

**TOWN OF ORFORD, NEW HAMPSHIRE  
APPLICATION FOR MINOR SUBDIVISION APPROVAL**

Date Application Submitted: \_\_\_\_\_ Application #: \_\_\_\_\_  
Tax Map and Lot #: \_\_\_\_\_

This application is intended for use when a subdivision is proposed that will result in no more than three (3) lots *and none of the land has been part of a previous subdivision within the last 10 years*, and each lot fronts on an existing publicly maintained street and requires no public improvements. The procedure for review of a Minor subdivision is set forth in Articles 4, 5, and 6 of the Subdivision Regulations. Five copies of the entire application are required.

Name of Subdivision: \_\_\_\_\_

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

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

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Description of the lot to be subdivided (please provide street or other info.):

The undersigned owner hereby submits to the Planning Board of the Town of Orford, NH the subdivision plan named above and respectfully requests approval of said plat. In consideration for approval and the privileges accruing thereto, the owner hereby agrees to:

1. Carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions, which become apparent during construction.
2. Post all streets "PRIVATE" unless or until accepted by the Town of Orford, and to provide and install standard street signs as approved by the Town of Orford for intersections and other critical areas.
3. Give the Town of Orford on demand, proper deeds for land or right-of-way reserved on the plat for streets, drainage, or other purposes as agreed upon.
4. Pay all fees required for subdivision approval, including legal fees incurred by the Town of Orford relating to this subdivision, or any litigation relating thereto.

Current fees schedule is:

Number of Lots	Fee per lot	Total
2	\$40	\$80
3	\$50	\$150

\$7.00 per abutter for each legally notified hearing  
 \$32.00 per each legally notified hearing  
 \$26 per each plat for recording fees  
 \$25 per application Land & Community Heritage Program filing fee  
 Total Fees for this application (enclosed) \_\_\_\_\_

5. Save the Town of Orford harmless from any obligation it might incur, or repairs it may make, because of any failure to carry out any of the foregoing provisions.
6. Make no changes whatsoever in the final Plan as approved by the Orford Planning Board unless a revised plat or a plat or re-subdivision is submitted to and approved by the Orford Planning Board.

7. Property Owner Signature

The undersigned owner hereby requests a subdivision approval for the above property to be issued on the basis of the representations contained herein, including all necessary support statements. This approval is void in the event of misrepresentation and/or not being in compliance with the subdivision regulations and other applicable state and town laws and regulations. Construction of the project is not authorized without subdivision approval. Sale of subdivisions is not authorized prior to submission of the approval to the Grafton County Registry of Deeds.

\_\_\_\_\_

Owner Signature

\_\_\_\_\_

Date

8. Transfer of Authority

I hereby authorize \_\_\_\_\_ to be the person designated to whom all communications to the owner may be addressed and the person on whom legal process may be served in connection with any proceeding arising out of the lot line adjustment herein.

Agent for Owner (please print): \_\_\_\_\_

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

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

I hereby designate the person listed here as my agent for the purposes of procuring the necessary local permits for the proposed work as described herein. Representations made by the agent may be accepted as though made by me personally, and I understand that I am bound by any official decisions made on the basis of such representation.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application will not be deemed complete without the following items attached to this application or a waiver request subject to Planning Board approval. (please check those completed and attached)

- List of abutters and conservation and agricultural easement holders of subject properties (names, addresses indicated by Town records not more than 5 days before the day of submittal)
- Application fees and costs of notice
- Five *Application Packages* (see below) to be provided to:
  - One copy to the agent of the Town of Orford – Upper Valley Lake Sunapee Regional Planning Commission, 10 Water Street, Suite 225, Lebanon, NH 03766 (603-448-1680)
  - Three copies of application to the Orford Planning Board, 2529 Route 25A, Orford, NH 03777
  - One copy to the Orford Select Board, Town of Orford, 2529 Route 25A, Orford, NH 03777

*Application Package Content:*

- The most current deed(s) for the subject properties
- Completed and properly signed application on current application form
- Any requested waivers with justification for request
- Survey Map with scale not smaller than 100' per inch signed and sealed by NH Registered Surveyor or Engineer (See Section 5) to include:
  - General site location map locating property in relation to major roads and other features
  - Names of abutters
  - Boundaries and area of each lot
  - Lot lines, existing buildings, streets and driveways within 200' of lot to be subdivided
  - Minimum 50' road frontage per lot
  - Location and type of proposed and existing survey monuments (Section 5.03/Section 13.12)
  - Existing and proposed lot lines, bearings and dimensions, lot sizes in square feet or acres, consecutive numbering of lots using the town's tax map system, monuments in lot corners
  - Existing and proposed street rights of way lines
  - Location of existing and proposed parks and other open space
  - Location of driveway access to each lot
  - Location of existing and proposed wells and on-site sewage disposal systems
  - Base flood elevations as defined in the Town of Orford Floodplain Development Ordinance
  - Name and address of surveyor or engineer
- Topographic Map with scale not smaller than 100' per inch signed and sealed by NH Registered Surveyor or Engineer (See Section 5) to include:
  - Contour intervals shown at 10' intervals or less
  - Significant natural features such as rock outcrops, surface water, and wet areas.
- Soils Map with scale not smaller than 100' per inch signed and sealed by NH Registered Surveyor or Engineer and Report (Section 5.05)
  - Location of percolation test sites and soil test pits or borings
  - Soil mapping units and boundaries bases on the most recent Natural Resources Conservation Service mapping
  - Legend identifying soil mapping unit symbols and soil type names
  - Additional soil mapping information is required for lots less than two acres.

**FOR PLANNING BOARD USE**

Check off these items as they are received and retain with the records of this application.  
(The application should not receive final approval without these items.)

- State septic system approval for each lot. List lots and any relevant state ID Numbers \_\_\_\_\_

(OR)

- Waiver of State approval in lieu of data. List lots: \_\_\_\_\_

(OR)

- A State septic system permit is not required  
Lot # \_\_\_\_\_ Lot size = \_\_\_\_\_  
Lot # \_\_\_\_\_ Lot size = \_\_\_\_\_

- Waivers for any other issues not addressed (Section 5.14)
- State/Local driveway permit (if applicable)
- State subdivision permit (if applicable)
- State Wetlands Permit (if applicable)
- State Comprehensive Shoreland Protection Act permit (if applicable)
- Other applicable permits:
  
- Estimate of Cost of Improvements

Date(s) of Informal Discussions: \_\_\_\_\_  
Date Application Received: \_\_\_\_\_

Date of Meeting for Application Review: \_\_\_\_\_  
Date Application Deemed Incomplete: \_\_\_\_\_  
*Items needed to complete application:*

Date Application Deemed Complete: \_\_\_\_\_  
65 Days from Application Deemed Complete: \_\_\_\_\_  
*Per RSA 676:4 I. (c)(1) the Board shall make a decision upon an application deemed complete within 65 days subject to an extension.*

Date of Public Hearing Notification: \_\_\_\_\_  
Date of First Hearing: \_\_\_\_\_  
Date of Second Hearing: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_