

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

MAJOR SUBDIVISION

A Major Subdivision is any division of land which results in 4 or more lots, or one involves the creation of new streets and/or utilities, regardless of the number of lots.

GENERAL PROCEDURE

Subdivision Phases per Freedom Subdivision Regulations amended 12/21/2023:

- 1. Informal Discussion:** See subdivision regulations page 5 for details
- 2. Design Review:** See subdivision regulations pages 6 for details. **Please note:** all applications are subject to a third-party review, the costs of which shall be paid by the applicant.
- 3. Determine if Final Plat is complete:** See subdivision regulations pages 7-9 for details.
- 4. Action on Final Plat:** See subdivision regulations pages 10-17 for details

Application Requirements:

Note: If the applicant is requesting an Informal Discussion, provide only the material listed in Section 6.2.1.3 on page 6 of the regulations.

For applicants starting with Design Review, the applicant should use this Major Subdivision Application (at <https://townoffreedom.net/applications/>). All applications must include:

1. Names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing;
2. Names and addresses of all persons whose name and seal appear on the plat;
3. Names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions;
4. Payment to cover filing and notification fees (see below);
5. One Mylar and five (5) paper copies of the plat and one (1) 36" x 24" electronic copy emailed to office@townoffreedom.net, prepared according to the standards of the NH Land Surveyors Association and the County Register of Deeds, as follows:
 - a. Plats shall be at any scale between 1"= 20' and 1"=400'.
 - b. The outside dimensions of the plat shall be 24" x 36", or as otherwise specified by the County Register of Deeds.
 - c. The material composition shall be suitable for electronic scanning and archiving by the Register of Deeds.
 - d. All plats shall have a minimum ½" margin on all sides.
 - e. All title blocks should be located in the lower right-hand corner, and shall indicate:
 - Type of survey;
 - Owner of record;
 - Title of plan;
 - Name of the town(s);
 - Tax map and lot number;
 - Plan date and revision dates.
 - f. A letter of authorization from the owner if the applicant is not the owner. (See form on page 8)
 - g. A statement of whether the application is intended to qualify as workforce housing under RSA 674:58-61.

Note: The Board will not consider or place an application on the agenda that is not complete.

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 \$15.00 per abutter (\$50 minimum) 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 \$15.00 per abutter (\$50 minimum) 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.

INFORMATION REQUIRED ON PLANS – MAJOR SUBDIVISION

All checklist items shall be completed and submitted to the Freedom Planning Board chairperson, or their designee, before the proposal is scheduled for a planning board meeting.

2. Design Review—See attached checklist page 5

3. Determine if Final Plat is complete —See attached checklist pages 6-7

The applicant may request a waiver from the information required on the plat. Use the form that appears on page 9.

Other information: The Planning Board may require other information. The board will specify this in the Design Review phase. See Freedom Subdivision Regulations 6.2.3.3. Other information (pages 8-9) for types of information that may be required.

4. Action on Final Plat

The applicant shall come prepared to discuss how the application meets the requirements of SECTION 7 GENERAL APPLICATION REQUIREMENTS (pages 12-17)

Note: Applicant must calculate lot sizes to comply with both the Freedom Zoning Ordinance and Subdivision Regulations. Please see Tables 304.1 through 304.8 of the Zoning Ordinance (pages 2-12) and Section 7:02 of the Subdivision Regulations (pages 12-13).

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DO NOT WRITE IN THIS SPACE

Application No. _____

Amount of Fee _____

Date Received _____

Received By _____

Application for Major Subdivision

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 Chairperson, or other person designated by the Board, with 4 paper prints of the Preliminary Layout 20 days prior to the public hearing at which the Planning Board will consider the Application. 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.

Additional pages may be added if necessary.

APPLICATION FOR MAJOR SUBDIVISION APPROVAL

4. The Major 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 for design review is accepted as complete this _____ day of _____

Signed: _____
Planning Board Chairman/Town Administrator
or Assistant

6. This application for review of final plat is accepted as complete this _____ day of _____

Signed: _____
Planning Board Chairman/Town Administrator
or Assistant

7. I hereby acknowledge receipt of the Application for Final Plat Approval and request for Major Subdivision.

Date: _____

Signed: _____
Planning Board Chairman/Town Administrator
or Assistant

Subdivision Checklists

Phase 2: Design Review

6:09 Information Required: In order to provide the information needed for third-party review and to identify other studies will be required, the applicant shall provide the following:

<u>Item</u>	<u>Provided?</u>
1. A site location map placing the parcel in the larger context of the community;	
2. A site survey showing pertinent features of the site;	
3. An indication of any future subdivisions contemplated in or adjacent to the proposal;	
4. A topographic map of the area;	
5. Any soils information, such as permeability or boring data, which has been gathered; and features and easements, and lot measurements	
6. A sketch showing the proposed layout of lots, streets, and recreation areas; watercourses; natural features and easements.	

Stamp all material presented during this phase “design review.” Any information not modified or changed may be filed as part of the formal application and the notation may be changed accordingly.

Phase 3: Review of Final Plat.

