

**FORM B TO, AND FORMING A PART OF,  
THE CORNISH SUBDIVISION REGULATIONS**

**CORNISH PLANNING BOARD**

**Application for Final Subdivision Approval**

(Required by NH Statutes 676:4)

Anyone who would like to divide his property into two (2) or more lots or sites, or alter or divide his building into two (2) units for condominium conveyance or otherwise carry out a subdivision, must first receive Board approval of the proposed subdivision.

This application should be completed and delivered to the office of the Selectmen not later than twenty days prior to the public meeting at which the plan will be submitted. Formal submission of the application at a public meeting shall be noticed by the Board. Notice will be posted and mailed to neighboring landowners so that all interested parties will have an opportunity to attend and comment. All members of the Board are available to help the applicant complete this application.

If the Board finds that the application is complete and all filing fees have been paid, the application will be accepted for review and the Board will give the application a receipt of such acceptance (Form C).

The Board will probably act on a routine application at the same meeting at which the application is submitted. In any event, the Board must begin formal consideration of the application within thirty (30) days of acceptance for review and will act to approve or disapprove within ninety (90) days. Upon request by the Board, the time for action may be extended by the Selectmen by an additional ninety (90) days.

1. **Applicant** (Landowner):

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

**Form B**  
**minor subdivision**  
**Page 2**

2. **Agent of Applicant:** (If the applicant appoints an agent, all communications between the Board and the applicant will be through the Agent.)

Agent Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

3. **Name of Subdivision:** \_\_\_\_\_

4. Is this an application for **Cluster** Subdivision?                      Yes                      No

Is this an application for a **Minor** Subdivision?                      Yes                      No

5. I, \_\_\_\_\_, agree to have the formal submission of my application scheduled for the first available time slot on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application.

\_\_\_\_\_  
signature of landowner

6. **Fees:**

The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board including engineers, surveyors, lawyers, and community planners.

**Plans and Documents to be Submitted**

The following plans and documents must be submitted with the application or the requirement of submission must be waived by the Board; otherwise the application will not be complete and will not be accepted by the Board for review. Provide (5) copies of each item except as otherwise specified:

**Information for Minor Subdivisions:** The Planning Board, during its completeness review, may waive compliance with such provisions of these regulations for a minor subdivision where compliance therewith is not, in the opinion of the Board, required to give effect to the general purposes of these regulations. The Board shall require a final plat accompanied by an application which shall show the following:

- \_\_\_\_\_ (a) The title of the subdivision, the name and address of the owner of record and subdivider, the name of the preparer of the plan and, if other than the owner, license number and seal of other evidence of compliance with RSA 310-A, north point, and the names and addresses of all abutters, and a small location map depicting the location of the proposed subdivisions.
- \_\_\_\_\_ (b) Boundaries and designations of Zoning Districts lying within the subdivision, municipal boundary if any.
- \_\_\_\_\_ (c) The location of existing property lines, the proposed lot lines, the dimensions of all lines, setback lines, and the location of all monuments set or to be set, the location of existing structures, if any, the location of any easements. The Board may waive the requirements for the depicting of the perimeter of the existing tract if it is satisfied by other evidence that the division shall not create any lot or site which shall not conform to the minimum lot size and setback requirements contained in the Zoning Ordinance.
- \_\_\_\_\_ (d) Contour lines at 5 foot intervals for the proposed house site, including area proposed for the septic system and water source.
- \_\_\_\_\_ (e) Existing or proposed access from a proposed building site to the intersection with any road under the jurisdiction of the Town of Cornish (Class VI Roads excluded) or the State of New Hampshire. In cases where the grade of any portion of the proposed access exceeds ten percent (10%), a profile of the existing or proposed access shall be required.
- \_\_\_\_\_ (f) Existing water supplies, sewers, culverts, drains, septic systems, proposed connections or alternative means of providing water supply and disposal of sewage, and surface drainage. The location of all percolation test sites and date of witness by Selectboard representative, the results and adequate information with respect to soil conditions to show that, with the lot sizes as proposed, a water well, if required, and a septic system, if required, can be put on one (1) lot without contamination of the water supply on such lot or on other property. The Board may waive the provision hereof in the event the subdivision is for the purpose of annexation for which compliance with RSA 485-A is not required.

