

File # \_\_\_\_\_ **TOWN OF RICHMOND, NEW HAMPSHIRE**  
**Map/lot** **SUBDIVISION CHECKLIST**



Note: This list is a guide only. Please review all current zoning and subdivision regulations.

	Submitted/waived		
	Yes	No	Date
501.1. Name and address of property owner.	1.	___	___
501.2. Names and addresses of all abutters and surveyor and other professionals with 3 sets of self-sticking mailing labels, and a check for mailing expenses. (Certified mail with returned receipt).	2.	___	___
501.3. Deed and plan reference with most recent recording from the Cheshire County Registry of Deeds.	3.	___	___
501.4. Plans of proposed subdivision, including 4 copies of the plat and construction plans conforming to 504.2, grading plans Conforming to 504.3.	4.	___	___
501.5. Soil Overlay	5.	___	___
501.6. Subdivision approval from New Hampshire Water Supply and Pollution Control. (Septic)	6.	___	___
501.7. Driveway Permit from Department of Transportation (DOT) or Town of Richmond.	7.	___	___
501.8. Statement as to purpose of subdivision.	8.	___	___
501.9. Fees as required by subdivision regulations 412, a check for \$25.00/lot or a minimum of \$50.00 and a minimum \$50.00 for Plan Review.	9.	___	___
501.10. Four (4) copies of plat, plus one Mylar due at final approval for recording. Application forms will be filed at a regularly scheduled Planning Board meeting.	10.	___	___
501.11. Construction Plans if any new roads are proposed.	11.	___	___
501.12. Notarized Statement of authorization by owner if owner is not present.	12.	___	___
501.13. Required National, State and Local laws conforming to Article 6 section 601.	13.	___	___
<b>501.14. Checklist in accordance with 504.1 Record Plat</b>	14.	___	___

**NOTES ON NUMBERS 1-14 TO COMPLETE APPLICATION:**

File # \_\_\_\_\_ TOWN OF RICHMOND, NEW HAMPSHIRE  
**Map/lot SUBDIVISION CHECKLIST**



Note: This list is a guide only. Please review all current zoning and subdivision regulations.

	Submitted/waiver		
	Yes	No	Date
<b>Plan to contain the following:</b>			
A. North arrow, scale and date;	14A.	___	___
B. Both written and graphic scale	14B.	___	___
C. Title of subdivision in lower right hand corner;	14C.	___	___
D. Certification of Surveyor and other professionals with seal and signature;	14D.	___	___
E. Owner's certification block;	14E.	___	___
F. Courses and distances on all lot lines, streets, right-of-way lines, and subdivision boundaries;	14F.	___	___
G. Central angles, radius and length for all street line curves, street centerline curves and lot line curves;	14G.	___	___
H. Area in acres to the nearest hundredth and square feet of each lot or parcel	14H.	___	___
I. Error of closure see 504.1D:	14 I.	___	___
J. Existing and proposed easements and set back lines shown by dashed lines;	14 J.	___	___
K. Town boundaries.	14 K.	___	___
L. Monuments, iron pins, and other survey markers, existing or proposed:	14 L.	___	___
M. Street lines, existing or proposed streets;	14M.	___	___
N. Names of existing or proposed streets;	14N.	___	___
O. Deed and plan references;	14O .	___	___
P. All lines shown on the map which don't constitute part of subdivision itself	14 P.	___	___
Q. Location of all existing and proposed, if known, building , culverts, storm drains, sewers, or septic systems walls, fences, surface and subsurface utility lines, driveway, and other existing features in or within 50 feet of the subdivision	14Q.	___	___
R. Actual boundaries of all swamps, marshes and other areas covered by water to include location, width and direction of all water courses to include all wetlands;	14R.	___	___
S. Zoning district(s) including boundaries;	14S.	___	___
T. Entire contiguous tract with area in acres and square feet for each lot;	14T.	___	___
U. Location of percolation tests and results, 4000 square foot septic area, and location of the protected well radius on the subdivision and abutters lots;	14U.	___	___
V. Planning Board approval block;	14V.	___	___

**NOTES ON NUMBERS 14 A -14 V, TO COMPLETE APPLICATION:**