



Town of Fitzwilliam
Planning Board

Application for a Subdivision Approval

*Please fill out this application completely. If you have questions, please contact the
Land Use office at 603-585-9119 or fitzlanduse@fitzwilliam-nh.gov*

Date Received: _____ Amount Paid: _____

1. Minor Subdivision (2-3 lots) Major Subdivision (4 or more lots)

2. Application is hereby made to the Town Planning Board for approval of Subdivision entitled:

3. Name and address of person(s) submitting application: _____

4. Subdivision description and location: _____

5. Name, phone number, address of owner(s) or record, with corresponding map & lot: _____

6. Name, phone number, and address of engineer, surveyor, or designer: _____

7. List the number of lots created by the subdivision, their lot numbers, and areas: _____

8. Type of sewage disposal required: _____

9. Type of water supply if necessary: _____

10. Please list all abutters within 200ft of the lots proposed for subdivision: _____

(Use a separate sheet of paper as needed)

Lot Information

Please fill out the applicable sections in the chart below. Use one row for each lot considered in the proposed Subdivision.

Lot #	Map & Lot	Current Lot Size	Current Road Frontage	Current Water Frontage	Proposed Size of Lot	Proposed Road Frontage	Proposed Water Frontage	*List any structures, that may be affected
1.								
2.								
3.								
4.								
5.								
6.								
7.								

*Key structures to identify include, but are not limited to, historic and/or cultural artifacts, stonewalls, and memorials

Zoning District

Please check all that apply:

- Village Center Business
- General Industrial
- Rural

- General Business
- Light Industrial
- Residential

FILING FEES

Subdivision Application Fee with Fitzwilliam

Minor Subdivision (2 - 3 lots)	-	\$250 for 2 lots; \$100 for the 3 rd lot
Major Subdivision (4 or more)	-	\$500 + \$250 per lot
Abutter Notification	-	\$6 per abutter

Total Application Filing Fee: _____

Please make checks payable to the Town of Fitzwilliam

Filing Fee with Cheshire County Registry of Deeds

Following Planning Board approval, there are two separate fees for the filing of the Mylar with the Cheshire County Registry of Deeds, as follows:

1. Plan Recording - Payable to the Cheshire County Registry of Deeds

8 1/2 x 11 -----	\$ 11
11 x 17 -----	\$ 11
17 x 22 -----	\$ 16
22 x 34 -----	\$ 26
24 x 36 -----	\$ 26

2. Surcharge for LCHIP - Payable to the Cheshire County Registry of Deeds ----- \$25

Total Filing Fee: _____

Please make checks payable to the Cheshire County Registry of Deeds

Submission Items Required:

- a. Site Survey Map (Minor Subdivision plat)
- b. Site Location Map
- c. Percolation test information on lots under 5 acres. Locate the test sites on preliminary and final maps.

Information Required for Minor Subdivision Site Survey Map:

- a. Name and address of municipality, subdivision, subdividee, and designer
- b. Boundaries and area of entire parcel, north point, bar scale, and date
- c. Abutting owners, subdivisions, buildings; and roads and driveways within 200 ft
- d. Existing street right-of-way lines, names
- e. Existing and proposed lot lines
- f. Existing and proposed easements
- g. Existing and proposed building setbacks
- h. Open area (space), water courses, natural and man-made features, if applicable
- i. Zoning districts and land use designations

Items that May be Required as Determined by the Planning Board at the Preliminary Hearing:

- a. Existing and proposed contours
- b. Existing and proposed plan for telephone, electricity, and gas utilities
- c. Proposed storm drainage
- d. Drainage and analysis map and watershed computation
- e. Proposed methods of supplying water
- f. Existing and proposed street layout and names
- g. Soil survey map

Permitted Uses

It is critical to refer to §127-10 through §127-14 of the Code of the Town of Fitzwilliam for permitted and prohibited Principal and Accessory Uses by district. Please read through these sections and do not hesitate to reach out to the Land Use Department or Board of Selectman's Office if you have questions. See page 8 of this application for dimensional requirements, or refer to §127-17 in the Code of the Town of Fitzwilliam.

Expiration of Application

This application will expire one (1) year from the date of approval. If additional time is needed, the applicant may apply for an extension through the Fitzwilliam Planning Board

Subdivision Application Checklist

A completed application must be filed fifteen (15) days prior to the regular meeting of the Board. Applications may be disapproved by the Board without a public hearing on grounds of failure of the applicant to supply information required by these regulations.

Required Item	Submitted	Not Submitted	Waiver Needed
1. The preliminary layout shall be submitted in triplicate; at a scale of not more than 100 feet to the inch and at a vertical scale of not more than 40 feet to the inch. The overall sheet size shall be between 8 1/2 x 11 or 22 x 34 inches. Separate sheets shall be numbered. A margin of at least 1 inch shall be provided outside the ruled border lines on 3 sides at least 2 inches along the left side for binding.			
2. Proposed subdivision name, address of owner of record, name of applicant and engineer or surveyor, date, North point, and scale.			
3. Names of owners of record of abutting properties, abutting subdivision names, streets, easements, setbacks, alleys, parks, and public open spaces and similar facts regarding abutting properties.			
4. Location of property lines and their approximate dimensions, existing easements, streets/roads, buildings, watercourses, ponds or standing water, rock ledges, and other essential features.			
5. Existing water mains, sewer, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage. Location of each percolation test hole and the results and adequate information with respect to soil conditions to show that, with the lot sizes proposed, a water well, if required, and a septic tank, if required, can be put on the lot without contamination of the water supply on such lot as defined in the Code of the Town of Fitzwilliam, §221.			
6. Location, name, and widths of existing and proposed streets and highways; their grades and profiles; the elevation of sufficient points on the property to indicate general topography.			
7. Where the topography is such as to make difficult the inclusion of any facilities mentioned above, within the public area as laid out, the preliminary layout shall show the boundaries of proposed permanent easements over or under private property.			
8. Location of all parcels of land proposed to be dedicated to public use, the conditions of such dedication, and a copy of such private restrictions as are intended to cover part or all of the tract.			
9. Preliminary designs of any bridges or culverts which may be required.			

