Revised
4/23/15

Town of Effingham
Subdivision
Application and Checklist

Please read all instructions carefully. It is important that you submit all information and fees as required. Incomplete applications will be returned to the applicant for correction, which could cause delays in your project. 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. ***You are advised to review the applicable set of regulations for full details.***

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. Four 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:	____ $ 10.00 per Abutter/per Hearing
Carroll County Registry of Deeds:	____ $ 28.00 for recording of Plat

_____8. Separate check made payable to: <u>Carroll County Registry of Deeds</u> for a surcharge imposed by the State of NH for LCHIP

____ $ 25.00

Total: _____

Fees subject to change