



TOWN OF LINCOLN, NH
Planning & Zoning Department
PO Box 39
Lincoln, NH 03251

Phone: 603-745-2757
Fax: 603-745-6743
Email: planning@lincolnnh.org
Web: www.lincolnnh.org

Town of Lincoln Subdivision Checklist

This checklist is intended to assist the applicant in the planning process of preparing a subdivision application for Planning Board action. The type of project proposed, will determine the types of information required, to review a subdivision. It is strongly recommended that applicants meet with town staff and conduct a conceptual review with the Planning Board prior to completing an application. This completed checklist must be included in the subdivision application for it to be considered complete for submittal.

All applicants remain responsible for complying with the Town of Lincoln Subdivision Regulations. This checklist is not a substitute or replacement for those Regulations.

Property Address (if assigned) and Tax Map & Lot #'s: _____

File # : SUB 202_ Map ____ Lot ____ _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone Number(s): _____

Owner's Email Address(es): _____

Agent's Name: _____

Agent's Address: _____

Agent's Phone Number(s): _____

Agent's Email Address(es): _____

Date of Pre-Application Conference: _____

Comments: _____

Please indicate type of application:

- _____ Preliminary Layout Review for Major Subdivision
- _____ Completed Application for Minor Subdivision
- _____ Completed Final Plat Application for Major Subdivision
- _____ Lot Line Adjustment or Boundary

Agreement Date application filed: _____

Date of Planning Board meeting at least **45 days** after filing date: _____

	REQUIRED (Yes/No)	PROVIDED (Yes/No)
A. Names and Addresses of Abutters		
B. Application and notice fees in a check payable to the "Town of Lincoln" – See most recent Fees and Costs Sheet.		
C. Twelve (12) is the number of <i>large full-sized legible</i> copies of Preliminary Layout or Final Plat as required for particular application (use attached lists to review maps for completeness).		
D. Digital copies of the Application and the Preliminary Layout or Final Plat as required for particular application (use attached lists to review maps for completeness) also shall be sent to Planner.		

SUBMISSION REQUIREMENTS.

Preliminary Layout – for optional early review of a major subdivision.

	REQUIRED (Yes/No)	PROVIDED (Yes/No)
1. Site Survey Map: 12 copies of maps at a scale not smaller than 1 inch to 100 feet which should have the following information:		
A. Name of Subdivision		
B. Name and Address of Owner, Subdivider		
C. Date, North Arrow and Scale		
D. Names and Addresses of Abutters		
E. Important natural features (from natural resource inventory)		
(1) Wetlands as defined by (HIS map, hydric soils, wetlands overlay zone, etc.)		
(2) Building and setback lines to include setbacks from wetlands		
(3) Land to be dedicated for public use		
F. Percentage of site in fields and in woods		
G. Property lines, existing buildings, historic sites and structures		
H. Size of site (in acres) with number of acres in the different zoning districts		
I. Topographic contours and watercourses, both seasonal and year-round		
J. Wells/Municipal Water Sources within 150 yards of site		
K. Soils		
L. Town Consulting Engineering Reimbursement Fee		
M. Tax Map Changes Fee		

2. Site Location Map drawn at a larger scale and shown on the Site Survey or proposed subdivision Map with the following information:		
A. Tax Map and Lot numbers and Book and Page numbers		
B. Zoning classification, minimum lot size(s) and frontage(s)		
C. Size of lot (in acres)		
D. Existing streets with names and route designations		

3. Additional Subdivision Information, either shown on plan or provided separately:		
A. Buildings to remain		
B. Deed Restrictions		
C. Preliminary Drainage Plan		
D. Easements		
E. Future Subdivision Proposals (on same site)		
F. Lot Lines		
G. Soils and groundwater test pits		
H. Proposed "open space"		
I. Percolation test locations and data		
J. Approvals and comment (Federal, State and Local)		
K. Preliminary road-cross sections and preliminary road profiles		
L. Setback lines		
M. Proposed streets/roads with:		
a. Locations		
b. Names		
c. Right of Way Widths		
N. Water mains and other utilities (preliminary)		
O. Environmental Impact Statement (EIS) and/or Environment Assessment to be required		
P. Overlays or special investigative studies to be required		

**APPLICANTS SHOULD REVIEW SUBDIVISION REGULATIONS
SECTION 5.02 Submission of Documents, Paragraph a. Preliminary Layout/Plan
for official listing of preliminary layout map requirements.**

TOWN PLANNER AND PLANNING BOARD USE ONLY

(Yes/No) (Yes/No)

A. Submission is complete and 10-day notice sent to abutters, applicant & public on		
B. Submission is incomplete and applicant has been notified on		
C. Planning Board meets to accept application as "complete" on		
D. Public Hearing (with 10-day notice to abutters, applicant and public) scheduled for		
E. Hearing waived for Preliminary Layout Review.		
F. Final Approval with any conditions, bond or land dedications, given by Planning Board on		
G. Written notice sent to applicant, if disapproved on		

FINAL PLAT: SUBMISSION REQUIRED FOR MINOR AND MAJOR SUBDIVISIONS:

	REQUIRED (Yes/No)	PROVIDED (Yes/No)
3. Final Site Survey Map: 3 paper copies and one mylar to be recorded by Town in the Grafton County Register of Deeds, no smaller than 24"X36" which should have the following information:		
A. <u>All</u> information described in Preliminary Layout, except that all drainage, road plans and profiles, water and other utilities shall be final.		
B. Names and addresses of all individual owners and/or corporations of lands involved		
C. Names and addresses of all abutters		
D. Existing buildings, streets, rights of way, streams, waterbodies and Easements		
E. Natural features in the vicinity of the affected land		
F. Name, address and seal of surveyor or engineer		
G. A small locational map indicating parcels in relation to major streets and intersections, the tax sheet and parcel numbers and the zoning districts		
H. Bearings and distances of entire property and lot lines, based on an on-the-ground survey, plus topography in 5-foot intervals		
I. Lot areas and dimensions in square feet or acres		
J. Lots numbered in accordance with Town tax map policy		
K. Statement of responsibility and liability for streets/roads and their maintenance (see 5.02(b)(4))		
L. Estimate of costs of required improvements and statement concerning bond or other security (see 5.02(b)(4))		
M. WSPCC Subdivision Approval		
N. State driveway permit, if any		
O. Legal documents for homeowners' association or other arrangements for property and utility management		
P. Subdivision regulation compliance statement [See 5.02(b)(2)]		
Q. Space for board endorsement		
R. Other information specifically required by Board, including Environmental Impact Statement (EIS), overlays, etc.: _____ _____ _____ _____ _____		

**APPLICANTS SHOULD REVIEW SUBDIVISION REGULATIONS
SECTION 5.02 Submission of Documents, Paragraph b. Completed Application/Final Plat
of the Subdivision Regulations for official listing of map and document requirements.**

**APPLICANTS SHOULD REVIEW "SUGGESTED GUIDELINES FOR LOT LINE
ADJUSTMENTS" FOR COMPLETE DESCRIPTION OF PROCEDURES, FEES, AND
REQUIREMENTS.**