem later on. Such preapplication consultation shall be informal and directed toward:
    - a) Reviewing the basic concepts of the proposal.
    - b) Reviewing the proposal with regard to the master plan and zoning ordinance.
    - c) Explaining the state and local regulations that may apply to the proposal.
    - d) Determination of the proposal as a major, minor, or technical subdivision, and the submission items that would be required.
  - 2. Preliminary conceptual consultation shall not bind the Applicant or the Planning Board. Such discussion may occur without formal public notice, but must occur only at a posted meeting of the Planning Board.

- B. Design Review Phase            (Optional)

1. Prior to submission of an application for Planning Board action, an applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general stage, involving more specific design and engineering details of the potential application.
2. The Design Review Phase may proceed only after identification of and notice to abutters and the general public as required by RSA 676:4,I(d).
3. Persons wishing to engage in a Design Review Phase shall submit a request to the Planning Board not less than 21 days before a regular meeting of the Planning Board using the 'Request for A Desing Review Phase' attached. The request shall include:
  - a) List of abutters and their addresses taken from municipal records not more than five (5) days before submission.
  - b) Check to cover mailing and advertising costs.
4. Statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.

C. Submission of Completed Application (Required)

1. An application sufficient to invoke jurisdiction of the Planning Board shall be filed with the Planning Board clerk at least 21 days before a regular meeting of the Planning Board. The application shall consist of all data required in Section V of these regulations.
2. A preliminary review may be done by a person or persons designated to review plans for completeness prior to submission to the Planning Board. If the plan is considered incomplete by this person, the applicant will need to provide the missing submission items before the Planning Board will vote to accept the application.
3. The Planning Board will review all plans for completeness at the next regular meeting of the Planning Board. If the application is incomplete, the Planning Board shall notify the applicant and shall specify and describe the information, procedure or other requirements necessary for the application to be complete. Applications may be disapproved by the Planning Board without public hearing on the grounds of failure of the applicant to supply information or to pay fees as required by these regulations.
4. Submission and acceptance of an application shall only occur at a regular meeting of the Planning Board after due notification has been given according to RSA 676:4,I(d). Acceptance will be by affirmative vote of a majority of the Planning Board members present.
5. The Planning Board may waive certain plat requirements as allowed under RSA 674:36 II(n).
6. When the Planning Board has accepted a Completed Application, the Board shall provide a receipt to the Applicant indicating the date of acceptance, which is the start of the 65-day review.

D. Planning Board Action on completed Application

1. The Planning Board shall begin consideration of the Completed Application within 30 days of its acceptance. The Planning Board shall act to approve, conditionally approve, or disapprove the Accepted Application within 65 days of acceptance of the application.
2. The Planning Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve, conditionally approve or disapprove an application. An applicant may waive the requirement for Planning Board action within the time periods specified in these regulations and consent verbally at a meeting or in writing to such extension as may be mutually agreeable.
3. Approval of the application shall be certified by written endorsement on the plat and signed and dated by the Chairman and Secretary of the Planning Board. If any

application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the Applicant within 72 hours of the decision.

4. An approved, signed plat shall be recorded by the Planning Board with the Register of Deeds of Cheshire County within 90 days of approval and the Planning Board shall note in the town file the cabinet, drawer and page.

E. Failure of the Planning Board to Act

- 1) In the event that the Planning Board does not act on an accepted application within the prescribed 65 days, the applicant may petition the Selectmen to issue an order directing the Planning Board to act within 30 days.
- 2) If the Planning Board fails to act within 40 days of this directive, the Selectmen must approve the application unless they find in writing that the plan does not comply with a local regulation. In the event the Selectmen fail to act, the applicant may petition superior court to approve the plan.

