



# City of Keene, NH Planning Board Subdivision Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keeneh.gov](mailto:communitydevelopment@keeneh.gov)

## SECTION 1: PROJECT INFORMATION

<b>PROJECT NAME:</b>	<b>NUMBER OF LOTS PROPOSED:</b>
<b>PROJECT ADDRESS(ES):</b>	

## SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
<b>NAME/COMPANY:</b>	<b>NAME/COMPANY:</b>
<b>MAILING ADDRESS:</b>	<b>MAILING ADDRESS:</b>
<b>PHONE:</b>	<b>PHONE:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>
<b>PRINTED NAME:</b>	<b>PRINTED NAME:</b>

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
<b>NAME/COMPANY:</b>	<b>TAX MAP PARCEL #(s):</b>	
<b>MAILING ADDRESS:</b>	-----	
<b>PHONE:</b>	-----	
<b>EMAIL:</b>	<b>PARCEL SIZE:</b>	<b>DATE STAMP:</b>
<b>SIGNATURE:</b>	<b>ZONING:</b>	
<b>PRINTED NAME:</b>	<b>PROJECT #:</b>	

## SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

**A COMPLETE APPLICATION MUST INCLUDE THE ITEMS BELOW. BOTH DIGITAL & PHYSICAL COPIES OF APPLICATION MATERIALS MUST BE SUBMITTED USING THE METHODS BELOW.**

- **Email:** communitydevelopment@keenenh.gov, with “Planning Board Application” in the subject line. (**NOTE:** Large files should be submitted using a flash drive or a file-sharing platform, such as Drop Box.)
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for subdivision and BLA applications are outlined further in **Article 19** and **Article 25.10** of the [Land Development Code \(LDC\)](#). You may request an exemption from submitting any of the items below, except the application fee, notice list, narrative, and mailing labels. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

*Note: Additional information may be requested by the respective decision-making authority during the review process.*

### GENERAL SUBMITTAL REQUIREMENTS

**CERTIFIED NOTICE LIST** (See **Attachment A** for more information.)

**2 SETS OF MAILING LABELS** (See **Attachment A** for more information.)

**PROJECT NARRATIVE** (See **Section 1 of Attachment B** for more information.)

**FEES:** Fill in the information below to calculate the total fee.

- \$200 base fee
  - \$100 fee per lot x \_\_\_\_\_ lots
  - \$62 legal ad fee
  - \_\_\_\_\_ current USPS certified mailing rate x \_\_\_\_\_ number of abutters
- = \_\_\_\_\_ **(TOTAL FEE)**

**NOTE:** Please call the Community Development Department for the current certified mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

**WAIVERS** (See **Section 2 of Attachment B** for additional information.)

- WAIVER(S) REQUESTED**
- NO WAIVER(S) REQUESTED**

PLAN SETS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
LOCATION MAP		
EXISTING CONDITIONS PLAN		
PROPOSED CONDITIONS PLAN		
TECHNICAL REPORTS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
DRAINAGE REPORT		
TRAFFIC ANALYSIS		
SOIL ANALYSIS		
OTHER REPORTS / ANALYSES		

### LOT MONUMENTS

Per **Article 19.2.5** & **Article 22.3.2** of the [Land Development Code](#), lot monuments must be installed by the developer and verified by the Public Works Director, or security in an amount deemed satisfactory to the Public Works Director must be posted prior to final approval and signature of subdivision plans by the Planning Board. Please be aware that the Planning Board may require that this section be satisfied as a condition precedent to final approval of the plan.

## ATTACHMENT A: CERTIFIED NOTICE LIST INSTRUCTIONS

City of Keene, NH

# Community Development Department Certified Notice List



If you have questions about how to complete an application, please call: (603) 352-5440 or email: [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov)

Per Article 25.2.4 of the Land Development Code (LDC) and in accordance with state law, certain Zoning Board of Adjustment (ZBA), Planning Board, and Historic District Commission (HDC) applications require mailed notice.

