

**FREEDOM PLANNING BOARD  
PO BOX 227  
FREEDOM, NH 03836**

**MINOR SUBDIVISION**

A Minor Subdivision is any division of land resulting in no more than 3 lots, each fronting on a existing street, and not involving any new street or extension of municipal facilities nor the creation of any public improvements.

**RESTRICTION OF FURTHER SUBDIVISION**

A parcel of land which has been subjected to Minor Subdivision shall not be eligible for further subdivision under the Minor Subdivision process for a period of 10 years from the date of the most recent Minor Subdivision.

**GENERAL PROCEDURE**

Fee Schedule: **Commercial Properties:** \$100.00 Filing Fee, plus \$25.00 per lot is required. In addition, the applicant is responsible for:

- The applicant pays \$8.00 per abutter to be submitted with the application and,
- The applicant shall submit a check in the amount of \$25.00 payable to the “Carroll County Registry of Deeds” pursuant to RSA 478:17-g II. This state fee is for funding L-CHIP.

**Residential Properties:** \$75.00 Filing Fee, plus \$25.00 per lot is required. In addition, the applicant is responsible for:

- The applicant pays \$8.00 per abutter to be submitted with the application and,
- The applicant shall submit a check in the amount of \$25.00 payable to the “Carroll County Registry of Deeds” pursuant to RSA 478:17-g II. This state fee is for funding L-CHIP.

The Minor Subdivision process requires only the submission of the Final Plat, as set forth in Section 6.06 of the Freedom Subdivision regulations. At an Informal Discussion with the subdivider, the Board shall first determine that the proposed subdivision qualifies for the Minor Subdivision procedure, following which the subdivider may submit the Final Plat immediately or at a subsequent meeting of the Board.

**PROCEDURE FOR REVIEW**

Review of the Final Plat shall be in accordance with the procedures in Section 5C, Review of Final Plat and D, Action on Final Plat. Notice shall be given to the abutters, and subdividers and the general public as to all public hearings on the Application.

**ACTION OF THE BOARD**

The accepted application shall be deemed to be submitted to the Board as of the date on which the Board accepted the completed Application. Within 30 days of such date, the Board shall begin formal consideration of the Application at a public hearing for which Notice has been given. The Board shall act to approve, approve with modifications, or disapprove the application within 90 days or the date of submission. The Board may apply to the Board of Selectmen prior to the expiration of the 90 day period for an extension of the time not to exceed 90 days before acting to approve or disapprove the Application. The subdivider may consent to an extension of time for the Board to act beyond the initial 90 day period on condition that such consent shall be in writing and shall be made part of the Board’s record.

ALL ITEMS ON THE CHECKLIST SHALL BE COMPLETED AND SUBMITTED TO THE FREEDOM PLANNING BOARD BEFORE THE REVIEW OF THE FINAL PLAT IS SCHEDULED FOR A MEETING OF THE PLANNING BOARD.

**INFORMATION REQUIRED ON PLANS – MINOR SUBDIVISION**

For Minor Subdivision, the map shall be drawn to a scale of no more than 100 feet per inch, unless otherwise specified by the Board. The Final Plat shall contain the following information:

6.07a

- 1. Name of municipality and subdivision
- 2. Names and addresses of subdivider and the designer

6.07b

- 1. Names and addresses of abutting property owners
- 2. Subdivisions and buildings within 100 feet of the parcel to be subdivided
- 3. Roads, streets, and driveways within 200 feet of the parcel to be subdivided

6.07c

- Name and seal and engineer and/or land surveyor licensed by the State of New Hampshire who prepared the Final Plat

6.07d

- A general site location map locating the proposed Minor Subdivision boundaries in relation to major roads

6.07e

- 1. Boundaries and area of the entire parcel referenced to a Town Highway intersection or USGS bench mark
- 2. North point, bar scale
- 3. Date and dates of any revisions
- 4. The Board may waive the requirement of a perimeter survey for the entire parcel and may require specific data only for lots for which sale or lease is contemplated; in such instances, the Final Plat shall include a general map insert which indicates approximately the size and shape of the entire parcel to be subdivided.

6.07f

- Approximate contours at 5 foot intervals taken from a standard USGS map or a Town base map

6.07g

- 1. Existing and proposed building sites and lot lines
- 2. Angles and dimensions
- 3. Lot sizes in square feet and acres
- 4. Consecutive numbering lots

6.07h

- ( ) 1. Location of existing and proposed easements
- ( ) 2. Location of existing and proposed Deed restrictions
- ( ) 3. Location of existing and proposed Zoning setback lines
- ( ) 4. Location of existing and proposed Parks and other open space
- ( ) 5. Location of Water courses
- ( ) 6. Location of Significant natural and man-made features

6.07 Information Required on Plans (continued)

6.07i

- ( ) Soil test data, sewage disposal information and approvals as required in Section 8 (General Requirements).

6.07j

- ( ) 1. Boundaries and designations of Zoning District within the subdivision;
- ( ) 2. Municipal boundary, if any
- ( ) 3. Land use designations from Zoning Ordinance

OTHER INFORMATION

When the judgment of the Board additional information is required to serve the purposes of the Freedom Subdivision regulations, the Board may require such other information as set forth in Section 5.11 and 5.12, Final Plan requirements.

lmf: 08/08

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PO BOX 227  
FREEDOM, NH 03836

DO NOT WRITE IN THIS SPACE

Application No. \_\_\_\_\_

Amount of Fee \_\_\_\_\_

Date Received \_\_\_\_\_

Received by \_\_\_\_\_

Application for **MINOR**  
**SUBDIVISION APPROVAL**

**NOTE:** This application shall conform in all respects to the Subdivision Regulations of the Town of Freedom, and shall be submitted to the Planning Board with 4 paper copies of the plat and one Mylar copy appropriate for filing with the Carroll County Registry of Deeds. A filing fee determined by the fee schedule shall accompany this application.

1. Name, address and telephone number of record owner: \_\_\_\_\_  
\_\_\_\_\_

2. Physical Address: \_\_\_\_\_ Map# \_\_\_\_\_ Lot# \_\_\_\_\_ Zone \_\_\_\_\_

3. Name, Map/Lot and mailing address of all abutters whose property adjoins or is directly across the street or stream from the land under consideration.

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Additional pages may be added if necessary.

**APPLICATION FOR MINOR  
SUBDIVISION APPROVAL  
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4. The Minor Subdivision Plat has been completed in accordance with the Subdivision Regulation of the Town of Freedom.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_, Owner

By: \_\_\_\_\_  
Agent, if applicable

5. This application is accepted as complete this \_\_\_\_\_ day of \_\_\_\_\_.

Signed: \_\_\_\_\_  
Planning Board Chairman

6. I hereby acknowledge receipt of the Application for Final Plat Approval and request for Minor Subdivision.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Freedom Planning Board