F. Conditional Approval

The Planning Board may grant conditional approval of an application, but the plat will not be signed or recorded until all the conditions have been met. If the applicant has not complied with the conditions of approval within one year, the approval is considered null and void and the applicant must submit a new subdivision application. A further public hearing is not required when such conditions:

- 1) are administrative in nature
- 2) involve no discretionary judgment on the part of the Planning Board
- 3) involve the applicant's possession of permits and approvals granted by other boards or agencies, such as the Department of Transportation, the Wetlands Board, or Water Supply and Pollution Control Division; however, any subsequent change to the plan required by such approvals would constitute grounds for a new application process.

G. Expedited Review

- 1) The Planning Board may allow for an expedited review of applications for lot line adjustments, technical subdivisions or minor subdivisions, as defined in Section II of these regulations.
- 2) The application may be submitted, accepted as complete, and voted on at the same meeting provided the public notice so indicates.

H. Public Hearing

Prior to approval of a subdivision, a public hearing shall be held pursuant to RSA 676:4,I(d) with notice given to the applicant, abutters, and the public. Public hearings may be waived for lot line adjustments. Minor or technical subdivisions do not require a public hearing unless requested by the Planning Board, the applicant or any abutters, except that public notice shall be given prior to approval of the application. If a public hearing is to be held, it shall follow the procedures as outlined in Paragraph I of this section.

I. Notification

- 1) Notice of a Design Review Phase, submission of an Application, or a Public Hearing shall be given by the Planning Board to the abutters and the Applicant by certified mail, mailed at least ten (10) days prior to the meeting of the Planning Board where this matter will be considered. The public will be given notice at the same time by posting at the Town Hall and the Post Office and publication in the Keene Sentinel.
- 2) The notice shall give the date, time, and place of the Planning Board meeting at which the Application or other item(s) will be formally submitted to the Planning Board, shall include

a general description of the proposal which is to be considered, and shall identify the Applicant and the location of the proposal.

- 3) If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing is not required. Additional notice is not required of an adjourned session of a hearing provided that the date, time, and place of the adjourned session was made known at the prior meeting.

#### J. Fees

- 1) An application fee (see current Westmoreland Planning Board Fee Schedule) to reimburse the Planning Board for its administrative and notification costs involved in processing applications shall accompany all applications.
- 2) All costs of Abutter and other required notices, whether mailed, posted, or published, shall be paid in advance by the Applicant. Failure to pay costs shall constitute valid grounds for the Planning Board to not accept the application as complete.
- 3) All applicants are responsible for the recording cost at the Register of Deeds of Cheshire County of an approved, signed and dated plat.
- 4) Pursuant to RSA 676:4,I(g), it shall be the responsibility of the Applicant, if the Planning Board deems it necessary, to pay reasonable fees for special investigative studies, environmental assessments, legal review of documents, administrative expenses and other matters which may be required to make an informed decision on a particular application. Failure to pay such costs shall constitute valid grounds for the Planning Board to terminate further consideration of the application and to disapprove the plat without a public hearing.

#### K. Site Inspections

- 1) Whenever the Planning Board deems it necessary for the consideration of an application to visit the site, the Board shall request permission from the applicant.
- 2) Such a site inspection shall be posted as a meeting of the Planning Board pursuant to the Right-to-Know provisions of RSA 91-A. If there is a quorum present at the site inspection, minutes shall be kept.
- 3) All applications are conditioned upon the owner allowing access to the property, to the extent reasonable and necessary to properly review the application. Denial of access automatically terminates any further consideration of the proposal.

#### L. Concurrent and Joint Hearings.

The applicant may request a joint hearing with one or more land use boards in conjunction with a subdivision hearing if all are required for the same project.

### **SECTION V            Submission Requirements**

The applicant may meet with the Planning Board at any regularly scheduled meeting for a preliminary conceptual consultation (See Section IV-A) prior to submitting the application to discuss their application or any items that the applicant feels do not apply to his particular Site Plan application.

An application packet ready for submission to the Planning Board shall consist of the following items: a completed application form and checklist, accompanied by supporting documentation and/or requests for waivers; names and addresses of all abutters taken from the town records not more than five (5) days before the day of filing; payment of all applicable fees according to the fee schedule; and twelve copies of the plat, prepared at any scale between 1" = 20' and 1" = 400'. Upon approval, a mylar must be submitted. The outside dimensions of the mylar shall be 17 x 22 inches, or 22 x 34 inches, except as may be otherwise specified by the Cheshire County Registry of Deeds.

