



# Madbury Planning Board

## Subdivision Application Acceptance Checklist

1. Applicant: \_\_\_\_\_

2. Property: \_\_\_\_\_

3. Application dates, fees, public hearing preparation (Subdivision regs Art. III)

Preliminary Review (opt):	<input type="checkbox"/>	Application received:	<input type="checkbox"/>
Abutter notices mailed:	<input type="checkbox"/>	Public notices posted:	<input type="checkbox"/>
Newspaper notices:	<input type="checkbox"/>	Application reviewed:	<input type="checkbox"/>

Application Fee      Required: \$ \_\_\_\_\_      Received: \$ \_\_\_\_\_

4. Application Requirements (Subdivision regs Art. IV)

A. ☐ 3 Copies of plan provided (100ft/in), 10 copies of plan 11x17"

B. Plan details required:

Requirement	Check	Requirement	Check
Subdivision name		Owner w/address	
Subdivider		Designer	
Drawing revision date		North Arrow	
Scale		Licensed surveyor stamp	
Names of abutters		Abutting subdivision names	
Abutting streets, easements, building lines, alleys, parks, public open spaces. etc.			
Existing and proposed street lines		Existing and proposed lot lines	
Existing and proposed boundary lines		Existing easements	
Existing buildings		Existing water courses	
Existing ponds or standing water		Existing ledges	
Existing and proposed streets: name, width, grades, profiles		Elevation detail to show general topography	
Proposed easements		Proposed public use parcels	
Bridge/culvert designs		Future streets	
Proposed leach field reserve with 2 test pits per reserve		Lot area requirements compliance documented on plan	
Frontage length shown		Setbacks shown on plan	
All test pits shown on plan		Fill/dredge/excavation shown on plan	
Driveway(s) shown on plan		Percolation test results provided	
High intensity soil survey		Boundary monuments shown on plan	

5. Percolation test pits (Subdivision regs Art. IV, Section 10 )

A. <input type="checkbox"/> 2 pits per system reserve	B. <input type="checkbox"/> Pits 50' apart
C. <input type="checkbox"/> 2 feet to seasonal high water	D. <input type="checkbox"/> Witness letter received

6. ☐ Impact statement

7. On site review (opt.) date: \_\_\_\_\_

8. State approvals:	Septic system	<input type="checkbox"/>
	Water Supply	<input type="checkbox"/>
	Driveway	<input type="checkbox"/>