

Town of Effingham Subdivision Checklist

Please read all instructions carefully. It is important that you submit all information and fees as required, NO LESS than twenty one (21) days prior to a regularly scheduled meeting of the Planning Board. An application will be considered complete for the purpose of submission if it meets ALL of the requirements. Incomplete applications will be returned to the applicant for correction, which could cause delays in your project. Electronic copy is required. This completed checklist **must accompany the application.**

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all requirements. Full requirements are in the Effingham Subdivision Regulations.

APPLICANT: _____
PROJECT TITLE: _____
PROPERTY LOCATION: _____
MAP/LOT: _____

- _____ 1. Completed Application form.
- _____ 2. List of Abutter Names, including Yourself, with Map/Lot numbers and Mailing Addresses. (See attached abutter sheet.)
- _____ 3. Engineers, Surveyors and all other professionals whose seal appears on the plat must be included on your abutter's list with mailing addresses.
- _____ 4. Ten (10) copies of a plat drawn by a licensed surveyor or engineer. The size of the plats shall be 22"x 34" or 24x36" with a scale of 1 (one) inch equals 100 (one hundred) feet or larger.
- _____ 5. Upon final approval a Mylar of 22" x 34" or 24"x36" will also be required.
- _____ 6. Three sets of Mailing Labels with the name and address of each abutter along with a business size envelope for each.
- _____ 7. Certified Mail Receipt with Return Receipts (a.k.a. Certified Mailers, available at any Post Office) for each abutter to be notified.
- _____ 8. Payment to the Town of Effingham for the applicable fees.

Subdivision	_____ \$125.00 per lot
Advertisement in Local Paper:	_____ \$ 50.00
Abutter Notification Fee:	_____ \$ 10.48 per Abutter/per Hearing

_____ 8. Separate check made payable to: Carroll County Registry of Deeds
Carroll County Registry of Deeds: _____ \$ 28.00 for recording of Plat
_____ \$ 25.00 LCHIP surcharge

Total: _____

**Effingham Planning Board
Subdivision Application**

This application is made for subdivision pursuant to the procedures set forth in the Town of Effingham Subdivision Regulations. The submission of this application shall constitute authorization by the landowner for the Planning Board, or designee, to enter upon the property, to investigate the facts relating to the application and to ensure compliance with these regulations.

Name of Subdivision: _____

Location: Street Address _____ Tax Map # _____ Lot # _____

Applicant(s): _____ Phone Number: _____

Address of Applicant(s): _____

Property Owner(s): _____

Address of Property Owner(s): _____

Name of Surveyor/ Engineer: _____

Address of Surveyor/ Engineer: _____

Area of entire existing pre-subdivided tract: _____ Proposed number of lots: _____

Area of each proposed subdivided lots: _____

List any lot(s) in Current Use: _____

Is a public water system to be connected? _____

Proposed new roads: _____

Are there any buildings or structures on the property at present? ___ Yes ___ No

Description: _____

Location: _____

Authorization of agent:

_____ is hereby authorized to serve as agent for this proposal.

Signature of Applicant(s): _____

Signature of Property Owner(s): _____

Date: _____

Effingham Planning Board

Land Use Application Notification List

For notification of Application Consideration and Public Hearing purposes, the Applicant is required to provide a list of names, mailing addresses and Tax Map # and Lot # of all Abutters. The notification list shall also include the Town of Effingham, the Applicant, and if required, all associated Surveyors and Engineers. Notifications will be sent by certified mail with return receipt. **REQUIRED: Three copies of pre-printed mailing labels of entire list (label size 1" x 2 5/8" to comply with USPS certified mailings.**

Abutter: Is defined as any person whose property adjoins or is directly across the street or stream from the land under consideration.

Name	Mailing Address
Town of Effingham	68 School Street
	Effingham, NH 03882

Applicant Name(s)	Mailing Address	Tax Map #	Lot #

Surveyor/Engineer Name(s)	Mailing Address

Abutter Name(s)	Mailing Address	Tax Map #	Lot #

Use additional forms if needed, to include all Abutters and/or Surveyor/Engineer information.