- A. The plat shall show the following information depending on whether the proposed subdivision is Major or Minor: See Major or Minor Subdivision Checklist (attached) for requirements of proposed plat.
1. Proposed subdivision name or identifying title; name and address of the applicant and of the owner, if other than the applicant; and tax map and lot number.
  2. North arrow, scale, date of the plan, name and address and seal of the NH licensed surveyor, signature block for Planning Board endorsement.
  3. Locus plan showing general location of the total tract within the town and the zoning district(s).
  4. Boundary survey including bearings, distances and the location of permanent markers. The survey shall be conducted according to the standards outlined by the New Hampshire Land Surveyors Association.
  5. Location of property lines, including entire undivided lot, lot areas in square feet and acres, frontage on public rights-of-way, and building setback lines. Each lot shall be numbered according to the Town tax map numbering system.
  6. Names of all abutting property owners, streets & other facts regarding abutting properties.
  7. Existing and proposed easements, rights-of-way, culverts, driveways and buildings or other structures.
  8. Water courses, ponds, standing water, rock ledges, stone walls and other natural features; existing and proposed foliage lines; and open space to be preserved.
  9. Existing and proposed streets with names, classification, travel surface widths and right-of-way widths.
  10. Final road profiles, center line stationing and cross sections.
  11. Existing and proposed topographic contours based upon the USGS topographical data with spot elevations where necessary.
  12. Soil data based on Cheshire County Soil Survey, including wetland delineation; and flood hazard areas.
  13. Location of percolation tests and test results; location of 75-foot well radius and 4,000 square-foot septic area.
  14. Base flood elevations.
- B. Other Information
- 1) Plan for the control of sedimentation and erosion, if applicable.
  - 2) State septic design approval, copy of application, or certification by septic designer.
  - 3) Pursuant to RSA 485 A:29, state subdivision approval for any lot under 5 acres.
  - 4) State highway/Town driveway permits, as applicable.
  - 5) Any other state and/or federal permits.
  - 6) Any deed restrictions; and all deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property are submitted in a form satisfactory to the Planning Board's counsel.
  - 7) Any additional reports or studies deemed necessary by the Planning Board to make an informed decision, including but not limited to: traffic, school, fiscal and environmental impact analyses. The Planning Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance.



## **SECTION VI                      Developments Having Regional Impact**

(See attached list of criteria)

- A. All applications shall be reviewed for potential regional impacts. Upon such a finding, the Planning Board shall furnish the regional planning commission(s) and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent by certified mail within 72 hours of the meeting. Additional fees will be incurred.
- B. At least 14 days prior to the scheduled public hearing, the Planning Board shall notify by certified mail the regional planning commission(s) and affected municipalities of the date, time and place of the hearing, and of their right to appear with the status of abutters to offer testimony concerning the proposal. Additional fees will be incurred.

## **SECTION VII                      Special Flood Hazard Areas**

- A. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- B. The Planning Board shall require that all subdivision proposals and other proposed new developments greater than 50 lots or 5 acres, whichever is lesser, include within such proposals base flood elevation data. Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow determination that:
  - 1) all such proposals are consistent with the need to minimize flood damage; and
  - 2) adequate drainage is provided so as to reduce exposure to flood hazards.

## **SECTION VIII                      Performance Guarantee**

- A. As a condition of approval, the Planning Board shall require the posting of a performance guarantee in an amount sufficient to defray the costs of construction of streets. The amount of the security shall be based on an estimate of costs provided by the subdivider and, at the discretion of the Planning Board, reviewed by a licensed engineer. The applicant shall pay all costs of such review.
- B. The Planning Board and the municipal counsel shall approve the security as to form and sureties. The amount of the security shall include fee to cover the cost of periodic inspections.
- C. Where electric lines or other utilities are to be installed by a corporation, municipal department, or public utility, a letter of intent shall be required stating that the work will be done in reasonable time and without expense to the Town.
- D. Each approved plat shall contain a time limit for the completion of streets and public improvements. The performance guarantee shall be released in phases as portions of the secured improvements or installations are completed and approved by the Planning Board of its designee, in accordance with the plan approved by the Board.