**The following parties are required to be noticed as part of the application process:**

- Property owner
- Project applicant
- Authorized agent (if applicable)
- All direct property abutters (including those across water bodies and roads), as well as all properties within 200-ft of the subject parcel
- Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plan
- Holders of conservation, preservation, or agricultural preservation restrictions on the property

*\*Note: Only direct abutters must be noticed as part of HDC applications.*

**For these applications, the following items must be submitted:**

- A list of all persons entitled to notice
- 2 sets of mailing labels
- Notice certification form
- Mailing fee (current USPS certified mailing rate\* x number of abutters)

*\*Please call the Community Development Department for the current certified mailing rate.*

**The notice list shall include the following information:**

- Property owner's name
- Property owner's mailing address
- Property owner's street address,
- The tax map parcel (TMP) number(s) (15-digit number)

**The mailing labels shall include the following information:**

- Property owner's name
- Property owner's mailing address
- The tax map parcel (TMP) number(s)

The City of Keene's [GIS Database](http://axisgis.com/keenenh/) (axisgis.com/keenenh/) can be used to generate an abutters list and mailing labels.

**PLEASE MAKE SURE THAT ALL PARTIES INCLUDED ON THE NOTICE LIST ARE ALSO INCLUDED ON THE MAILING LABELS.**

### CERTIFICATION OF ACCURACY

By signing below, you are certifying that the submitted notice list is accurate and true to the best of your ability and that per **Article 25.2.4.A.3** of the LDC, the notice list is current to within 10 days of the application submittal.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### NOTICE LIST

This template can be used to record the name, mailing address, street address, and tax map parcel (TMP) # for each party that is required to be noticed as part of an application.

OWNER NAME	MAILING ADDRESS	STREET ADDRESS (If different from mailing address)	TAX MAP PARCEL (TMP) #

# ATTACHMENT B: PROJECT NARRATIVE & WAIVER INSTRUCTIONS

## SECTION 1: PROJECT NARRATIVE INSTRUCTIONS

A written narrative addressing the Subdivision Regulations in **Article 19**, the applicable Site Development Standards in **Article 20**, and the criteria in **Article 25.10.5.B.1** of the [LDC](#) is required for a complete application.

Below is a checklist of the items that must be included as part of this narrative:

- Description of the existing and proposed uses.**
- The sizes of the existing and proposed lots.**
- The location of access points for the existing and proposed lots.**
- An explanation of how the proposal complies with the applicable Site Development Standards in Article 20 of the LDC.**
- An explanation of how the proposal complies with the applicable Subdivision Standards in Article 19 of the LDC:**
  - 19.2.1** Lots
  - 19.2.2** Character of Land for Subdivision
  - 19.2.3** Scattered or Premature Development
  - 19.2.4** Preservation of Existing Features
  - 19.2.5** Monumentation
  - 19.2.6** Special Flood Hazard Areas
  - 19.2.7** Fire Protection & Water Supply
  - 19.2.8** Utilities

## SECTION 2: WAIVER REQUEST INSTRUCTIONS

Per **Article 25.10.14** of the [Land Development Code \(LDC\)](#), Applicants may request a waiver from strict compliance with specific provisions of the Subdivision Regulations in **Article 19**, Site Development Standards in **Article 20**, or subdivision review standards in **Article 25.10** of the LDC.

**Any waiver request must be in writing, and must cite the specific regulation or standard a waiver is requested from and the reason(s) it cannot be met. In addition, the waiver request should address the waiver criteria below.**

**PLEASE SUBMIT A SEPARATE WAIVER REQUEST FOR EACH STANDARD THAT YOU ARE REQUESTING A WAIVER FROM.**

**EXEMPTIONS VS. WAIVERS:** Waiver requests are submitted when an application will not comply with all applicable standards. Exemptions may be requested from submitting materials that are not relevant to an application by checking the appropriate box under **Section 3** of the application form.

