



**Town of Lyndeborough**  
9 Citizens' Hall Road  
Lyndeborough, New Hampshire 03082  
Tel.: (603) 654-5955 Fax: (603) 654-5777

---

## APPLICATION FOR SUBDIVISION

*Office Use Only*

Case #: \_\_\_\_\_

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

Amount Paid: \$ \_\_\_\_\_

Time Received: \_\_\_\_\_

*Please complete this application thoroughly and accurately, including all items on the Subdivision Review Checklist. Please note that an incomplete application will not be accepted for discussion & review.*

### APPLICANT/PROPERTY OWNER INFORMATION

APPLICANT: \_\_\_\_\_ Phone # \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

PROPERTY OWNER (If different from applicant): \_\_\_\_\_

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

Phone # \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### PROPERTY/PARCEL INFORMATION

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

Brief Directions: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Map # \_\_\_\_\_ Lot(s) # \_\_\_\_\_

### TYPE OF APPLICATION (check one)

- ☐ Lot Line Adjustment      ☐ Large Lot/Conservation      ☐ Voluntary Merger  
☐ Minor Subdivision (up to 3 lots)      ☐ Major Subdivision (4+ lots or re-subdivision)

Briefly describe your plans for the property:



**Town of Lyndeborough**  
9 Citizens' Hall Road  
Lyndeborough, New Hampshire 03082  
Tel.: (603) 654-5955 Fax: (603) 654-5777

**APPLICATION CHECKLIST** - Listed below are all materials required to be submitted for an application to be considered complete.

- ☐ Seven (7) copies of the **Completed and Signed** Application. Application must be signed by the Applicant and Property Owner (if different than the Applicant).
- ☐ Applicable Fees Paid (Please see Land Use Fee Schedule)
- ☐ List of abutters (as defined in RSA 672:3)
- ☐ Three (3) copies of abutter address labels
- ☐ Seven (7) copies of any engineering plans/plot plans.\*
- ☐ List of related materials included: \_\_\_\_\_

*\*Please provide a digital copy of any engineering plans/plots if available (Email address to send materials available upon request)*

**FEES** - Please refer to the Lyndeborough Land Use Fee Schedule for current fees.

Application	\$ _____
Abutter Notification fee (including applicant and owner)	\$ _____
Escrow	\$ _____
<b>TOTAL DUE</b>	<b>\$ _____</b>

**APPLICANT'S CERTIFICATION**

I/We declare under penalty of perjury that all the submitted information is true and correct to the best of my knowledge and belief. I/We have read and agree to abide by the regulations of the Town of Lyndeborough. I/We understand that any misrepresentations of submitted data may invalidate any approval of this application. If the use is not operated in compliance with these regulations, the permit may be revoked by the Code Enforcement Officer or the Zoning Board of Adjustment. By signing this application, I/We are agreeing to all rules and regulations of the Town of Lyndeborough. I/We agree to allow agents of the Town of Lyndeborough and Planning board to conduct on-site inspections, during normal town business hours, of the property as deemed necessary for the consideration of this application.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

Case # \_\_\_\_\_



**Town of Lyndeborough**  
9 Citizens' Hall Road  
Lyndeborough, New Hampshire 03082  
Tel.: (603) 654-5955 Fax: (603) 654-5777

---

**APPLICATION FOR SUBDIVISION CHECKLIST**

---

A subdivision application shall contain the following information, where applicable, to be considered complete. However, this checklist is intended only as a guide; the Planning Board may require additional information as deemed necessary. Fulfillment of the checklist does not supersede the requirement of reviewing the subdivision regulations and providing all information and materials required therein. All plans shall conform to the applicable requirements of the Zoning Ordinance, Subdivision, Site-Plan, Driveway and Growth Management Regulations, Standards for Street and Road Design, as well as other local, state and federal requirements.

