

## Town of Effingham Subdivision 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.

<b>Subdivision</b>	_____ \$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: Carroll County Registry of Deeds for a surcharge imposed by the State of NH for LCHIP

\_\_\_\_\_ \$ 25.00

**Total:** \_\_\_\_\_

Fees subject to change

**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 verification, labels and printing can be provided by the Zoning Officer.

**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.**