

**TOWN OF BOW  
PLANNING BOARD**

**SUBDIVISION APPROVAL  
APPLICATION PACKAGE**

To the Applicant:

This completed application (including all plan application contents noted below) must be filed with the Planning Board's Agent no later than 3:00 PM on the fourth Thursday prior to the Planning Board's next regularly scheduled meeting to be included on their next agenda.

Attention should be given to the items below when completing the application package.

- X All appropriate fees must be paid in advance;
- X The application must be made in the name of the owner of record at the time of application, as filed at the Merrimack County Registry of Deeds. The application form must be signed by both the property owner(s) and the applicant;
- X It is the responsibility of the applicant to provide a complete and accurate list of all abutters.

CONTENTS - COMPLETE PRELIMINARY APPLICATION PACKAGE

1. \_\_\_\_ One copy of the completed application, including checklist
2. \_\_\_\_ One paper copy of the subdivision plan **set** - full size (22"x34")
3. \_\_\_\_ One paper copy of the subdivision plan **set** - half size (11"x17")
4. \_\_\_\_ One PDF file of the subdivision plan **set** (via e-mail)
5. \_\_\_\_ Complete and accurate abutters list (Include PE, LLS, CWS/CSS)
6. \_\_\_\_ The appropriate filing fees (See Page 2)

*Note: If any of the above items are missing or incomplete as of the filing deadline, the application will not be placed on the agenda for the next Planning Board meeting.*

Plans, reports, documents, and other materials submitted to the Planning Board to fulfill the requirements of the Subdivision Regulations shall be free of any restrictions on reproduction. Proximate to any copyright symbols, reservations of rights, or statements of ownership, shall be an affirmative statement which expressly agrees to reproduction.

**SUBDIVISION REVIEW FILING FEES**

\$ \_\_\_\_\_ Town Review Fee (Major: \$500, Minor: \$400)

\$ \_\_\_\_\_ Plus \$200 per lot or unit (total of all)

\$ \_\_\_\_\_ Plus per Abutter (Major: \$30, Minor: \$20) \*

\$ \_\_\_\_\_ Total (Not including any CUPs) (Payable to "Town of Bow")

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\* Abutter Fee does not need to be duplicated if Subdivision Plan is submitted with Conditional Use Permit(s) or Site Plan Review Application. See Section 2.01 for the Subdivision Regulation's definition of "Abutter", which also includes properties within 200'.

TOWN OF BOW PLANNING BOARD  
SUBDIVISION APPROVAL APPLICATION

**mtaylor@bownh.gov**  
**phone (603) 223-3971**  
**fax (603) 225-2982**

Owner(s) : \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Applicant: \_\_\_\_\_

(**LLS** or **PE**)

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_

1. Block # \_\_\_\_ Lot(s) \_\_\_\_\_

2. Street Address for parcel: \_\_\_\_\_

3. Number of Lots Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

4. Property located in a \_\_\_\_\_ zone.

5. Land is in open space (current use): \_\_\_\_ YES; \_\_\_\_ NO

6. Proposed lots front on an existing Town Class V (or higher)

road(s): \_\_\_\_ YES \_\_\_\_ NO

Name of proposed road(s) \_\_\_\_\_

The applicant agrees that he/she is familiar with the current Subdivision Regulations of the Town of Bow and the Laws of the State of New Hampshire governing subdivision, and in making this application, has complied with the same.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant's (**LLS** or **PE**) Signature Date

I (we) the undersigned hereby grant the above signed Applicant authority to act as my (our) agent for this Subdivision Application and approval process.

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Property Owner(s)'s Signature(s) Date

FOR OFFICE USE ONLY
Application # _____
Date Received: ___/___/___
Fee Paid \$ _____
Check # _____
Received By: _____

E-mail address for Applicant: \_\_\_\_\_  
\_\_\_\_\_

**TOWN OF BOW PLANNING BOARD**  
**CHECKLIST - Preliminary Subdivision Plan**

In cases where items are not applicable, indicate "N/A" in the space provided.