## **SECTION IX                      Revocation of Planning Board Approval**

Pursuant to RSA 676:4 (a), an approved and recorded subdivision plat may be revoked by the Planning Board in whole or in part, under the following circumstances: (1) at the request of or by agreement with the applicant; (2) when any requirement or condition of approval has been violated; (3) when the applicant has failed to perform any condition of approval within the time specified or within four years; (4) when four years have elapsed without any vesting of rights and the plan no longer conforms to applicable regulations; or (5) when the applicant has failed to provide for the continuation of adequate security.

**SECTION X Administration and Enforcement**

- A. The Planning Board shall administer these regulations. The enforcement of these regulations is vested with the Selectmen.
- B. Waivers: The requirements of these regulations may be waived or modified when, in the opinion of the Planning Board, specific circumstances surrounding subdivision, or the condition of the land in such subdivision, indicate that such modifications will properly carry out the purpose and intent of the master plan and these regulations.
- C. Penalties and Fines: Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676:17, as amended.
- D. Appeals: Any person aggrieved by a decision of the Planning Board concerning a plat or subdivision may appeal said decision to the superior court pursuant to RSA 677:15, except when a disapproval by the Planning Board is based upon non-compliance with the zoning ordinance.

**SECTION XI Validity**

If any section or part of a section or paragraph of these regulations shall be declared invalid or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section or part of a section or paragraph of these regulations.

**SECTION XII Amendments**

These regulations may be amended by a majority vote of the Planning Board after at least one (1) public hearing following the notification procedure outlined in Section IV, H & I.

**SECTION XIII Effective Date**

These regulations and any amendments thereto shall take effect upon their adoption, and all regulations or parts of regulations, inconsistent therewith, are hereby repealed.

## **CRITERIA FOR DETERMINING REGIONAL IMPACT**

Impact Criteria shall include, but not be limited to, the following items: These shall in no way be considered exhaustive, but rather guidelines for the Planning Board to follow in making a determination of impact on a neighboring municipality.

1. Residential Development: Proposals for lots or dwellings that would increase the existing housing stock of the town by more than 25%.
2. Commercial Development: Proposals for new or expanded space of 50,000 square feet or greater.
3. Industrial Development: Proposals for new or expanded space of 100,000 square feet or more.
4. Other Factors to be Considered:
  - A. Proximity to other municipal boundaries.
  - B. Traffic impacts on the regional road network.
  - C. Potential effect on groundwater, surface water and wetlands that transcend municipal boundaries.
  - D. The potential to disturb or destroy a significant or important natural environment or habitat.
  - E. The necessity for shared public facilities such as schools or solid waste disposal.
  - F. Anticipated emissions such as light, noise, smoke, odors, or particulates.
  - G. The potential for accidents that would require evacuation of a large area.
  - H. The generation and/or use of any hazardous materials.

**REFER TO: ROAD, BRIDGE AND CULVERT STANDARDS OF THE TOWN OF WESTMORELAND, NEW HAMPSHIRE MINIMUM ROAD DESIGN STANDARDS**

**TOWN OF WESTMORELAND  
PLANNING BOARD  
PO BOX 55  
Westmoreland, NH 03467-0055**

**\_\_\_\_ PRELIMINARY CONCEPTUAL CONSULTATION**

This is an optional, nonbinding informational session for process and informational purposes and formal application is not required. Notification to the Town Administrator or Planning Board Secretary can ensure that time is set aside in the agenda but is not required. Citizens can just drop in on a regular Planning Board meeting for an informal discussion.

