

**TOWN OF ALEXANDRIA**

Office of the Planning Board  
47 Washburn Road  
Alexandria, NH 03222

Phone 603-744-8986

Fax 603-744-9461

Dear Applicant,

This is your subdivision application packet. You will find the following items attached for your convenience:

1. Application for Subdivision Approval
2. Application Checklist
3. Abutters List Form

The Alexandria Planning Board meets on the third Wednesday of every month. Hearings for new subdivision applications are considered every month. It is the policy of the Alexandria Planning Board to postpone approval for at least one month following acceptance.

If there is a change in the regular meeting schedule, a notice to that effect will be placed in the newspaper of record and will be posted on the outside bulletin board at the Alexandria Town Hall.

To have this subdivision application considered at the next regular meeting, your completed application and fees must be returned to the Planning Board not later than 21 days prior to the next regularly scheduled meeting date.

You will then be notified by certified mail that your application has been put on the agenda. If you need additional help or information regarding any of this paper work, please contact me.

Alexandria Planning Board  
Planning Board Clerk

Telephone: 603-744-8986

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

File No.: \_\_\_\_\_

Fee Schedule:

	Amt	Ck#
a. Application (includes first two lots).....	\$100.00	
b. Additional lots @\$25/lot.....	_____	
c. Advertising.....	\$100.00	
d. Certified Mail @ \$5.32 per envelope.....	_____	
e. Number of Abutters @ \$5.32 each.....	_____	
<small>(fees should be paid with two separate checks or money orders. A check or money order for the total amount of items a, b and c should be made payable to the Town of Alexandria. A check or money order for the total amount of items d and e should be made payable to the United States Postal Service)</small>		
f. Registration.....	\$ 51.00*	
<small>*this fee must be made by check payable to Grafton County Registry of Deeds and is due upon approval of the subdivision.</small>		
TOTAL.....	\$ _____	

**APPLICATION FOR SUBDIVISION APPROVAL**

**(Incomplete Applications will be returned to the applicant with no action taken by the Board)**

Name of Applicant: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Tax Map No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Nearest Road: \_\_\_\_\_ Name of Subdivision: \_\_\_\_\_

Name of Licensed Surveyor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Name of Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

(notarized letter must be submitted indicating agent assigned and the amount of authority given)

Names and Addresses of all persons with 10% or more interest: \_\_\_\_\_

\_\_\_\_\_

Whate number of phases will you need to complete this subdivision? \_\_\_\_\_ (Written notice of each phase should be submitted to the Planning Board, including pictures, drawings and references.)

Total Acreage Before Subdivision: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_  
(including original lot)

The undersigned hereby requests consideration at the Alexandria Planning Board meeting on

\_\_\_\_\_  
(Date)

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The Alexandria Planning Board requires a COMPLETED APPLICATION as outlined in the subdivision regulations. The applicant respectfully requests its approval and in consideration for approval and the privileges occurring thereto, the Applicant hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions that become apparent during construction;
2. To 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. To give the Town, on demand, proper deeds for land or rights-of-way reserved on the plat for streets, drainage, or other purposes agreed upon;
4. To hold the Town harmless from any obligation it may incur, or repairs it may make, because of applicant's failure to carry out any of the foregoing provisions;
5. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or a plat of resubdivision is submitted to and approved by the Board.
6. To provide to the town engineering estimate as required.

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A Public Hearing will be scheduled for approval at the next regularly scheduled meeting following acceptance of the completed application. Once the Board accepts the COMPLETED APPLICATION, it has 90 days to approve or disapprove the COMPLETED APPLICATION subject to extension or waiver as provided in accordance with RSA: 4.

The undersigned applicant hereby grants access to the Alexandria Planning Board and/or its designee(s) to the subject property, as the Alexandria Planning Board deems necessary, to ensure that improvements are made according to the regulations. Applicant also indemnifies the Alexandria Planning Board and/or its designee(s) of any liability incurred from access to the property. The applicant is responsible for submitting the signed mylar to the Grafton County Registry of Deeds for recording.

I hereby designate \_\_\_\_\_ as the person(s) to whom all communications to the Applicant may be addressed and the person to whom legal process may be served in connection with any proceedings arising out of the agreement herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLEASE NOTE: A \$50.00 Tax Map Update Fee will be due at the meeting when the Subdivision is approved.