- \_\_\_ 1. State Grid Coordinates (3.02A)
- \_\_\_ 2. U.S.G.S. Data, existing and proposed contours (3.02B, 6.03L, & 6.04C)
- \_\_\_ 3. Buffer Strip (3.02C)
- \_\_\_ 4. Adjacent street width (if substandard, show additional Right-of-way dedication) (3.02D)
- \_\_\_ 5. Lot Boundaries: all lot corners shall be permanently marked per Section VII D (3.02E). Maximum distance between monuments shall be 500' (7.04)
- \_\_\_ 6. State Approvals: copies of all Applications to the State of NH for approval of on-site septic systems, alteration of terrain permits, dredge and fill permits, driveway cuts, timber intent to cut, etc. (3.02F).
- \_\_\_ 7. Conveyances to Town (3.02G)
- \_\_\_ 8. Designation of unsuitable land: floodplain; poorly or very poorly drained soils; bog, marsh, and swamp areas; areas with slopes in excess of **25%**; areas with ledge exposed or within 4' of the surface; areas encumbered by an easement or Right-of-way; and Group 5 or 6 soils; wetlands types and buffer lines per Zoning Ordinance Article 10 with certification of Wetland Scientist (3.02H & I and 6.03N)
- \_\_\_ 9. Protection of Natural Features (3.02J)
- \_\_\_ 10. Existing and proposed driveway access areas (3.02K and Bow Driveway Regulations (Town Code, Chap. 204))
- \_\_\_ 11. Municipal water and sewer: existing and or extensions, if applicable, and connections shall be shown (3.02N)
- \_\_\_ 12. Location and type of all existing and proposed utilities (gas, electric, phone, CATV) with written verification of service from utility companies. Required to be underground. (3.02O and 6.03O)
- \_\_\_ 13. Secondary Access (3.02P)
- \_\_\_ 14. Fire Suppression Water Supply (3.02Q)
- \_\_\_ 15. Condominium declaration, bylaws, site plan, floor plan, and application for registration with the Attorney General (3.02R)
- \_\_\_ 16. Erosion plan (3.03A)

- \_\_\_ 17. Grading/drainage plan with stormwater calculations and NH Professional Engineer certification, with easements for offsite drainage if needed (3.03B)
- \_\_\_ 18. Parks/recreation dedication (3.03C)
- \_\_\_ 19. Phasing Plan (3.03D)
- \_\_\_ 20. Private Streets (3.03E)
- \_\_\_ 21. Restoration Plan, cost estimate, and Performance Security (3.03F, 3.02M, and 6.03X)
- \_\_\_ 22. Yield Plan for Open Space Subdivisions (3.06A and 6.05)
- \_\_\_ 23. Plans, reports, documents, and other materials shall be free of any restrictions on reproduction. (6.00)
- \_\_\_ 24. Date of survey, name and legal description of subdivision, locus map drawn on the Town Tax Map (scale 1" = 1000') showing the area within 1000' of the subdivision, name and address of record owner and subdivider, graphic scale and north arrow showing grid north and magnetic north (6.03A)
- \_\_\_ 25. At least two (2) ties to New Hampshire State Grid Coordinate System shall be established, and shown with its elevation, on each section and shall be tied to previously established bench marks on previously submitted plats. (6.03B)
- \_\_\_ 26. Existing and proposed lot lines, bearing and distances; existing and proposed streets, easements, and other right-of-way lines with accurate dimensions; park and other areas to be dedicated for public use (6.03C and 7.04)
- \_\_\_ 27. Water courses, flood zone locations with base flood elevations per FEMA. Additional requirements if land involved is in Special Flood Hazard Areas (6.03D)
- \_\_\_ 28. All contiguous holdings and potential future development sketch plans (6.03E)
- \_\_\_ 29. Purpose of easements, reservations, dedications, and non-residential areas (6.03F)
- \_\_\_ 30. Tax lot and block number and owner's name and addresses of abutting parcels, and proposed lot numbers and street addresses (6.03G, Town Code Chapter 157)
- \_\_\_ 31. Name and address of Engineer and/or Surveyor (6.03H)
- \_\_\_ 32. Certification and seal of Engineer and/or Surveyor (6.03I)
- \_\_\_ 33. Verification of future extension potential for proposed temporary turnaround (6.03J)

- \_\_\_ 34. Plan for restoration of existing temporary turnaround (6.03K)
- \_\_\_ 35. Soils delineation and legend (6.03M)
- \_\_\_ 36. Location of all existing and proposed water, sewer or septic areas and stormwater management facilities (6.03P & Q)
- \_\_\_ 37. A separate document stating that streets (if any), lots, and required buffers are flagged to allow inspection (6.03R)
- \_\_\_ 38. Data listing (6.03T)
  - \_\_\_ a. Area of land subdivided
  - \_\_\_ b. Number of lots
  - \_\_\_ c. Length of streets
  - \_\_\_ d. Area of open space / conservation strips
  - \_\_\_ e. List of abutters with addresses
- \_\_\_ 39. Construction Sequencing Plan (6.03U)
- \_\_\_ 40. Performance guarantees for long term maintenance of private streets and facilities (6.03V)
- \_\_\_ 41. Operational Brief (for Major Subdivision) (6.03W)
- \_\_\_ 42. Cross-sections and street profiles with NH Professional Engineer seal and certification (6.04D)
- \_\_\_ 43. Profiles of all sanitary sewer, stormwater facilities, water, underground utilities with seal and certification of NH Professional Engineer (6.04E)
- \_\_\_ 44. Evidence of all required State approvals shall be noted on the Final Plat (6.04F & G)
- \_\_\_ 45. Lot Area Table (6.04H)
- \_\_\_ 46. Required Certifications (6.04I)
- \_\_\_ 47. All required variances and special exceptions granted by the Zoning Board of Adjustment and all waivers granted under Section 11.00 shall be noted on the Final Plat (6.04J)
- \_\_\_ 48. Impact Fee note (6.04K)
- \_\_\_ 49. After final approval is granted, 2 sets of mylars on 22" x 34" sheets scale not less than 1" = 100', showing existing and proposed lots and roads within the subdivision (6.04M and 4.05D5)