Subdivision Application Checklist Cont.

- _____ 1. All applicable statutory provisions, Code of the Town of Fitzwilliam Chapter §221-13
- _____ 2. The Town Zoning Ordinances and Official Map; building codes and all other applicable laws of the Town
- _____ 3. The Master Plan and other officially adopted plans of the Town.
- _____ 4. Any regulations of the New Hampshire Water Supply and Pollution Control Commission, New Hampshire Water Resources Board, New Hampshire Department of Public Works and Highways, and other state agencies.
- _____ 5. Requirements for subdivisions having land designated as “special flood hazard areas” (SFHA) by the National Flood Insurance Program (NFIP).

Copies of the Code of the Town of Fitzwilliam and other Land Use information is available to applicants in the Land Use Department and on the Town’s website.

Signature Page

I, the applicant or owner's duly authorized agent, do hereby submit this plan for review as required by the Subdivision Regulations of the Town of Fitzwilliam, New Hampshire. I agree to be fully responsible for payment of all fees, costs, and expenses incurred with respect to this application. I understand that if I am not the owner of the property named above, this application must be signed by the owner(s) of the property showing recognition and approval of the subdivision application and approval for the applicant/duly authorized agent to represent the owner(s) in this subdivision application. I further grant the Planning Board Staff, Land Use Department, and authorized agents the right to enter the premises at reasonable times for the purpose of gathering additional information during the review process and inspections of the project during this construction phase.

I hereby certify that the information provided is true and correct to the best of my knowledge. No changes to the information provided shall be made without approval of the Planning Board. The Subdivision and all related activities will not start until I have received approval from the Planning Board by mailed notice of decision. I acknowledge that all work shall be performed in accordance with the Code of the Town of Fitzwilliam, specifically the regulations set forth under §221.

Please indicate that you are the owner or authorized agent:

I am the owner of the property

Applicant/Agent: _____

Land Owner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Compliance with Zoning Ordinances

Further information about dimensional regulations is available under
§127-17 of the Code of the Town of Fitzwilliam

Zoning District	Min. Lot Size (sq ft)	Min. Frontage (ft)	Min. Lot Depth (ft)	Min. Front Setback (ft)	Min. Side/Rear Setback (ft)	Min. Open Space (%)	Max. Building Coverage (%)	Max. Building Height (ft)
Residential	40,000	100	100	50	10	NR	NR	36
Rural	120,000 ¹	300	125	75	20	NR	NR	36
Village Center Business	NR	NR	NR	10	10 ²	NR	NR	36
General Business	40,000	200	80	50	30	35	35	36
Light Industrial	160,000	200	50	100	50 ³	35	35	NR
General Industrial	160,000	200	50	100	50 ⁴	35	35	40

Key:

NR - Indicates no specific minimum or maximum regulation

¹ In the Rural District, the minimum lot area shall be one hundred twenty thousand (120,000) square feet; however, not less than eighty thousand (80,000) square feet in any lot in the Rural District shall consist of soils which are rated as moderately drained or better by the Cheshire County Conservation District. Wetland areas, excluding bodies of water, may be used to satisfy minimum lot requirements, provided that seventy-five (75%) of the minimum required lot size is contiguous nonwetlands and that the contiguous nonwetland area is sufficient in size and configuration to adequately accommodate all required utilities, such as a wellhead and sewage disposal for on-site septic tanks and leach fields. **(Amended by ATM 3-12-1991 by Art. 3)**

² In the VCB District, where a non-residential use abuts a residential district, the yards or yards abutting the residential district shall be increased to twenty (20) feet.

³ Where an industrial use in the LI or GI District abuts a residential use or a residential district, the yard or yards abutting the residential use or district shall be increased to one hundred (100) feet. The minimum front yard shall be measured from the edge of the public right of way where it abuts the property line. **(Amended by STM 11-1-1989 by Art. 4)**

⁴ Where an industrial use in the LI or GI District abuts a residential use or a residential district, the yard or yards abutting the residential use or district shall be increased to one hundred (100) feet. The minimum front yard shall be measured from the edge of the public right of way where it abuts the property line. **(Amended by STM 11-1-1989 by Art. 4)**

Compliance with the Master Plan

The State of New Hampshire requires that every Town develop, update, and follow the goals set forth within a Master Plan. These documents are developed through ample input and feedback from the Fitzwilliam community and extensive research in order to provide guidelines for the Town Planning Board when making decisions. The following checklist is intended to serve as guidance, by bringing Town planning documents to the attention of applicants.

There is no requirements to fill this section out, but the applicant should be aware that these are issues deemed important through the planning process.

Does the Proposal:	Yes	No	Not Applicable
10. Encourage development that is consistent with the scale and character of Fitzwilliam?			
11. Preserve historic and/or cultural structures, artifacts, roads, etc.			
12. Encourage attractive development in the Route 12 commercial area?			
13. Promote cell-phone reception and/or high-speed internet service?			
14. Promote diversity?			
15. Protect the natural environment?			
16. Encourage traditional neighborhoods rather than disconnected subdivisions?			
17. Protect current and future water supplies?			
18. Promote the community identity and character?			
19. Facilitate affordable housing opportunities?			