

**TOWN OF JAFFREY, NEW HAMPSHIRE  
10 GOODNOW ST  
603-532-7445**

**APPLICATION FOR SUBDIVISION**

**Date Received:** \_\_\_\_\_ **Amount Paid:** \_\_\_\_\_

**Town Clerk's Signature:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No's:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No's:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of subdivision:** \_\_\_\_\_  
**MAJOR (four or more lots) / MINOR (three or fewer lots) / TECHNICAL (no new lots created)**

**Title of subdivision:** \_\_\_\_\_

**Location and Description:** \_\_\_\_\_

**Name and address of Engineer, Surveyor, and/or Designer:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**List lot numbers and the areas of each lot:** \_\_\_\_\_

\_\_\_\_\_

**Is public water system to be connected?** \_\_\_\_\_

**Is public sewer system to be connected?** \_\_\_\_\_

**Attach a copy of water and sewer approvals (if public). Attach copy of NH approval for subdivision if private sewer. WSPCD OK #** \_\_\_\_\_

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Proposed new street names: \_\_\_\_\_

Are there any structures on the property at present? If so, describe and locate: \_\_\_\_\_

Does owner of record own or have any financial interest in abutting property? \_\_\_\_\_

If yes, please identify: \_\_\_\_\_

Is waiver from Jaffrey Rules and Regulations to Control Subdivision requested? \_\_\_\_\_

Is variance from the Jaffrey Zoning Ordinance and/or Jaffrey Wetlands Conservation District Ordinance required for this subdivision? \_\_\_\_\_ Date variance obtained: \_\_\_\_\_

List on the reverse side of this application or on a separate piece of paper the complete names and addresses (including zip codes) of all abutters to the property being subdivided. Include the map and lot # of each abutter

Attach and list accompanying documents (e.g., driveway approvals, etc.)

Filing Fee: \$12.47 to be added for recording the Letter of Decision  
\$26.00 to be added for recording the mylar and \$25.00 for LCHP

Subdivision

Design Review Phase: ..... \$25.00  
Lot mergers: ..... \$50.00 first lot / \$25.00 each additional lot  
Minor or Major: ..... \$100.00 first lot / \$25.00 each additional lot  
Technical subdivision: ..... \$50.00

All applications: \$4.50 per abutter (to include owner and any licensed stamp on plat)

Contact Information:

Erlene Lemire, Planning Board Clerk ([elemire@townofjaffrey.com](mailto:elemire@townofjaffrey.com))  
Jo Anne Carr, Planner / Econ. Dev. ([jacarr@townofjaffrey.com](mailto:jacarr@townofjaffrey.com))  
Rob Deschenes, Building / Code Enforcement ([rdeschenes@townofjaffrey.com](mailto:rdeschenes@townofjaffrey.com))

**\*\*Incomplete applications will not be scheduled for public hearing and may be subject to additional fees\*\***

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**Applicant:** \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**Proposal:** \_\_\_\_\_

\_\_\_\_\_

**A preliminary review of the proposal above indicates the use is compatible with the site. The Jaffrey Fire Department requires the plans comply with the *Life Safety Code*. Final review of the plans will take place after the site plan has been approved.**

**Comments:**

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**David Chamberlain  
Fire Chief**

**\*\* Comments will be obtained by Town Personnel \*\***

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**Property Location:** \_\_\_\_\_

**Proposal:** \_\_\_\_\_

\_\_\_\_\_

**Driveway Proposal:** \_\_\_\_\_

\_\_\_\_\_

**A preliminary review of this proposal for water usage indicates:** \_\_\_\_\_

\_\_\_\_\_

**A preliminary review of sewer usage on this site indicates:** \_\_\_\_\_

\_\_\_\_\_

**Additional Comments:**

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**Randy Heglin  
Public Works Director**

**\*\* Comments will be obtained by Town Personnel \*\***

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**Proposal:** \_\_\_\_\_

**Additional Comments:**

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**Bill Oswalt  
Police Chief**

**\*\* Comments will be obtained by Town Personnel \*\***



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**SUBDIVISION APPLICATION CHECKLIST**

**Date:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

<u>SUBMITTED</u>	<u>WAIVER REQUEST</u>	<u>General Plat Requirements</u>
_____	_____	1. Proposed subdivision name.
_____	_____	2. Name/address of owner of record.
_____	_____	3. Names of owners of record of abutting properties taken from Town records not more than 5 days prior to filing.
_____	_____	4. Name, address and stamp of surveyor; date of survey; north point and scale; signature block for Planning Board endorsement.
_____	_____	5. Names and addresses of engineers, architects, or soil scientists whose professional seal appears on the submitted plat.
_____	_____	6. Locus Plan showing general location of the total tract within the town and zoning district.
_____	_____	7. Boundary survey including bearings, distances, and the location of permanent markers.
_____	_____	8. Abutting subdivision names, streets and easements, building lines, alleys, parks and public open spaces, and similar facts regarding abutting properties.
_____	_____	9. Location and profiles with elevations of existing and proposed water mains, sewers, culverts and drains, and alternative means of providing water supply and surface drainage.
_____	_____	10. Existing and proposed easements, rights of way, driveways and buildings or other structures.
_____	_____	11. Location of property lines, including the entire undivided lot, lot areas in sq ft and acres, frontage on public rights of way, and building setback lines. Each lot to be numbered according to the Jaffrey tax map numbering system.

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_____	_____	12. Water courses, ponds or standing water, rock ledges, stonewalls, and other natural features; existing and proposed foliage lines; open space.
_____	_____	13. Existing and proposed streets with names, classification, travel surface widths, and rights of way widths.
_____	_____	14. Final road profiles, center line stationing, and cross sections.
_____	_____	15. Existing and proposed topographic contours at 2 foot intervals. Major subdivisions shall locate a benchmark in an area not to be disturbed during construction
_____	_____	16. Soil data based on Cheshire County Soil Survey, including wetland delineation and flood hazard areas.
_____	_____	17. Location of perc tests and test results; location of 75 ft well radius and septic area.
_____	_____	18. Sedimentation & erosion control plan.

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<u>SUBMITTED</u>	<u>WAIVER REQUEST</u>	<u>Items to Accompany Subdivision Application</u>
_____	_____	1. Approval from New Hampshire Water Supply and Pollution Control if lots are less than five acres.
_____	_____	2. Driveway access approval from New Hampshire Department of Public Works and Highways if the subdivision abuts a state highway.
_____	_____	3. If proposed subdivision abuts a town road, preliminary approval by the Jaffrey Department of Public Works for proposed driveway(s) is required.
_____	_____	4. Comments and recommendations by Jaffrey's Fire Chief, Police Chief and Department of Public Works.
_____	_____	5. If the applicant is not the property owner a letter of authority must be submitted with the application.