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**ALEXANDRIA PLANNING BOARD  
 APPLICATION CHECKLIST**

(All applicable items MUST be checked to qualify as a completed application)

APP	PB	ITEM	REFERENCE
		Completed Application for Subdivision (attached)	4.3-A (1)
		Name and address of applicant and/or agent	4.3-A (2)
		Envelopes or mailing labels addressed to owner and all abutters	4.3-A (3)
		Nonrefundable filing fee of \$125.00, plus \$25.00 per lot, condominium, or family unit that exceeds the initial two lots	4.3-A (4)
		Sufficient funds to cover posting, advertising (\$100.00), and mailing notices to abutters and owner (\$4.42 each) (separate check)	4.3-A (5)
		Three copies of the preliminary subdivision layout with all of the following information:	4.3-A (6)
		Proposed subdivision name or identifying title	4.4-A
		Name and address of the owner, the designer, and the subdivider	4.4-A
		Name, license number, and seal of the licensed engineer and/or land surveyor	4.4-A
		The date	4.4-A
		A bar scale	4.4-A
		A revision block	4.4-A
		The names of abutting property owners	4.4-B
		Lot lines within 100 feet of the parcel to be subdivided	4.4-B
		Roads within 200 feet of the parcel to be subdivided	4.4-B
		Sufficient data to determine the location, bearing, and length of every street, lot line, and boundary line (on the ground as well as on the plat)	4.4-B
		The area of the entire parcel to be subdivided	4.4-C
		The location, names, and widths of existing and proposed streets	4.4-D
		Right-of-way lines	4.4-D
		Lot frontages	4.4-D
		Lot sizes in square feet or acres	4.4-D
		Existing and proposed easements and deed restrictions over and under private property	4.4-D
		Location of all parcels proposed to be dedicated to private use with conditions of such dedications	4.4-D
		Notations pertaining to private roads, existing buildings, watercourses, ponds or other standing water, rock ledges, and other essential features	4.4-D
		A general site location map	4.4-E
		Surface elevations which indicate the general topography, as determined by an engineer	4.4-F
		Approximate grades and profiles of all streets	4.4-G
		Typical cross-sections, indicating cut and fill	4.4-G
		Location and size of any bridges, culverts, or drains which might be required, including provisions for handling storm drainage	4.4-G

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		Engineer estimate of cost for roads	4.7-B
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Copies of the following from any state agency for approval, including all necessary state approvals and permits, and copies of such private deed restrictions as are intended to cover part or all the tract (4.4-H):

APP	PB	ITEM	REFERENCE
		Certification or approval of subdivision by the Water Supply and Pollution Control Division	3.7-A
		A duplicate copy of all data submitted to the WSPCD, plus any stipulations relating to approval	3.7-B
		Driveway permits, or a conditional letter of approval for driveway permits from the NH Dept. of Transportation, for any new or altered streets or driveways connecting directly to state highways, or for any lots that will require new or altered driveways from state highways	3.7-C
		Any other required state permits or approvals	3.7-D

If the proposed subdivision is located in a flood hazard area, the following information is required (4.4-I):

APP	PB	ITEM	REFERENCE
		The 100-year flood elevation data for the proposed subdivision	3.5-A(1)
		The location of all utilities within the subdivision	3.5-A(2)
		Proposed drainage design, including the location of retention basins and culverts	3.5-A(3)
		Proposed location and design of new or replacement water supply and/or sanitary sewer systems	3.5-B

For proposals that include the alteration or relocation of a watercourse, evidence of the following must be submitted to the Planning Board and the Federal Emergency Management Agency (3.5-C):

APP	PB	ITEM	REFERENCE
		Notification of the New Hampshire Civil Defense Agency	3.5-C(1)
		Application for a dredge and fill permit from the NH Wetlands Board	3.5-C(2)
		Notification of adjacent communities as requested by the Planning Board	3.5-C(3)
		Certification provided by a registered engineer, assuring that the flood-carrying capacity of the watercourse will be maintained, must be submitted to the Planning Board	3.5-D

Once the plat has been filed:

APP	PB	ITEM	REFERENCE
		Bond in an amount sufficient to cover the cost of streets and bridges, erosion control measures, and other subdivision features identified as required for subdivision approval	4.7
		Boundaries of soil types and legend	6.3-B
		Signature blocks	4.4-A
		Monuments	3.9
		Other	

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	Other	
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Note: "Reference" means reference to the Subdivision Regulations of Alexandria, NH, adopted May 17, 1989.

**LIST OF ABUTTERS** (To be submitted with application)

Name of Applicant \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Name of Agent if different from Owner \_\_\_\_\_

Address \_\_\_\_\_

Abutter means any person whose property is located in Alexandria or adjoining towns, and adjoins or is directly across the street or stream from the land under consideration by the Planning Board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by any proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

1. Name \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Address \_\_\_\_\_  
Zip Code \_\_\_\_\_

2. Name \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Address \_\_\_\_\_  
Zip Code \_\_\_\_\_

3. Name \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Address \_\_\_\_\_  
Zip Code \_\_\_\_\_

4. Name \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Address \_\_\_\_\_  
Zip Code \_\_\_\_\_

5. Name \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Address \_\_\_\_\_  
Zip Code \_\_\_\_\_

6. Name \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Address \_\_\_\_\_

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