6:13 Information Required on Final Plat:

Indicate whether the information is:

- Provided: Yes—note sheet number or numbers where the information is provided
- Not Applicable: N/A
- Waiver requested: Waiver

<u>Item</u>	<u>Provided?</u>
1. Proposed subdivision name or identifying title; name and address of the applicant and of the owner, if other than the applicant.	
2. North arrow, scale – written and graphic;	
3. Date of the plan and any revisions; name,	
4. License number and seal of the surveyor or other person whose seal appears on the plan; signature of surveyor.	
5. Signature block for Planning Board endorsement.	
6. Locus plan showing general location of the total tract within the town and the zoning district(s)	
7. Boundary survey including bearings, horizontal distances, and the location of permanent markers. Curved boundary lines shall show radius, delta, and length. Location of all property lines and their dimensions;	
8. Names of all abutting subdivisions, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties. Subdivisions and buildings within 100 feet of the parcel to be subdivided; roads, streets, and driveways within 200 feet of the parcel to be subdivided.	
9. Lot areas in square feet and acres;	
10. Lots numbered according to the town tax map numbering system.	
11. Location and amount of frontage on public rights-of-way.	
12. Location of building setback lines.	
13. Location of existing and proposed buildings and other structures.	
14. Location of all parcels of land proposed to be dedicated to public use.	
15. Location and description of any existing or proposed easements. Existing and proposed telephone, electricity, water, sewer, fire protection lines and other proposed facilities and/or utilities. All utilities should be placed underground from the street throughout the subdivision.	
16. Location and details as to any existing or proposed community water or sewer systems with information on capacity, usage, cost, any charges – direct or indirect, and a description of the entity responsible for the operation, maintenance, and service.	
17. Existing and proposed water mains, culverts and bridges, drains, sewers; proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.	
18. Preliminary drainage analysis and computations; watershed areas.	
19. Existing and proposed streets with names, classification, travel surface widths, right-of-way widths. (See Section 9 General Requirements: Streets for road standards.)	
20. Final road profiles, center line stationing and cross sections; existing and proposed street right-of-way lines; dimensions of tangents, chords, and radii.	
21. Location and width of existing and proposed driveways.	
22. Water courses, ponds, standing water, rock ledges, stone walls; existing and proposed foliage lines; open space to be preserved; and any other man-made or natural features.	

<u>Item</u>	<u>Provided?</u>
23. Existing and proposed topographic contours at five-foot contours based upon the USGS topographical data, with spot elevations where necessary.	
24. Soil and wetland delineation. Soil mapping units and boundaries as classified by the U.S. Department of Agriculture Soil Conservation Service. Seasonally wet and flood prone areas shall be delineated.	
25. Location of percolation tests and test results; certification of town official witnessing the tests (if present); and outline of 4,000 square-foot septic area with any applicable setback lines.	
26. Location of existing and proposed well, with 75-foot well radius on its own lot.	
27. Base flood elevations and flood hazard areas, based on available FEMA maps.	
28. For all subdivisions land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP), proposals for development of greater than fifty (50) lots or five (5) acres (whichever is the lesser), must include Base Flood Elevation (BFE) data (i.e., floodplain boundary and 100-year flood elevation).	
29. All information submitted for the Preliminary Layout as preliminary or estimated shall be in final form for this application.	

SECTION 7 GENERAL APPLICATION REQUIREMENTS

Item	Comments
7:01 Character of Land.	
7:02 Lots*	
7:03 Grading and Drainage.	
7:04 Streets.	
7:05 Sewage Disposal and Water Supply.	
7:06 Premature and Scattered	
7:07 Off-Site Improvements	
7:08 Community Water Supply and Sewage Disposal Systems.	
7:09 Easements.	
7:10 Parks and Playgrounds.	
7:11 Reserve Strips.	
7:12 Operation and Maintenance of Common Facilities.	
7:13 Security in Lieu of Completion of Required Improvements.	
7:14 Street Names:	
7:15 Sediment and Erosion Control Standards.	
7:16 Utilities and Communication Deliveries.	
7:17 Modifications or Waivers.	

* **Note:** Applicant must calculate lot sizes to comply with both the Freedom Zoning Ordinance and Subdivision Regulations. Please see Tables 304.1 through 304.8 of the Zoning Ordinance (pages 2-12) and Section 7:02 of the Subdivision Regulations (pages 7-13).

APPOINTMENT OF AGENT

I, _____ (Name), _____ (Title)
hereby appoint and authorize _____ (Name of Agent), to represent
_____ (Name of individual applicant/company) before such boards and agencies in
the Town of Freedom and State of New Hampshire as maybe necessary to complete applications on behalf of
_____ (Name of individual applicant/company) in connection with seeking approvals.

_____ (Name of Agent) is further authorized to sign applications as may be
required to complete such representations on applicant/ or company's behalf.

Name of owner: _____

Company name: _____

Date: _____

APPLICATION FOR WAIVER OF SUBDIVISION/SITE PLAN REVIEW REQUIREMENT

(Complete one form for each waiver request.)

To the Chairman and Members of the Freedom Planning Board:

On _____, 20____, I submitted a plan for (subdivision/site plan review) approval to the Board, entitled _____ prepared by _____ and hereby request a waiver from Article _____ Section _____ of the regulations.

In support of such request:

(1) Strict conformity would pose an unnecessary hardship and waiver would not be contrary to the spirit and intent of the regulations because:

(2) or Specific circumstances relative to the (subdivision/site plan review), or conditions of the land in such (subdivision/site plan review), indicate that the waiver will properly carry out the spirit and intent of the regulations because:

Respectfully submitted: _____

Date: _____