**Information of Major Subdivisions:**

1. **Final Plat**

- \_\_\_\_\_ (a) The final plat shall be furnished as a 105 millimeter Micro-Master negative with five (5) prints, 24” x 36” at a scale of not more than one hundred (100) feet per inch.
- \_\_\_\_\_ (b) **Title Information and Ownership of Surrounding Area.** The final plat shall show the proposed subdivision name or identifying title, the name and address of owner of record and subdivider, the name, license number and seal of the professional engineer, date, scale and north point.
- \_\_\_\_\_ (c) **Abutters.** The names and addresses of owners of record of abutting properties, abutting subdivision names, roads, easements, alleys, parks and public open spaces, to a distance of at least two hundred (200) feet from the boundaries of the subdivision.
- \_\_\_\_\_ (d) **Certification Form.** The final plat submitted for approval and subsequent recording shall conform to the requirements for recording in Sullivan County. Adequate space should be available on the map for the necessary endorsement by the proper authorities. Wording for this shall read: “Approved by the Cornish Planning Board on \_\_\_\_\_ . Certified by \_\_\_\_\_ , Chairman. Subdivision Regulations of the Town of Cornish 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 Board and attached hereto.””
- \_\_\_\_\_ (e) **Lot Features, Property Lines and Topography.** Road lines, setback lines, pedestrian ways, lot lines, dimensions and bearings, lot sizes in square feet, reservations, easements and areas to be dedicated to public use and areas, the title to which is reserved by the developer, buildings, water courses, ponds or standing water and other essential features, including the mapping of the entire subdivision in five (5) foot contours.

- \_\_\_\_\_ (f) **Monuments and Road Locations.** Sufficient data to determine readily the location, bearing and length of every existing and/or proposed road right-of-way line, lot line, easement line, reservation line and boundary line, and to permit reproduction of such lines upon the ground. All dimensions shall be shown to the nearest hundredth of a foot, and bearings to the nearest minute. The error or closure for blocks enclosed by roads shall not exceed one (1) in five thousand (5,000). The final plat shall show the boundaries of the property.

The location of monument and bench marks shall be shown as well as the elevation of the bench marks.

2. **Soil Survey Plan Map and Soils Report.** The subdivider shall furnish a soil survey plan and report which covers the entire area of the proposed subdivision prior subdivision approval by the Board. The soil survey plan shall show:

- \_\_\_\_\_ (a) The location of the soil mapping units and soil mapping unit boundaries as indicated in the most recent Town or Sullivan County Soil survey as prepared by the U.S. Department of Agriculture Soil Conservation Service.
- \_\_\_\_\_ (b) The location of all percolation test sites and date of witness by Selectboard representative, soil test pits and borings, and soil mapping units and boundaries.
- \_\_\_\_\_ (c) The results of all soil tests including dates, locations by reference to soil map, percolation rates, soil profile with depth to ledge or bedrock, clay, hard pan and existing and seasonal high water table.
- \_\_\_\_\_ (d) A legend on the soils plan shall identify soil mapping unit symbols and soil names.

The Board may require that the soils survey plan be prepared by a Soils Scientist or an engineer to conform with the soil classifications and standards prepared by the Society of Soil Scientists of Northern New England in their publication "High Intensity Soil Maps for New Hampshire."

In addition to the Soils Map, the subdivider shall submit a Soils Report prepared by a Certified Soil Scientist or an engineer which provides an analysis of the suitability of the soils for the proposed development.

3. **Subdivision Grading and Drainage Plan.** This plan shall be submitted on a separate sheet or sheets and shall provide the following information for the entire area of the proposed subdivision, unless there is a determination by the Board that a lesser area is sufficient:

- \_\_\_\_\_ (a) Basic road and lot layout, with all lots numbered consecutively;
- \_\_\_\_\_ (b) Location of all existing buildings and approximate location of proposed buildings, if known;
- \_\_\_\_\_ (c) Location of all surface water on and within two hundred (200) feet of the subdivision including rivers, streams, intermittent streams, lakes, ponds, marshes, and wetlands, and location of all flood prone areas;
- \_\_\_\_\_ (d) Contours of existing grade at intervals of not more the five feet (5'). Intervals less than five feet (5') may be required depending on the character of the topography. Contour lines shall extend a minimum of one hundred feet (100') beyond the subdivision boundary. Contour lines are to be actual and not interpolations of USGS maps. Existing contours shall be shown as dashed lines and proposed contours shall be shown as solid lines;
- \_\_\_\_\_ (e) A drainage and hydrology report prepared by an engineer shall be submitted which includes the following:
  - \_\_\_\_\_ i. Identification of the complete watershed area within which the subdivision is located with boundaries marked on the applicable USGS topographic maps.
  - \_\_\_\_\_ ii. Computation of quantity and rate of runoff before and after completion of the subdivision for a ten (10) year and twenty-five (25) year storm. Rainfall information for the watershed in which the subdivision is located shall be reviewed as well as the peak rate of runoff history (100 year storm) in order that drainage ways and culverts are properly sized.

The method for calculating the rainfall runoff shall be one approved for the application by the New Hampshire Department of Transportation, "Drainage Manual," the Soil Conservation Service (SCS) method (24 hour storm) or by other methods approved by the Board's Agent.

- \_\_\_\_\_ iii. Computation of storm water drainage capacity based on the estimated rate of runoff for a ten (10) and twenty-five (25) and fifty (50) year storm following completion of all phases of the subdivision including impact on downstream drainage structures.
  
  - \_\_\_\_\_ iv. All drainage design calculations shall be presented in the report in an orderly manner. This report shall include referenced Exhibits, USGS maps, plan sheets, etc., used in determining rainfall runoff drainage areas. Drainage pip sizing, catch basin grate capacity, open channel (ditch design), and stone for erosion control calculations shall be included in the report.
  
  - \_\_\_\_\_ (f) Final identification, location, elevation, grades and/or contours at intervals of not more than two feet (2') – less interval may be required depending on topography – for the existing and proposed drainage ways, drainage easements, drainage structures and water bodies;
  
  - \_\_\_\_\_ (g) Final identification and relative location of proposed soil erosion and sediment control measures;
  
  - \_\_\_\_\_ (h) Final drawings and specifications for each proposed soil erosion and sediment control measure in accordance with guidelines acceptable to the Planning Board. The principles, methods and practices outlined in the Erosion and Sediment Control Design Handbook for Developing Areas of New Hampshire (1981), USDA Soil Conservation Service as amended shall be used as a guide to the Board in their review;
  
  - \_\_\_\_\_ (i) Final drawings, details and specifications for proposed flood hazard prevention measures and for proposed storm water retention facilities;
  
  - \_\_\_\_\_ (j) Final slope stabilizations details and specifications;
  
  - \_\_\_\_\_ (k) A timing schedule indicating the anticipated starting and completion dates of the subdivision development and the time of exposure of each area prior to the completion of effective soil erosion and sediment control measures.
4. **Subdivision Road and Utility Plan.** This plan shall be submitted on a separate sheet or sheets and provide the following information:
- \_\_\_\_\_ (a) Complete plans and profiles of all proposed roads and driveways including but not limited to:

- \_\_\_\_\_ i. Horizontal curve alignment and vertical profile at the centerline;
  - \_\_\_\_\_ ii. Stationing every fifty feet (50')
  - \_\_\_\_\_ iii. Intersection, turnaround, and/or cul-de-sac radii;
  - \_\_\_\_\_ iv. Construction details, including typical sections, of all roadway, curbing and sidewalk improvements.
  
- \_\_\_\_\_ (b) Complete plans and profiles of all proposed sanitary and storm sewers, including the following:
  - \_\_\_\_\_ i. Invert elevation, original and finished ground profiles above these sewers and top of manhole elevation;
  - \_\_\_\_\_ ii. Profiles and grades of storm sewer lines and inlets;
  - \_\_\_\_\_ iii. Type of material and class, used and proposed grades.
  
- \_\_\_\_\_ (c) Location and details of all existing and proposed utilities, including water mains, gas mains, telephone, electric, and cable on and adjacent to the land to be subdivided.
  