**\_\_\_\_ REQUEST FOR DESIGN REVIEW PHASE**

**OPTIONAL**

**Note** – A Design Review Phase requires public and abutter notification and a hearing and must be requested 21 days in advance. An abutter list and payment for the noticing is required to accompany this request.

Submission Date \_\_\_\_\_

Name of Property Owner (and Applicant if different):

\_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location of property: Address \_\_\_\_\_ Map # \_\_\_\_ Lot # \_\_\_\_

Notice is hereby given in accordance with RSA 676:4 that a request for Design Review of a Site Plan will be submitted to the Planning Board on \_\_\_\_\_ at the Westmoreland Town Hall during a regular meeting of the Board.

The review is for information only, no decisions will be made and discussion is non-binding.

\_\_\_\_\_  
Signature of Applicant

**TOWN OF WESTMORELAND**

PLANNING BOARD  
PO BOX 55  
Westmoreland, NH 03467-0055

**SUBDIVISION APPLICATION**

Submission Date \_\_\_\_\_

Name of Property Owner (and Applicant if different):

\_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location of property: Address \_\_\_\_\_ Map # \_\_\_\_ Lot # \_\_\_\_

I hereby apply for a subdivision and acknowledge I will comply with all the ordinances of the Town of Westmoreland and any stipulations of the Planning Board as set forth in the appropriate 'Subdivision Checklist'.

Upon a finding by the Planning Board that the application meets the submission requirements for a subdivision, the Board will vote to accept the application as complete and a public hearing on the merits of the proposal will follow immediately. Should the application be deemed incomplete or should a decision not be reached after the public hearing, this application will stay on the Planning Board agenda until such time as it is granted or not granted.

\_\_\_\_\_  
Signature of Applicant

If applicant is different than owner, a notarized document authorizing an agent to act on the owner's behalf must be submitted with the application.

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Note: This application-must be accompanied by the items listed below and must be filed at least 21 days prior to the meeting with the Planning Board before consideration of subdivision review.

- \_\_\_ Twelve stamped copies of the plan of the property.
- \_\_\_ Hearing fee
- \_\_\_ Postage fee equal to current *certified* postage fee x number of abutters & applicant or representative.
- \_\_\_ Current list of names and addresses of all abutters, retrieved within 5 days of submitting application.

Upon approval, a check for recording costs and postage, if applicable, will be paid by the applicant.

TOWN OF WESTMORELAND  
PLANNING BOARD

**MINOR SUBDIVISION CHECKLIST (3 lots or less)**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

The items on this page are considered to be the minimum requirements for a completed minor subdivision plat. The applicant must provide written reasons for any item where a waiver is requested. The Planning Board may, in certain cases, need to request additional information.

**IS THIS A SUBDIVISION HAVING REGIONAL IMPACT?**          YES          NO

**Is land in current use?**          YES          NO

Submitted			Board Use Only	
<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
<u>   </u>	<u>   </u>	1. Name of subdivision: name and address of subdivider (& owner if different).	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	2. Name, address, license number and seal of NH licensed surveyor: north arrow, scale, and date of plan; signature block for Planning Board.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	3. Locus plan, showing tract location and zoning designations.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	4. Boundary survey and location of permanent markers.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	5. Location of property lines, frontage, lot areas in square feet and acres: setback lines: lots numbered according to tax map system.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	6. Names of abutting property owners, streets, easements, building lines, & other facts regarding abutting properties.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	7. Existing and proposed easements, rights-of-way, culverts, driveways, buildings, and other structures.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	8. Water courses, ponds, standing water, rock ledges, stone walls & other natural features: existing and proposed foliage lines and open space to be preserved. Wetland resources, as defined by the town's Wetland Resource Map (July 2002) including public wells, intermittent and perennial water courses, wetland indicators including USGS Wetlands Areas and USDA Hydric Soils, as well as the town's wetland buffer zone.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	9. State subdivision approval if any lot is less than 5 acres. Location of perc tests and test results and of 4,000 square-foot septic area: location of 75-foot well radius on property.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	10. Existing and proposed topographic contours. Soil data based on Cheshire County Soil Survey including flood hazard areas.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	11. Copy of state septic approval or certification from designer.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	12. Copy of driveway permit	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	13. Copy of any other state or federal permits.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	14. Copy of any proposed deed restrictions.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	15. Copy of deeds if any deed restrictions, easements or rights of way including drainage or covering land to be used for public purposes exist.	<u>   </u>	<u>   </u>
<u>   </u>	<u>   </u>	16. Copy of any ZBA decisions, if applicable.	<u>   </u>	<u>   </u>

