

## SECTION 7. PLAT SUBMISSION REQUIREMENTS

### 7.01 Completed Application

- (1) Five (5) 36" x 24" copies, and one mylar copy, of the Plat shall be submitted (submission of the mylar may be postponed until the Board is prepared to vote on the Completed Application). Space shall be reserved on the plat for all necessary endorsements.
- (2) The Plat shall be prepared and certified by a land surveyor registered in the State of New Hampshire.
- (3) The Completed Application shall be accompanied by payment to cover filing fees, mailing, advertising, recording, and other costs in Section 6.
- (4) The Completed Application shall be accompanied by a marked Subdivision Checklist (supplied by the Jackson Planning Board) indicating submission of all items and materials required by the Board.
- (5) A list will be submitted with the Completed Application containing the names, mailing addresses and property tax map and lot numbers of all owners of the property being subdivided, all abutters (as indicated in town records not more than five (5) days before the day of filing), and the names and mailing addresses of all other persons to whom a Notice (as stated in Section 5.06) is to be sent.
- (6) The Completed Application shall be submitted with labels (approximately 1" x 2.5") consisting of 3 copies of names and addresses for all persons to whom a Notice is to be sent, as listed in Section 7.01(5).
- (7) The plat shall include:
  - (a) Proposed subdivision name or identifying title;
  - (b) Name and address of the applicant and of the owner(s), if other than the applicant;
  - (c) Tax Map and Lot Number of the lot to be subdivided;
  - (d) Name of zoning district and minimum frontage requirement;
  - (e) Scale of 1 inch = 100 feet or better and north arrow;
  - (f) A site location map showing the general location of the total tract within Jackson;
  - (g) Name, license number, address and seal of the surveyor;
  - (h) The following statement shall appear on all Final Subdivision survey plats being considered by the Board:

**I certify that all existing property lines shown on this survey plat are accurate and based on deed research and an in-the-field survey and that all newly created lots have a minimum error of closure of 1 part in 10,000.** Date: \_\_\_\_\_

\_\_\_\_\_  
(Name)  
Licensed Land Surveyor  
SEAL

- (i) Name(s), address(es) and seal(s) of engineer(s);
- (j) Boundary survey including bearings, distances of all lot lines and the location of permanent markers;
- (k) The location of all property lines both current and proposed. Each proposed lot shall be numbered according to a number-number tax map numbering system (example - Lot 12, Lot 12-1, and Lot 12-2);
- (l) Existing and proposed topographic contour boundaries at 5 foot intervals or better;
- (m) Setback lines;
- (n) Soil mapping types and boundaries with poor and very poorly draining hydric soils clearly identified;
- (o) A soils/minimum lot size chart shall appear on the plat or on a submitted document. The chart shall demonstrate that each proposed lot meets the Zoning Ordinance minimum lot size requirements based on Section 6 of the Zoning Requirements. The chart shall list all the soil types

present on each proposed lot and the areas covered by each soil type. The chart shall also calculate the maximum number of units permitted for each proposed lot using the following formula:

$$\begin{array}{c} \text{Maximum} \\ \text{Number} \\ \text{of Units} \\ \text{Permitted} \end{array} = \frac{\begin{array}{c} \text{Area (in sq. ft.)} \\ \text{of Soil Type A} \end{array}}{\begin{array}{c} \text{Minimum Lot Size} \\ \text{Permitted for Soil} \\ \text{Type A from Table} \end{array}} + \frac{\begin{array}{c} \text{Area (in sq. ft.)} \\ \text{of Soil Type B} \end{array}}{\begin{array}{c} \text{Minimum Lot Size} \\ \text{Permitted for Soil} \\ \text{Type B from Table} \end{array}} + \text{etc.}$$

*NOTE: The Maximum Number of Units Permitted must be equal to or greater than the number of dwelling units proposed for the lot.*

- (p) Flood plain land (if applicable) to include – base flood elevation data, floodway, flood hazard area (100 year), flood plain boundary, and the boundary of the River Conservation District (if applicable);
  - (q) Existing buildings and other human-made structures to remain;
  - (r) Existing and proposed easements, rights-of-way, buildings, water courses, ponds, standing water and other essential site features such as rock ledges, stone walls and tree lines;
  - (s) Open space to be preserved (see Section 9.07, Open Space Design);
  - (t) Deed restrictions; and all easements, including right-of-way easements and utility easements; or statement indicating no known deed restrictions or easements existing.
  - (u) Indication of Dry Hydrant or Fire Pond location within 200 feet, if applicable.
  - (v) Location and profiles, with elevations, of existing water supplies and mains, sewers and septic systems within 200 feet of the lot to be subdivided; also culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage;
  - (w) Location of Dry Hydrants or Fire Ponds for subdivisions where THREE (3) or more dwelling units are planned; the Jackson Fire Chief may waive this requirement when he/she deems it unsuitable or unnecessary.
  - (x) Location of test pit and percolation tests and associated test results within a delineated four thousand square foot area;
  - (y) Drainage system (see Section 9.04, Stormwater Drainage and Erosion/Sediment Control);
  - (z) Existing and proposed streets with class, names and right-of-way widths (also, see Section 9.01, Street and Road Standards and Section 9.02, Private Roads);
  - (aa) Final road profiles and cross-sections (see Section 9.01, Street and Road Standards);
  - (bb) A statement of responsibility and liability for private streets and roads in accordance with Section 9.02(4);
  - (cc) All other data as indicated by the Board as necessary to make an informed decision.
- (8) The final plat shall contain the following statement: “The subdivision regulations of the Town of Jackson, New Hampshire are a part of this plat, and approval of this plat is contingent on completion of all requirements of said subdivision regulations, excepting only any variances or modifications made in writing by the Board and attached hereto.”
- (9) The final plat shall be accompanied by certification of compliance with the Town of Jackson’s Road and Driveway Standards, with notation of any approved exceptions or waivers indicated by the Town Road Agent or by the Town Engineer.
- (10) The plat shall be accompanied by certification of all required state and federal permits including the following permits and approvals:
- (a) State subdivision approval. The subdivider shall provide certification of approval of a subdivision by the New Hampshire Department of Environmental Services, Water Supply and Pollution Control Division, Subsurface Systems Bureau. The “Subdivision Approval” certification shall be accompanied by a duplicate copy of all data submitted to the state and will include all state imposed conditions related to their approval;

(b) State septic approval. The subdivider shall provide certification of approval of all involved septic systems by New Hampshire Department of Environmental Services, Water Supply and Pollution Control Division, Subsurface Systems Bureau. The "Construction Approval" certification shall be accompanied by a duplicate copy of all data submitted to the state and will include all state imposed conditions related to their approval;

(c) State Highway Access permit, as applicable.

(11) Where applicable to a specific subdivision the following are required prior to approval of a subdivision plat:

(a) Agreement to convey to the Town land to be used for public streets and other public purposes. Agreement to be in a form certified as satisfactory by Town Counsel as conditional title to all land included in streets, highways or parks not specifically reserved by the subdivider/developer. Transfer of title to such interests to be effective on such date as the Town accepts the land.

Approval of the final plat shall not constitute an acceptance by the Town of the dedication of any street, highway, park or other public open space;

(b) Easements and Rights-of-Way over the property being subdivided;

(c) Performance bond or guarantee as described in Section 8;

(d) Open space dedication and the handling and maintenance thereof, described in Section 9.07;

(e) Draft condominium documents.

(12) The Completed Application shall include any additional reports or studies as may be required by the Board.