



PLANNING & DEVELOPMENT DEPARTMENT
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Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

M E M O R A N D U M

TO: Applicants for a **MINOR SUBDIVISION** (involving a total of three or fewer lots)

FROM: Planning and Development Department

DATE: May 2019

SUBJ: **Submission Requirements and Review Process for Formal Applications**

We appreciate your interest in developing property in the City of Rochester and would like to make the application process as simple and pleasant as possible. Please review the following items carefully and feel free to contact our office with any questions, comments, or suggestions. For applicants/agents who are not familiar with the review process in Rochester it is strongly recommended that you speak with the Planning Department (603-335-1338) about the submission process before preparing an application. We also recommend that you speak with the Assessing Office (335-5109) about the significant financial ramifications of developing current use land.

** **Please note.** On any significant site plans and on major subdivisions, especially those involving a new road, a preliminary meeting with staff and/or a preliminary (conceptual or preferably design review) discussion with the Planning Board prior to engineering the project is **strongly encouraged**. In most cases, initial site layout or proposed lot and road locations will change as a result of the City's review and you will save time and money if you wait to do the engineering until you receive this feedback. A separate application form is used for preliminary applications.*

- A) The applicant must submit all of the following items in order for the application to be considered and processed as a formal application (*see exception/clarification at the end*):
- 1) Completed application form (blank attached) – **4 copies**
 - 2) Written narrative about the proposed project addressing the scope of operation, purpose, justification, and impacts (a simple letter of intent may suffice) – **4 copies**
 - 3) Complete set of drawings on 11" x 17" sheets – **4 sets folded in half**
 - 4) Complete sets of full size drawings as described in the regulations (a mylar is not required) – **3 sets**

- 5) Drainage, traffic, and other studies as appropriate – **2 copies**
- 6) Completed checklist (corresponding to Section II.5.A. of the Site Plan Regulations or Section 4 of the Subdivision Regulations, blank attached) filled out by applicant – **1 checklist**
- 7) All items specified on the checklist (5, above) and in the regulations must be submitted unless they are not applicable or a waiver is requested and approved. For site plans please be sure to include information on lighting, signage, and architecture, as specified.
- 8) Application fee (see fee schedule). Checks should be made out to "City of Rochester".
- 9) Completed abutter's list. All parcels of land which are contiguous to the subject property at any point or which would be contiguous if not for an intervening road or stream must be listed. The list is completed by the applicant directly from information on the computer terminal located in the Assessor's Office. The list may not be filled out more than 5 days prior to the application deadline. Please note that holders of conservation or preservation easements must also be notified. If there are any they must be included on the abutter's list. One original only. The applicant must pay the City of Rochester the current postal rate for a certified letter to be mailed to everyone on the abutter list. The Planning Department will generate the public hearing notice and take it to the post office to be mailed certified. The applicant shall supply two (2) mailing labels for each name on the abutter list.
- 10) Requests for waivers, if any. The applicant may request waivers from submission requirements and design standards. Waivers are granted by the Planning Board at its discretion. Any request must be submitted by the applicant in writing specifying the regulation number and reason for the request. If you believe that obtaining a waiver will improve your project we encourage you to apply for it. Sixteen (16) copies or 1 copy if requested on checklist
- 11) ***Please submit the four (4) application packages - application form, narrative, and folded 11x17 drawings (and waivers if submitted as a separate memo) – with each clipped together as one set.*** Staff will inform you after the TRG meeting how many final application packages to submit for the Planning Board.
- 12) If all necessary items are not submitted, such that the application cannot be accepted as complete, the application will be treated as a preliminary application. However, *at the discretion of the Planning Board*, various items which can be reviewed fairly independently and readily inserted into an engineered plan - such as landscaping, lighting, signage, and architecture – may be submitted later, after plan acceptance, provided they are submitted in a form and timeframe to allow for full review prior to final action. Consult the Planning Department for more information. In addition, particular items – such as the drainage report, for example – may be submitted after the application deadline but prior to the Planning Board meeting and not affect acceptance, *if the timeframe for submittal of those items is approved in advance by the Planning Department.*

- B) Agents (or applicants) must attend the Technical Review Group meeting held one week after the application deadline. **The applicant or agent must attend the Planning Board meeting.**
- C) The application must comply with all of the following: the City of Rochester Site Plan Regulations or Subdivision Regulations, as appropriate, unless a waiver is obtained; the City of Rochester Zoning Ordinance unless a variance is obtained; and all other applicable local, state, and federal regulations. Applicants are encouraged to purchase a copy of the City of Rochester Site Plan Regulations or Subdivision Regulations, as appropriate.
- D) The project must be built and executed exactly as specified in the approved application package unless modifications are subsequently approved. All of the documentation submitted in the application package will be considered part of the approval unless otherwise updated, revised, or superseded.
- E) The application may be subject to the following requirements, fees, and assessments:
- 1) A small monumentation fund fee will be assessed on all projects that are not surveyed using the New Hampshire State Plane Coordinate System.
 - 2) A connection fee will be imposed on all projects that tie into the City's water or sewer system.
 - 3) Where drainage systems, roads, sidewalks, or other infrastructure impacted by the project are substandard the applicant may be required to upgrade these facilities or contribute to an upgrade.
 - 4) Payment of inspection fees as determined by the Department of Public Works.
 - 5) Reimbursement of any out-of-pocket expenses incurred by the City in evaluating the project.
 - 6) The Planning Board may impose other requirements, fees, and assessments, as appropriate.
- F) A pre-construction meeting will be required for all projects that involve significant ground disturbance. The applicant will be required to sign pre-construction and inspection agreements after project approval. For projects substantial in scope the applicant may be required to enlist the services of the design engineer to inspect and certify the work. After construction is completed the applicant must submit as-built plans to the City.