**TOWN OF WESTMORELAND  
PLANNING BOARD  
MAJOR SUBDIVISION CHECKLIST (More than 3 lots)**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

The items on this page are considered to be the minimum requirements for a completed major subdivision plat. The applicant must provide written reasons for any item where a waiver is requested. The Planning Board may, in certain cases, need to request additional information.

**IS THIS A SUBDIVISION HAVING REGIONAL IMPACT?**       YES       NO

**Is land in current use?**       YES       NO

Submitted		Board Use Only
<u>Yes</u> <u>No</u>		<u>Yes</u> <u>No</u>
___ ___	1. Name of subdivision: name and address of subdivider (& owner if different).	___ ___
___ ___	2. Name, address, license number and seal of surveyor: north arrow, scale, and date of plan; signature block for Planning Board.	___ ___
___ ___	3. Locus plan, showing tract location and zoning designations.	___ ___
___ ___	4. Boundary survey and location of permanent markers.	___ ___
___ ___	5. Location of property lines, frontage, lot areas in square feet and acres; setback lines; lots numbered according to tax map system.	___ ___
___ ___	6. Names of abutting property owners, streets, easements, building lines, & other facts regarding abutting properties.	___ ___
___ ___	7. Existing and proposed easements, rights-of-way, culverts, driveways, buildings, and other structures.	___ ___
___ ___	8. Water courses, ponds, standing water, rock ledges, stone walls & other natural features: existing and proposed foliage lines and open space to be preserved. Wetland resources, as defined by the town's Wetland Resource Map (July 2002) including public wells, intermittent and perennial water courses, wetland indicators including USGS Wetlands Areas and USDA Hydric Soils, as well as the town's wetland buffer zone.	___ ___
___ ___	9. State subdivision approval if any lot is less than 5 acres.	___ ___
___ ___	10. Existing and proposed topographic contours at 2 foot intervals.	___ ___
___ ___	11. Soil data based on Cheshire County Soil Survey designating wetlands and flood hazard areas.	___ ___
___ ___	12. Location of perc tests and test results and of 4000 square-foot septic area; location of 75 foot well radius on lots.	___ ___
___ ___	13. Copy of state septic approval or certification from designer.	___ ___
___ ___	14. Existing and proposed street names, classifications, widths of travel surfaces and rights of way and copy of driveway permits.	___ ___
___ ___	15. Final road profiles, center line stationing and cross sections.	___ ___
___ ___	16. Plan for control of sedimentation and erosion.	___ ___
___ ___	17. Copy of any proposed deed restrictions.	___ ___
___ ___	18. Copy of deeds if any deed restrictions, easements or rights of way including drainage or covering land to be used for public purposes exists.	___ ___
___ ___	19. Copy of any other state or federal permits.	___ ___
___ ___	20. Copy of any ZBA approvals if applicable.	___ ___
___ ___	21. Any additional reports or studies.	___ ___

**TOWN OF WESTMORELAND**

PLANNING BOARD  
PO BOX 55  
Westmoreland, NH 03467-0055

**APPLICATION FOR LOT LINE/BOUNDARY ADJUSTMENT**

Submission Date\_\_\_\_\_

Name of Property Owner applying for Adjustment: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I, \_\_\_\_\_ hereby apply for lot line/boundary adjustment and acknowledge I will comply with all the ordinances and any stipulations of the Planning Board of the Town of Westmoreland.