✓ - Information Provided    ○ - Information Not Provided    W - Waiver Requested

	Applicant to Fill Out	Board to Fill Out	Regulation #	Description
<b>All Applications (excluding conceptual discussions)</b>				
1.			320.01	Completed application and checklist
2.			510.00.c	Completed authorized agent form
3.			310.02	Abutters list
4.			510.00	Six (6) copies of the application, plat, and all associated information.
5.			320.02	Fees paid (see Land Use Fee Schedule)
6.			414.00	Copy of all deeds, easements, and restrictive covenants
7.			530.00.y	Copies of all federal, state and local permits which may be required for the project
<b>Plat Standards</b>				
8.			510.00.a	Standard title block located in lower right-hand corner of plat that includes subdivision name, owner name/address, name of engineer/surveyor, and date
9.			510.00.b	the tax map and lot number(s) of the parcel(s) being subdivided and the zoning districts within which it is located
10.			510.00.d	Name and business address of every engineer, architect, land surveyor, and/or soil scientist who appears on any plat submitted to the Board
11.			510.00.e-f	The seal and signature of a land surveyor and professional engineer licensed in New Hampshire.
12.			510.00.g	horizontal scale not to exceed one hundred (100) feet to the inch;
13.			510.00.h,q,r,s	Bar scale, north arrow, revision block, and notes section
14.			510.00.l	Purpose/description of subdivision
15.			510.00.n	Signature block located above title block in lower right corner
16.			510.00.o	Place for recording HCRD number and date recorded in lower right corner



**Town of Lyndeborough**  
 9 Citizens' Hall Road  
 Lyndeborough, New Hampshire 03082  
 Tel.: (603) 654-5955 Fax: (603) 654-5777

17.			510.00.p	Locus map depicting the site and surrounding area
18.			510.00.i,j,k	22x34 inch plat size with all sheets numbered consecutively. Plats must have a one (1) inch margin on three (3) sides and two (2) inch margin on left side for binding. Horizontal scale not to exceed one hundred (100) feet to the inch.
<b>Information to be Included on Plat</b>				
19.			520.00.a-g	Abutting property information
20.			530.00.a	Information on any deed restrictions, covenants or other encumbrances relative to the parcel(s) being subdivided.
21.			530.00.b	Boundary survey for the entire parcel including bearings, distances, and the location of permanent markers with a maximum error of closure of 1:10,000.
22.			530.00.c	Locations, bearings and distances of proposed lot lines, including length of frontage on a public right-of-way, and the location of monuments, pins and drill holes clearly and accurately identified on the plan and in the field.
23.			530.00.d	The area of all proposed lots denoting wetland area, dry area, and total area (in acres)
24.			530.00.e	Existing and proposed topography for the entire parcel with contour intervals not to exceed five (5) feet.
25.			720.00.a	4,000 square foot septic reserve area depicted on plat
26.			530.00.f	Soil types, locations of soil boundaries, and accompanying information
27.			530.00.g	The locations of proposed water supply wells, protective well radii and any proposed well radii easements.
28.			530.00.i	Any easements, buildings, utility lines or other features existing on the parcel.
29.			530.00.l.	The locations of proposed water supply wells, protective well radii and any proposed well radii easements.
30.			530.00.m	The locations of the 4,000 square foot septic reserve area, test pits and test pit information for each lot, and lot identification points.
31.			530.00.o	The locations, names and widths of existing and proposed streets and highways showing grades, radii, cross sections at one hundred (100) foot stations, culvert locations, bridge designs and connecting stubs



**Town of Lyndeborough**  
 9 Citizens' Hall Road  
 Lyndeborough, New Hampshire 03082  
 Tel.: (603) 654-5955 Fax: (603) 654-5777

				in conformance with the Lyndeborough Street and Road Standards.
32.			530.00.p	A locus map depicting the site with regard to surrounding development
33.			530.00.q	Proposed driveway locations and driveway permits.
34.			530.00.r	Locations and dimensions of any proposed easements
35.			530.00.s	The location of all parcels of land to be dedicated for public use.
36.			530.00.u	The existing zoning district boundaries as designated on the Town of Lyndeborough zoning map.
37.			530.00.v	A statement on any zoning variances granted for the parcel.
<b>Major Subdivisions Only</b>				
38.			530.00.n	The locations and specifications for fire protection on the site.
39.			411.00, 415.00	Completed fire protection analysis and adequate water supply source approved during analysis
40.			740.00	Stormwater drainage plan
41.			750.00	Soil erosion and sediment control plan
42.			600.00	Performance guaranty
<b>Lot Consolidation</b>				
43.				Written statement by property owner that the lots being consolidated are not subject to separate mortgages or other encumbrances.