***Please call the Community Development Department at 603-352-5440 if you have questions about waivers and exemptions.***

**GENERAL WAIVER CRITERIA:** The criteria below must be addressed as part of each waiver request.

1. Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations; and,
2. Granting the waiver will not increase the potential for creating adverse impacts to abutters, the community or the environment; and,
3. Consideration will also be given as to whether strict conformity with the regulations would pose an unnecessary hardship to the applicant.

**WAIVER OF CRD REQUIREMENT:** The Planning Board may grant a waiver from the requirement that a subdivision be a conservation residential development subdivision, if the following criteria are met:

1. Conservation values on a property would be better protected by a conventional subdivision design;
2. A conservation residential development subdivision would significantly detract from the character of the surrounding neighborhood; and,
3. A conventional subdivision design provides the only reasonable alternative to developing the parcel to be subdivided given the parcel configuration and site constraints.

## ATTACHMENT C: PLAN SETS & TECHNICAL REPORTS

A plan set signed and stamped by a NH licensed surveyor showing all items outlined in **Article 25.10.5.B & Article 25.10.5.C** of the **LDC** is required as part of a complete application. **Please submit 2 copies of plan sets on 22-in by 34-in paper or larger size and an electronic PDF file.**

A complete plan set shall include the following materials. You may request an exemption from submitting any of these items by checking the appropriate box in **Section 3** of the application form.

### ITEM DESCRIPTIONS

#### LOCATION MAP OF THE PROPOSED SUBDIVISION OR BOUNDARY LINE ADJUSTMENT.

#### AN EXISTING CONDITIONS PLAN (AT A SCALE OF 1-IN = 100-FT OR LARGER) SHOWING ALL PARCELS AFFECTED BY THE PROPOSAL, AND DEPICTING THE FOLLOWING INFORMATION:

- Contours of at most 5-ft intervals.
- Owner names and tax map parcel numbers for all abutters.
- Boundaries and acreage of the existing lot(s) subject to review.
- Surface waters, including wetland areas delineated by a NH certified wetland scientist, and any manmade waterways, ponds, ditches, etc.
- Precautionary and prohibitive slopes.
- Delineation of 100-year floodplain and floodways as shown on current FIRM maps.
- Location of any public streets, rights-of-way, and easements.
- Location of existing structures, wooded and vegetated areas, site features (e.g. fences, walls, ground-mounted equipment, utilities, stormwater facilities, wells, septic systems, stonewalls, etc.), driveways, and parking areas on the subject property, and to the extent practicable on directly abutting properties.

#### A PROPOSED CONDITIONS PLAN (AT A SCALE OF 1-IN = 100-FT OR LARGER) SHOWING ALL PARCELS AFFECTED BY THE PROPOSAL, AND DEPICTING THE FOLLOWING INFORMATION:

- Owner names and tax map parcel numbers for all direct abutters.
- Boundaries and acreage of the lot(s) subject to review.
- Basic zoning dimensional requirements for the underlying zoning district.
- Existing and proposed zoning dimensional information for the subject parcels.
- Location of any existing structures or site features, public streets, rights-of-way, easements, driveways, parking areas, surface waters (including wetland areas delineated by a NH certified wetland scientist), precautionary and prohibitive slopes, 100-year floodplain and floodways delineation, and wooded and vegetated areas that are displayed on the existing conditions plan, and are proposed to remain.
- Location of proposed structures and site features, lot lines, public streets, rights-of-way, easements, driveways and parking areas.

#### TECHNICAL REPORTS:

Certain technical reports may be required/requested for an application based on the nature or scope of the proposal. All technical reports should be prepared by a NH licensed engineer or qualified professional, and may include, but are not limited to drainage, traffic, and/or soils analyses. They may also include historic evaluation, screening analysis, or architectural and visual appearance analyses. **Please submit 2 paper copies and a PDF copy of all reports.**