

*TOWN OF HOLLIS, NH*  
*CHECKLIST FOR SUBDIVISION REVIEW*  
*ADOPTED 4-30-2013*

**CHECKLIST FOR SUBDIVISION REVIEW**

This checklist is to be used as a guide for complying with the Town of Hollis Subdivision Regulations. It is to be used for each individual subdivision plan review application submitted. Applicants are encouraged to reach out to Staff to discuss proposed projects.

The following information shall be required for a **complete application**. The Hollis Subdivision Regulations and Zoning Ordinance are available at Hollis Town Hall or to download at: [www.hollisnh.org](http://www.hollisnh.org).

**Plat Requirements**

**Y N NA**

- Five (5) full scale and five (5) 11x17 inch copies prepared by a registered Land Surveyor or Engineer.
- Scale is not more than one (1) inch per one hundred (100) feet.
- Parcel tax map and lot number and total acreage.
- Name of the proposed subdivision.
- Name and address of the owner of record.
- Name and address of the applicant.
- Deed reference(s).
- Names, addresses and signature of every Engineer, Architect, Land Surveyor or Soil Scientist whose professional seal appears on any subdivision plat submitted to the Board.
- North arrow and scale.
- Location map at the scale of the municipal base map.
- Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the mylar originals of the revised sheets. Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted.
- Fees paid to Town of Hollis. Refer to the current Town fee schedule, including those required by the Registry of Deeds.
- Properly completed application form.

**Abutting Property Information**

**Y N NA**

- The names and addresses of all abutting property owners (with three sets of labels) as indicated in the Town records not more than five (5) days before the date of filing.
- Name and location of abutting subdivisions.
- Location and description of existing buildings within two hundred (200) feet of the proposed subdivision.
- Location and description of existing easements within one hundred (100) feet of the proposed subdivision. **MUST HAVE NOTE ON THE PLAN**

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- Location of existing private or public trails within one hundred (100) feet of the proposed subdivision. MUST HAVE NOTE ON THE PLAN
- Name and location of parks and open space within one hundred (100) feet of the proposed subdivision. MUST HAVE NOTE ON THE PLAN
- Location of existing roads, scenic roads and/or driveways within two hundred (200) feet of the proposed subdivision. MUST HAVE NOTE ON THE PLAN

**Y N NA**

- Location of existing septic system leach fields within two hundred (200) feet of the proposed subdivision.
- Location of existing utilities within one hundred (100) feet of the proposed subdivision.
- Location of existing water supply wells or springs within two hundred (200) feet of the proposed subdivision.

**Proposed Subdivision Information**

**Y N NA**

- Location of any permanent monuments found or set.
- Location of all building setback lines.
- Topography with the contours at two (2) foot intervals.
- Unique features such as large trees, scenic points, historic resources and other community assets.
- Compliance with and address requirement of, the Rural Character Ordinance.
- Location and description of any zoning district and municipal boundaries.
- Location and description of any proposed easements.
- Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line and to reproduce such lines on the ground. Dimensions shall be shown to hundredths of a foot and bearings to the nearest second. The error of closure shall not exceed 1 to 10,000.
- Property lines perpendicular to the street one hundred feet back from the street.
- 1<sup>1/2</sup> acres (1 acre for HOSPD) of contiguous Buildable Lot (excludes rights of way, easements or waterways).
- Building Area boundaries (see Zoning Ordinance, Section VIII.6).
- HOSPD determination.
- Location and dimensions of all existing buildings.
- Location of existing and proposed utilities.
- Location of soil boundaries and description of soil types, certified by the Hillsborough County Conservation District.
- Wetlands and wetland buffers delineated and plan stamped by a Certified Wetland Scientist, showing square feet of wet and non-wet.