Location of property:            Map # \_\_\_\_\_            Lot # \_\_\_\_\_

Abutting property affected by lot line/boundary adjustment:  
(use back of application if more than one property is affected)

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Map # \_\_\_\_\_            Lot # \_\_\_\_\_

-----  
Description of Proposed Request: (be complete as possible)

\_\_\_\_\_  
Signature of Applicant

-----  
Note: This application must be accompanied by the items listed below and must be filed at least 21 days prior to the meeting with the Planning Board before consideration of this application.

- \_\_\_\_\_ Twelve stamped copies of the plan of the property.
- \_\_\_\_\_ Hearing fee.
- \_\_\_\_\_ Postage fee equal to current *certified* postage fee x number of abutters, engineer or surveyor & applicant or representative.
- \_\_\_\_\_ Current list of names and addresses of all abutters, retrieved within 5 days prior to submitting application.

Recording costs will be paid by the applicant.



TOWN OF WESTMORELAND  
PLANNING BOARD

**LOT LINE ADJUSTMENT CHECKLIST (between 2 existing lots)**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

The items on this page are considered to be the minimum requirements for a completed lot line adjustment application. The applicant must provide written reasons for any item that is not submitted where a waiver is requested. The Planning Board may, in certain cases, need to request additional information.

**DOES THIS APPLICATION HAVE REGIONAL IMPACT?**          YES          NO

**Is land in current use?**          YES          NO

Submitted  
Yes No

Board Use Only  
Waived  
Yes No

- |   |   |   |
|---|---|---|
| <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> | <ol style="list-style-type: none"> <li>1. Name of subdivision: name and address of sub divider (&amp; owner if different).</li> <li>2. Name, address, license number and seal of NH licensed surveyor or professional engineer: north arrow, scale, and date of plan; signature block for Planning Board.</li> <li>3. Locus plan, showing tract location and zoning designations.</li> <li>4. Location of property lines and boundary markers, frontage, lot areas in square feet and acres; setback lines (including wetlands, septic and well if within 100 feet of proposed boundary); lots numbered according to tax map system.</li> <li>5. Names and addresses of abutting property owners.</li> <li>6. Existing and proposed easements or deed restrictions, rights-of-way, culverts, driveways, buildings, and other structures.</li> <li>7. Copy of deeds if any restrictions, easements or rights of way including drainage, or covering land to be used for public purposes.</li> <li>8. State subdivision approval if any lot is less than 5 acres.</li> <li>9. Copy of driveway permit if either lot boundary affects changes to the existing access and driveway setback.</li> <li>10. Copy of any ZBA decisions, if applicable.</li> </ol> | <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> <p>___ ___</p> |
|---|---|---|

# TOWN OF WESTMORELAND

## PLANNING BOARD FEE SCHEDULE

EFFECTIVE 11/03/2022

### Planning Board Fees

Site Plan Review	\$ 150.00
Subdivision	\$ 150.00 + \$15.00 per lot
Boundary Line Adjustment	\$ 150.00
Voluntary Lot Merger	\$ 25.00
Excavations:	
Permit	\$ 50.00
Escrow	\$1,000.00
(Any unexpended fees to be returned to the Applicant upon completion.)	
Permit Renewal - Site Plan Review fee + Permit Fee	

Abutter Fee: Current certified postal fee per abutter x total # of abutter notices  
(must include owner/applicant/agent) \*\*Multiple page plan sets may require additional postage.

Expenses for review of plans or documents, inspection of site, or special studies deemed necessary by the Board shall be paid by the applicant before an approval or permit is signed.

Recording costs, if applicable, are the responsibility of the owner/applicant/agent.

PLEASE NOTE: Application fees are non-refundable if application is not accepted and/or denied by the Planning Board or withdrawn by the applicant after processing.

### PUBLICATIONS

Zoning Ordinance	\$3.00
Subdivision/Site Plan Regulations	\$3.00
Master Plan	\$5.00
Copies	\$1.00 (per page)