

Town of Grantham
Application for Approval of Subdivision
Preliminary Review

____ Minor Subdivision (up to 3 lots/sites)
 ____ Major Subdivision (more than 3 lots/sites)

PROPERTY OWNER (APPLICANT):			
NAME:		TEL.#:	
MAILING ADDRESS:			
CO-APPLICANT, AGENT, OR LESSEE:			
NAME:		TEL.#:	
MAILING ADDRESS:			
PROJECT LOCATION:			
TAX MAP #:	LOT #:	PLOT #:	ZONE:
NAME OF SUBDIVISION:			
STREET ADDRESS OF PROJECT:			
SCOPE OF PROJECT:			
TOTAL EXISTING LOTS:			
TOTAL LOTS CREATED:			
SIGNATURE BLOCK:			
The undersigned hereby requests an opportunity to consult and review the above identified Subdivision Proposal with the Grantham Planning Board.			
_____		DATE: _____	
<i>PROPERTY OWNER</i>			
NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as through made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.			
_____		DATE: _____	
<i>PROPERTY OWNER</i>			

(For Planning Board Use Only)

Conditions for preliminary approval: _____

Board Action: _____

Chairman Signature: _____ Date: _____

DATE RECEIVED _____ FEE PAID \$ _____ FILE # _____ INITIALS _____

TOWN OF GRANTHAM
CHECKLIST FOR PRELIMINARY SUBDIVISION
(See Section 3.05 of the Subdivision Regulations.)

THIS CHECKLIST MUST BE ATTACHED TO THE APPLICATION.

3.05 PRELIMINARY LAYOUT: The Preliminary Layout may be drawn in pencil, and eight (8) paper print copies submitted. Dimensions may be approximate; the data may be tentative, but shall be sufficiently clear to illustrate all conditions and establish the basis and clarify the design requirements for the Subdivision final plat. Maps shall be at a scale of no more than one hundred (100) feet per inch unless otherwise specified by the Board.

- _____ Name of town (3.05a)
- _____ Name of subdivision (3.05a)
- _____ Name & address of subdivider and agent (3.05a)
- _____ Boundaries & area of the entire parcel, whether or not all the land therein is to be subdivided (3.05b)
- _____ North point (3.05b)
- _____ Bar scale (3.05b)
- _____ Date and dates of any revisions (3.05b)
- _____ Names and addresses of abutters (3.05c)
- _____ Subdivisions & buildings within 200' of the land to be subdivided (3.05c)
- _____ Intersection roads and driveways within 200' of the land to be subdivided (3.05c)
- _____ Existing & proposed street right-of-way lines (3.05d)
- _____ Street profiles (3.05d)
- _____ Width of streets (3.05d)
- _____ Proposed names of new streets (3.05d)
- _____ Existing and proposed lot lines with angles and dimensions (3.05d)

The location of each of the following – existing or proposed (3.05e):

- | | |
|---|--|
| _____ Easements | _____ Deed restrictions |
| _____ Existing buildings, when applicable | _____ Accessory buildings, when applicable |
| _____ Water courses | _____ Parks and open spaces, when applicable |
| _____ Large trees | _____ Flood prone areas |
| _____ Sanitary sewers | _____ Foliage lines |
| _____ Drainage structures & drainage ways | _____ Significant natural & manmade features |

Land use designation from Master Plan and Town boundary, if any (3.05f)

- | | |
|------------------------------------|---------------------------------------|
| _____ Type of water supply (3.05g) | _____ Type of sewage disposal (3.05g) |
|------------------------------------|---------------------------------------|

The following information shall be required:

- _____ Soil mapping units & unit boundaries, soil tests as required (3.05h)
- _____ A statement of conditions of land as to soil availability for development (3.05i)
- _____ A statement of work required on existing streets to meet the minimum standards set in the Subdivision Regulations (3.05j)
- _____ Existing and future subdivisions, if any, in and adjacent to the subject subdivision (3.05h)
- _____ A statement and contours in sufficient detail to indicate clearly the method of storm water drainage on and off the subdivision (3.05l)
- _____ Watershed areas, preliminary drainage analysis and preliminary drainage computations (3.05m)

The Application shall be delivered to the designated agent of the Planning Board at least fifteen (15) days (not including holidays and weekends) prior to the regularly scheduled Public Meeting of the Board at which the Applicant will formally submit the Application to the Board.

_____ *This statement shall appear on the plat:* “The Subdivision Regulations of the Town of Grantham are a part of this plat, and approval of this plat is contingent on completion of all the requirements of said Subdivision Regulations, excepting only any variances or modifications made in writing by the Grantham Planning Board and attached hereto.”

An Application fee of **\$75.00** made payable to the **Town of Grantham**. If the land is to be divided into more than three lots or sites, a fee of **\$20.00 per lot or site** shall be submitted.

Additionally, a certified mailing fee **as set by the USPS is required, per abutter**, including notification of the applicant and any agent or person whose name appears on the drawings, made payable to the **Town of Grantham**.

Applicant must supply three (3) sets of address mailing labels – Avery 5160

Separate checks must be included with mylar made payable to **Sullivan County Registry of Deeds (SCRD)** as follows:

SCRD will not accept any plan sizes other than 17” x 22” and 22” x 34” for recording.

17” x 22” = \$16.00 (\$14.00 plus \$2.00 surcharge fee per document)

22” x 34” = \$26.00 (\$24.00 plus \$2.00 surcharge fee per document)

LCHIP = \$25.00 (make note in the memo line check is for LCHIP) Effective July 1, 2008 – Must be a separate check from the mylar fees.

*****Subject to change as set by the Sullivan County Registry of Deeds*****