- \_\_\_ 50. Performance guarantee, estimates of construction costs of required improvements and/or repair costs of damage to existing improvements (9.02A thru D)
- \_\_\_ 51. Proposed driveway locations and grade verification (8.01K)
- \_\_\_ 52. Other information required by the Planning Board (6.03Y & 6.04L)

**LARGE SCALE DEVELOPMENTS**

- \_\_\_ 53. Traffic Impact Assessment (3.04A)
- \_\_\_ 54. Fiscal Impact Analysis (3.04B)
- \_\_\_ 55. School Impact Analysis (3.04C)
- \_\_\_ 56. Environmental Assessment (3.04D)
- \_\_\_ 57. Community Service Impact Assessment (3.04E)
- \_\_\_ 58. Other Considerations (3.04F)

**DEVELOPMENTS WITH NEW STREETS**

- \_\_\_ 59. Proposed Road Name Request Form
- \_\_\_ 60. Coordination with USPS for mail delivery; kiosk or individual mail boxes?

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS \_\_\_\_\_, (*insert name of developer*) having its principal place of business in \_\_\_\_\_, in the County of \_\_\_\_\_ and State of \_\_\_\_\_ ("Principal"), applied to the Town of Bow, a municipal corporation situated in the County of Merrimack and State of New Hampshire, for the approval of a Plan for the subdivision of certain land located in said Town, which Plan is entitled \_\_\_\_\_, bears date of \_\_\_\_\_, 20\_\_\_\_, and is recorded in Merrimack County Registry of Deeds, Plan No. \_\_\_\_\_ (the "Plat"); and

WHEREAS the Planning Board of the Town of Bow approved said Plat on \_\_\_\_\_, 20\_\_\_\_, on condition that the Principal file with the Town of Bow a Performance Bond in the amount of \$ \_\_\_\_\_ with a corporate surety registered and licensed to do business in New Hampshire, upon conditions and in form satisfactory to said Planning Board, securing to the Town of Bow the construction and completion, on or before \_\_\_\_\_, 20\_\_\_\_, (*not exceeding three years*) of the streets and other improvements, facilities and installations shown by the Plan, such work to be performed in accordance with the Revised Land Subdivision Regulations of the Town of Bow as in effect on the date hereof; and

WHEREAS \_\_\_\_\_ (*name of surety company*) a corporation duly organized under the laws of the State of \_\_\_\_\_, and having a usual place of business in \_\_\_\_\_ ("Surety") has agreed to act as surety hereunder;

NOW, THEREFORE, Principal and Surety hereby jointly and severally bind themselves to the Town of Bow in the sum of \$ \_\_\_\_\_ for which payment they jointly and severally bind themselves, their respective successors and assigns firmly, to guarantee the construction and seasonable completion and approval of the required streets and other improvements, facilities and installations as shown by the Plat, such work to be completed and approved on or before \_\_\_\_\_, 20\_\_\_\_ in accordance with said Revised Land Subdivision Regulations of the Town of Bow.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT if on or before \_\_\_\_\_, 20\_\_\_\_ the principal shall cause said required streets and other improvements, facilities and installations to be faithfully constructed and completed, and shall cause such work to be approved by the Town Engineer of the Town of Bow within said period; and if the Principal shall cause any defects in said work appearing within the period of two (2) years after the aforesaid approval by said Town Engineer, to be faithfully corrected and remedied to the reasonable satisfaction of said Town Engineer (all such work, including corrective work, to be performed in accordance with the requirements of said Revised Land Subdivision Regulations of the Town of Bow), then the obligations to the Town hereunder of Principal and Surety shall be null and void; otherwise, the



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Principal and/or Surety shall pay to the Town of Bow the reasonable cost of completing the work or of correcting defects therein; provided, however, the amount which the Surety shall be required to pay hereunder shall not, in any event, exceed the sum of \$ \_\_\_\_\_, and, after the approval of the work by the Town's Engineer, shall not exceed \$ \_\_\_\_\_ ( insert 25% of the full amount ) on account of corrective work.

The Surety hereby stipulates and agrees that no modifications, deletions or additions in or to the work to be performed or the manner of performance thereof, or any extensions are assented to or acquiesced in by Principal, shall in any way affect or diminish Surety's obligation to the Town of Bow on this Bond.

IN WITNESS WHEREOF the Principal and Surety have signed and sealed this Bond on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_  
Its PRINCIPAL

By \_\_\_\_\_  
Attorney-in-Fact SURETY

WITNESS

\_\_\_\_\_  
\_\_\_\_\_