- \_\_\_\_\_ (d) A statement as to:
  - \_\_\_\_\_ i. The flow (G.P.M.) available on existing water mains;
  - \_\_\_\_\_ ii. The proposed number of units and anticipated sanitary sewer flow;
  - \_\_\_\_\_ iii. The available storm water facilities downstream of this subdivision.
  - \_\_\_\_\_ iv. If a subdivision is to be served by public water supply or by public sewers, a statement from the municipal department or company involved attesting to the availability and adequacy of such a service.
  
- \_\_\_\_\_ (e) Location of existing or proposed wells and on-site sewage disposal systems.
  
- \_\_\_\_\_ (f) Fire protection measures to be provided to include fire hydrants (active or dry), fire ponds or on-site water supply tanks. In addition, the applicant shall submit the covenant relating to the release of the Town of Cornish from furnishing any public fire protection facilities in the proposed subdivision of land.
  
- \_\_\_\_\_ (g) Any other pertinent to road and/or utility construction.



5. **Subdivision As-Built Plans.** Prior to acceptance of the roads and/or utilities by the Town, the subdivider shall submit an As-Built Plan. This Plan shall be drawn to scale and shall indicate by dimensions, angles and distances, as applicable, the location of sewer and drain Y-branches, laterals, manholes, catch basins, hydrants, valves, curb cut-offs, road profiles and center-line elevations and final grading plan showing swales and ditches. This Plan shall show easements and dedicated roadways. As-Built Plans shall be submitted by the subdivider to the Town on a permanent, recordable print.
  
6. **Impact Assessment.** Applicants of all major subdivisions shall submit a written impact assessment of their proposed subdivision. The study will assess the availability and impact upon:
  - (a) Water Service
  - (b) Sewer Service
  - (c) Schools
  - (d) Fire Protection Service
  - (e) Parks and Recreational Facilities
  - (f) Roads and Access
  - (g) Police Protection Service
  - (h) Solid Waste Disposal Service
  - (i) Visual Impact of Land Clearing and Construction
  - (j) Impact on Conservation Land

The Impact Assessment shall demonstrate to the Board that the proposed subdivision is not scattered and premature such that it would involve danger or injury to health, safety, or general welfare by reason of lack of water supply, drainage, transportation, school, fire protection, or other public services, or necessitate an excessive expenditure of public funds for the supply of such services. The Impact Assessment shall include an assessment of the impacts of the proposed or potential development of all contiguous land owned by the applicant which might constitute future phases of development. The Planning Board may require the subdivider's impact study as provided by these Regulations and RSA 676:4,I.(g).

7. **Agency or Permit Approvals.** The Following applicable permits shall be obtained and submitted with the application for final subdivision approval:

- \_\_\_\_\_ (a) A 485-A:17 Permit for the N.H. Water Supply and Pollution Control Division for land disturbance in excess of 100,000 square feet in area or when project borders a body of water; and
- \_\_\_\_\_ (b) A Dredge and Fill Permit from the N.H. Wetlands Board.
- \_\_\_\_\_ (c) Town of Cornish Zoning Permit.

The following applicable permits shall be obtained and submitted prior to signing and recording the subdivision plat:

- \_\_\_\_\_ (a) An Access Permit from the N.H. Department of Transportation or from the Road Agent.
- \_\_\_\_\_ (b) Approval of Water Supply Systems and/or Subdivision Approval for On-Site Sewage Disposal from the N.H. Water Supply and Pollution Control Division.
- \_\_\_\_\_ (c) Permit from the Army Corps of Engineers showing compliance with Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

8. **County Fee.** The subdivider shall be responsible for the cost of filing the plat with the County Register of Deeds.

FOR OFFICIAL USE ONLY

Date Received by the Secretary or Chairman: \_\_\_\_\_

Fees Paid: \$\_\_\_\_\_

Date of Planning Board Meeting at which application will be submitted: \_\_\_\_\_

\_\_\_\_\_  
Signature of Secretary/Chairman

Date(s) of Public Hearing(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments Received From	Requested	Received
Selectmen	_____	_____
Fire Department	_____	_____
Police Chief	_____	_____
Road Agent	_____	_____
Conservation Commission	_____	_____
School Board	_____	_____

Recording Date: \_\_\_\_\_

Plan #: \_\_\_\_\_

Recording Fee Paid: \_\_\_\_\_