Once again, please feel free to contact our department with any questions. Thank you for your cooperation.



MINOR SUBDIVISION APPLICATION

(a total of three or fewer lots)

City of Rochester, New Hampshire

Date: _____ Is a conditional needed? Yes: _____ No: _____ Unclear: _____
(If so, we encourage you to submit an application as soon as possible.)

Property information

Tax map #: _____; Lot #(s): _____; Zoning district: _____

Property address/location: _____

Name of project (if applicable): _____

Size of site: _____ acres; overlay zoning district(s)? _____

Property owner

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email: _____

Applicant/developer (if different from property owner)

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email: _____

Engineer/surveyor

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Fax #: _____

Email address: _____ Professional license #: _____

Proposed project

Number of proposed lots: _____; Are there any pertinent covenants? _____

Number of cubic yards of earth being removed from the site? _____

City water? yes ____ no ____; How far is City water from the site? _____

City sewer? yes ____ no ____; How far is City sewer from the site? _____

Wetlands: Is any fill proposed? ____; area to be filled: ____; buffer impact? ____.

Comments

Please feel free to add any comments, additional information, or requests for waivers here:

Submission of application

This application must be signed by the property owner, applicant/developer (if different from property owner), *and/or* the agent.

I (we) hereby submit this Subdivision application to the City of Rochester Planning Board pursuant to the City of Rochester Subdivision Regulations and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant/developer (if different from property owner)/as agent, I attest that I am duly authorized to act in this capacity.

Signature of property owner: _____

Date: _____

Signature of applicant/developer: _____

Date: _____

Signature of agent: _____

Date: _____

Authorization to enter subject property

I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

Signature of property owner: _____

Date: _____

Minor Subdivision Checklist

(Minor subdivisions involve a total of 3 lots or fewer)

**To be filled out by applicant/agent (with notes to be inserted by staff)*

See regulations for other specific requirements

City of Rochester Planning & Development Department

Project Name: _____ Map: _____ Lot: _____ Date: _____

Applicant/agent: _____ Signature: _____

(Staff review by: _____ Date: _____)

General items

	Yes	No	N/A	Waiver Requested	Comments
4 sets completed applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Total application fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4 copies of narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3 sets of full-size plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2 sets of 11 X 17 reductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Completed abutters list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Copy of existing covenants, easements, and deed restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Plan Information

Basic information including:

• Name of project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• North arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Revision block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Vicinity sketch - not less than 1" = 1,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name and address of developer/applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name, stamp, and NH license # of land surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General items

	Yes	No	N/A	Waiver Requested	Comments
City tax map & lot #'s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Subdivision approval statement (per regulations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Notation on plans: "For more information about this subdivision contact..."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Approval block (for signature by staff attesting to Planning Board approval)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
References to neighboring plans and subdivisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Information on abutting properties:					
• owner name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• owner address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• tax map and lot #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• approximate square footage of lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• approximate building footprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning designations of subject tract and in vicinity of tract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning overlay districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Platting

Surveyed property lines including:

• existing and proposed bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• existing and proposed distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• benchmarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposed square footage for each lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Subdivision # on each lot (1, 2, 3, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Error of closure statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Existing Topographic Features

	Yes	No	N/A	Waiver Requested	Comments
Existing buildings/structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing driveways and access points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contour lines and spot elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soil types and boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soil test pit locations, profiles, and depth to water table and ledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Percolation test locations and results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water features (ponds, streams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetlands (including name of NH certified wetland scientist who delineated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Statement whether located in flood area, and, if so, 100 year flood elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delineation of treed and open areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stone walls and archaeological features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location of rock outcroppings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trails and footpaths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Utilities

Show existing and proposed for all subject lots and within right of way.

Water lines/well (with protective radius)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer lines/septic system and leach field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electric, telephone, cable TV (underground)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gas lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Elements

Prospective access points (may be subject to change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drainage plan - structures, details, and analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grading plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Earth being removed from site(in cubic yards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erosion and sedimentation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proposed covenants, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Road Acceptance Policy and Procedure: Is there a public road proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If yes, Have you read and understand the Road acceptance procedure?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:
