



TOWN OF STRATHAM

10 Bunker Hill Avenue, Stratham NH 03885
Planning Department (603) 772-7391
www.strathamnh.gov

Applicant Name: _____ Date: _____

Property Address: _____

Parcel ID(s): _____

SUBDIVISION APPLICATION - INFORMATION CHECKLIST

A subdivision application shall contain the following information, where applicable, to be considered complete. However, this checklist is intended only as a guide; the Planning Board may require additional information as deemed necessary. All plans shall conform to the applicable requirements of the Zoning Ordinance, Building Regulations, Subdivision and Site Plan Review Regulations and other state, local, and federal requirements. (All data/information sources should be referenced.) Please coordinate with the Planning & Building Department for abutter fees and notices prior to the submission of an application.

The following copies are required:

1. Nine (9) 11 X 17 copies of full plan set.
2. Two (2) 22" x 34" copies of the full plan set.
3. Nine (9) copies of application and supporting materials (except engineering reports).
4. Two (2) copies of any engineering or impact reports.
5. Two (2) sets of printed labels for abutter mailing (not applicable for Preliminary Consultation).
6. Electronic files of all submission materials in PDF form (emailed or submitted on USB drive).
7. Owner's signature on application or letter of authorization submitted.

KEY: X – Information Provided

N/A – Requirement not applicable to application

W – Waiver Requested

PRELIMINARY CONSULTATION

	A. Completed Town of Stratham Preliminary Consultation Application
	B. Letter or narrative describing proposed project.
	C. Base map drawn to scale
	1. General description of existing conditions on the site
	2. Any facilities or utilities
	3. Dimensions and sizes of the proposed lots (minimum sizes determined by soil type.)
	4. Topographic map showing the proposed layout of lots, streets, and other features
	5. Scale bar, north arrow, locus map and other information to provide Planning Board sufficient understanding of proposed project.
	D. Owner information, addresses and tax map and lot numbers for all abutting properties

DESIGN REVIEW AND FORMAL APPLICATIONS

	A. Completed Town of Stratham Subdivision Application
	B. Letter or narrative describing proposed project.
	C. One Abutter List and three sets of mailing labels
	D. Application and notice fees payable to the Town of Stratham. It is recommended that you contact the Planning Office to verify abutters prior to submitting the application.
	E. HISS mapping with lot size calculation stamped by a licensed soil scientist and cover letter
	F. Data on test pits and percolation tests: <ul style="list-style-type: none"> 1. Location of test pits 2. Percolation test date and rate 3. Certification of test witness 4. Outline of the area reserved for leach fields
	G. All plan sets <ul style="list-style-type: none"> 1. Names, addresses, and contact information of the owner, applicant, agent, and for all professionals who worked on the plan including the land surveyor, professional engineer, architect, or landscape architect, and certified wetland or soil scientist. 2. Title Block <ul style="list-style-type: none"> • Name of Subdivision • Location of Subdivision (including tax map and lot number) • Owner and applicant name and address • Sheet number • Date • Name and contact information of principal design agent/consultant 3. Revision block with revision dates 4. Vicinity/Locus Plan with scale shown 5. Scale Bar 6. North arrow and reference bearing 7. Two-foot contour interval topography 8. Bearings and distances of surveyed property lines
	H. Existing Conditions Plan <ul style="list-style-type: none"> 1. Location and name of surrounding streets 2. Location of existing structures and driveways 3. Location of existing lot boundaries and monumentation 4. Dimensional information for all lots (see Section J for additional requirements) 5. All reference plans and easements noted on plan with recording references 6. Owner information, addresses and tax map and lot numbers for all abutting properties 7. Location of existing utilities 8. Location of existing well and septic facilities 9. Location/extent of existing tree lines, stonewalls, and/or naturally significant features 10. Location/description of historic structures (Section 16.5 of Zoning Ordinance)

	11. Location of wetlands (see Section K for additional requirements)
	12. Location of existing drainage facilities
	13. Location of existing easements with references to recorded easement documents or plans
	14. Existing Zoning Designation, zoning boundaries (if applicable) and any applicable overlay districts
	15. All reference plans and easements noted on plan with recording references
	16. Surveyors Certification (Stamp and signature)
I. Subdivision Plan	
	1. Owner information, addresses and tax map and lot numbers for all abutting properties
	2. Planning Board Chair signature and date block
	3. Surveyors Certification (stamp and signature)
	4. Professional Engineer Certification (stamp and signature)
	5. Proposed boundary monumentation shown and defined by metes and bounds
	6. Proposed areas of disturbance depicted on plan and size noted (in square-feet)
	7. Purpose statement included as note on plan
	8. Conformance to Dimensional Requirements shown (See Section J for requirements)
	9. Proposed land use of lots (single-family dwelling, duplex, multi-family, other)
	10. Locations, dimensions and areas of lots, and the location and setback dimensions of existing structures within 100'.
	11. Proposed driveway locations depicted on plan <ul style="list-style-type: none"> • Conformance to Town Driveway Standards including minimum all season sight distances depicted • Average and maximum slope of driveway depicted showing conformance to NFPA
	12. Proposed addresses and map and lot numbers for all new lots
J. Dimensional Requirements (Table 4.2 of Zoning Ordinance and Subdivision Regs)	
	1. Lot area for each proposed lot (in acres and square feet)
	2. Continuous frontage for each lot (in feet)
	3. Lot depth (in feet)
	4. All dimensional setbacks depicted on plan
	5. Location and calculation (in square feet) of contiguous upland area per lot (in square feet)
	6. Table outlining dimensional information for each lot and conformance to minimum Town requirements
K. Wetlands, Shorelands, Aquifers & Floodplains (Sections 11, 12, 13, and 18 of Zoning Ordinance)	
	1. Location and boundaries of wetlands
	2. Name of any designated stream, river, pond, or other designated water body
	3. Designation and calculation (in square feet) of wetland soil type (poorly drained soils and very poorly drained soils)
	4. Wetland setback and buffer boundaries
	5. Shoreland setback and buffer area boundaries

	<ol style="list-style-type: none"> 6. Note on plan indicating when and by whom wetlands were delineated by 7. Wetland Scientist Certification (Stamp and signature) 8. Location and elevation of FEMA 100-year floodplain 9. If the parcel is located within Stratham's Aquifer Protection District, a note shall be added to the plan stating as such
	L. Grading and Landscaping
	<ol style="list-style-type: none"> 1. Grading plan 2. Location and description of proposed slope easements, if applicable 3. Location and detail for proposed retaining walls 4. Location of proposed tree line and preservation of mature trees, if applicable 5. Landscaping Plan, if applicable 6. Location and extent of all impervious surface areas 7. Location and extent of areas to be loamed and seeded
	M. Fire Protection
	<ol style="list-style-type: none"> 1. Location and details of proposed fire protection systems or structures 2. Location and description of proposed easement areas for fire protection 3. Description of proposed interior fire protection measures, including sprinkler systems
	N. Utilities
	<ol style="list-style-type: none"> 1. Proposed electric and other utility lines shown on plan and provided underground 2. Location and description of all proposed utility easements 3. Location of proposed wells showing NHDES protective well radii 4. Location and specifications for proposed Community Water Systems, including conveyance systems 5. Proposed septic locations and depiction of conformance with Town requirements (Zoning Ordinance Section XX and Subdivision Regulations Section 4.6)
	O. Permits and Approvals (Not applicable for Design Review)
	<ol style="list-style-type: none"> 1. NHDES Subdivision Approval 2. NHDES Alteration of Terrain Permit 3. NHDES Wetlands Permit 4. NHDES Water Supply Permit 5. NHDOT Driveway Permit 6. USEPA Construction General Permit 7. Other - Additional Local, State or Federal Permits 8. Town of Stratham ZBA variances or special exceptions granted
	P. Waiver Requests (Not applicable for Design Review)
	<ol style="list-style-type: none"> 1. Waiver requests noted on plan 2. Subdivision waiver application submitted with application materials

	Q. Stormwater/Drainage and Erosion Control (Subdivision Regulations)
	<ol style="list-style-type: none"> 1. Stormwater Management Plan 2. Erosion and Sedimentation Control Plan <ul style="list-style-type: none"> • Details regarding sequencing and inspections of erosion control measures 3. Location and specification of all culverts 4. Location and specifications of all structures, including catch basins, drain manholes, and dry wells 5. Location and detail of swales including directional flows and elevations 6. Location and specification of BMPs 7. Location and design of detention treatment facilities 8. Ditch line protection specified where required 9. Cross-section of swales and stormwater basins 10. Location and description of any proposed easement areas for drainage 11. Operation and Maintenance Manual 12. If the parcel is located within Stratham's MS4 regulated area, a note shall be added to the plan stating as such
	R. Subdivisions with New Roads (Subdivision Regulations)
	<ol style="list-style-type: none"> 1. Roadway plans and profiles with finish grades <ul style="list-style-type: none"> • Elevations of proposed roads • Elevations of existing roads within 300' of intersection 2. Roadway cross sections shown at 50' intervals and at all drainage structures, intersections, and turn-arounds 3. Roadway design and construction specifications 4. Existing and finish centerline grades noted 5. Roadway and shoulder cross slope and embankments noted 6. Plan depicting conformance with roadway all season sight distance requirements 7. Location and details of all traffic control signage and pavement markings 8. Dimensions of Rights of Way and Roadways <ul style="list-style-type: none"> • Description if public or private road is proposed • For cul-de-sacs, length of road shown on plan 9. Distance between intersections (between streets or street to driveway) shown on plan 10. Sidewalk detail and proposed crossings noted, if applicable 11. Location and detail for guardrails, if applicable 12. Curbing location, elevation and detail, if applicable 13. Location of street sign (conforming with Stratham street sign detail) 14. Location, details, and photometric plan where exterior lighting is proposed 15. Location and details of proposed subdivision signage 16. Phasing plan, if applicable

	S. Residential Open Space Cluster Developments, when applicable (Section 8 of ZO)
	1. Yield Plan depicting conformance with Subdivision and Zoning requirements
	2. 50-foot vegetated buffer shown on plan on land owned/maintained by the Association
	3. Location, boundaries, and size (in acres and square-feet) of proposed Common Area and Conservation Land
	4. Description and calculation of any density bonus applications
	5. Easements for pedestrian trails or recreation areas
	6. Area and details of proposed Open Space in conformance with Minimum Open Space Requirements <ul style="list-style-type: none"> • Table indicating conformance with Section 8.10 of Zoning Ordinance
	T. Historically Significant Building(s)
	1. Building architectural design renderings characteristic of traditional New England style.
	2. Located in Route 33 Legacy Highway Heritage District
	U. Other exhibits, if applicable or if required by Planning Board (Not applicable for Design Review)
	1. Performance Bond.
	2. Calculations on type and quantity of sanitary waste.
	3. Traffic impact analysis.
	4. Protective covenants.
	5. Deeds conveying streets or rights-of-way
	6. Natural/Environmental Recourses Inventory
	7. Environmental/Forestry Impact Report
	8. Fiscal Impact Study
	9. Off Site Improvement Plan

Does the property owner own or have an interest in a partnership or corporation owning abutting property? Yes No

If yes, provide Parcel IDs: _____

Is any relief being sought from requirements of the Stratham Zoning Ordinance? Yes No

If yes, note which sections: _____

If yes, has a variance or special exception application been submitted? Yes No

This checklist is provided as a resource for applicants. It is not a comprehensive accounting of all Town of Stratham Regulations. Applicants are responsible for reading Stratham's current Subdivision Regulations, Site Plan Review Regulations, Zoning Ordinance, and Building Ordinance.

I certify that the information provided is complete and correct to the best of my knowledge.

Signed: _____ Date: _____