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- Watershed areas and drainage computations.
- Location and type of fire protection. A contribution for the installation of a cistern may be required.
- A letter stating the proposed disposal of tree stumps. If they are to be disposed of on-site then areas shall be shown on the plat.
- Location of soil test pits and accompanying test pit and perc test data.
- Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), the location of the one hundred (100) year flood elevation line, and the source of this information. Subdivisions with any development within a SFHA shall submit evidence (construction drawings, grading and land treatment plans) so as to allow determination that (i) all such proposals are consistent with the need to minimize flood damage (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage and (iii) adequate drainage is provided so as to reduce exposure to flood hazards
- Studies to include, but not necessarily limited to: environmental hazard analysis, wildlife, traffic, stormwater management, fiscal impact, visual impact and historic significance documentation, or a written request to waive the submission requirements for these studies. Studies may be required for engineering review.
- Natural Heritage Inventory review of endangered species/critical habitats and NH Division of Cultural Resources historical review for compliance with storm water requirements
- Location and engineering design calculations for culverts, drainage requirements and connection of alternative means to provide water supply and disposal of surface drainage.
- Location of all parcels of land to be dedicated to public use, the conditions of such dedication, and a copy of applicable deed restrictions.
- 100-foot well radii.
- Amount of any bonds required.
- Amount of excavated material to be removed from site, if any. (Clearing and Grubbing-All trees and stumps shall be removed from the right-of-way to a minimum distance of ten (10) feet from any excavated or filled area.

**Access**

**Y N NA**

- Access from frontage, driveway access possible to Building Area.
- Stations, radii, curve data, slopes and paving widths for proposed streets or fire lanes (note 8% grade and 4 foot cut and fill requirements).
- Driveways serving three or more lots designed to fire lane standards.
- Waiver request for shared driveways serving three or more lots.
- Street name(s) as determined by the Hollis Department of Public Works (shared driveways serving three or more lots shall also be named).
- Location of street signs for all proposed streets and shared driveways, location of sign and street numbers shall be coordinated through DPW.
- Sight distance.

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- School bus stops and areas shown on plans. The Hollis School Board should be contacted for assistance.

**Other**

**Y N NA**

- New Hampshire Department of Environmental Services Subsurface System Bureau Subdivision Approval (permit # to be noted on the plat).
- New Hampshire Water Supply and Pollution Control Commission Alteration of Terrain Approval (permit # to be noted on the plat).
- New Hampshire Wetlands Board Dredge and Fill Approval (permit # to be noted on the plat).
- Army Corp. of Engineers Dredge and Fill Approval (permit # to be noted on the plat).
- New Hampshire Department of Transportation Curb Cut Approval (permit # to be noted on the plat).
- Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.

**THE FOLLOWING SHALL BE REQUIRED UPON PLAN APPROVAL.**

**Digital Data Requirements**

The Applicant shall submit complete electronic files for all subdivision plans in accordance with the following:

1. All plans and specifications must be submitted on CD\_ROM in IBM-PC compatible format. Acceptable file formats include AutoCAD DWG, AutoCAD DXF, and ArcView shapefile (.shp). The files must be identical to the printed plan and contain all information included thereon.
2. All digital mapping data shall be registered horizontally to the New Hampshire State Plane Coordinate System, North American Datum 1983 (NAD83) feet. Vertical datum shall be the North American Vertical Datum 1988 (NAVD88).
3. Each feature type (roads, buildings, lot lines, etc) must be organized in the GIS file as a separate layer. Layer names must clearly describe the features within each layer. For example,

Feature Type	Layer Name
Lot Line	LOT_LINE
Building	BUILDING
Roads	ROAD
Driveways	DRIVEWAY
Test Pit Data	TEST_PIT
Storm Water Structures	CATCH_BASIN RETENTION_BASIN FIRE_POND CISTERN ETC.

4. Disks submitted in duplicate to the Hollis Planning Board must be labeled with project name, submitting consultant and file name.
5. Any changes to the approved plan shall require re-submittal
6. Following project completion, a digital submission of the “as-built” plan is required for final release of any performance bond associated with any project.

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**Notice of Intent (copy) and Storm Water Pollution Prevention Plan for Phase II Storm Water Permit**

The Applicant shall submit copies of the Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP) prior to the start of any construction or to the filing of a building permit application.