

Bedford Planning Board
Design Review Subdivision Application Checklist
Effective Jan. 2007

I. General Information:

A. Name of Subdivision: _____

B. Location of Subdivision: _____

(Street) (Map #) (Lot #)

C. Name of Applicant(s): _____

D. Name & Phone No. of Primary Design Consultant or Firm: _____

(Individual or Firm Name)

(Contact Person) (Phone No.) (Fax No.)

E. Name of Licensed Land Surveyor: _____

F. Name of Licensed Professional Engineer: _____

G. Name of Certified Soil Scientist: _____

H. Date of Submittal to Planning Director: _____

II. General Requirements:

5. Executed Application Form Submitted & Marked "Design Review": _____

6. Names & Addresses of All Abutters Submitted: _____

7. Three (3) Sets of Plans Submitted: _____
(All Sheets Numbered Consecutively with Index of Sheets on Plans)

8. Compact Disk With PDF Plan: _____

III. Subdivision Plat Requirements:

1. Size & Presentation of Sheet(s) per Section 216 of the Land Development Control Regulations: _____
2. Title Block Information:
 - a. Name of Subdivision Noted: _____
 - b. Location of Subdivision Noted (Town, State & Street(s)): _____
 - c. Tax Map & Lot No. 's of Subject Parcel(s) Noted: _____
 - d. Names & Addresses of Owner(s) of Record; Applicant; & Engineer and/or Land Surveyor: _____
 - e. Date of Plat Noted: _____
 - f. Scale of Plat Noted: _____
3. Plan at Proper Scale per Regulations: _____
4. Bar Scale Shown: _____
5. Boundary Information Prepared From Existing Deeds & Field Information: _____
6. Match Lines (if any) Shown on All Sheets: _____
7. Proposed Lot Numbers or Parcel Designation: _____
8. Names & Addresses of All Abutting Land Owners Shown: _____
9. Graphical Index Plan Provided (if necessary): _____
10. Proposed Location of All Lots and/or Parcels, Area of Each Proposed Lot (in Acres & Square Feet), and Scaled Dimensions Shown/Noted: _____
11. Abutting Lot Lines, Streets, Alleys, Range Ways & Ancient Roads (if any), Easements, Parks, Public Open Spaces, & Zoning Districts Clearly Labeled and Indicated With Tax Map Numbers Where Applicable: _____
12. Location and Dimensions of All Easements Shown: _____
13. North Arrow Shown: _____
14. Locus Map at a Scale of 2,000 feet to the Inch or Less Shown: _____

15. Limits of Wetlands (per Section 275-24 of Zoning) on and within 50-feet of Subject Parcel Shown: _____
16. Existing Buildings, Pavement, and Gravel Areas On Site Shown and Adjoining Manmade Features Within a Minimum of 50-feet Beyond the Parcel Boundary: _____
17. Location and Name (if any) of any Watercourses, Ponds, or Standing Water Shown & Noted: _____
18. Location and Dimensions of Applicable Building Setbacks and Other Restrictions Imposed by the Zoning Ordinance Shown: _____
19. Location of Existing Overhead Utility Lines & Poles On Site and Within a Minimum of 50-feet of Subject Parcel Shown: _____
20. Other Conditions on Adjacent Land (Including Approximate Direction and Gradient of Ground Slope, Character and Location of Buildings, Railroads, Power Lines, Towers and Other Nearby Non-residential Land Uses or Adverse Influences) Shown: _____

IV. Topographical Subdivision Plan Requirements:

1. Two-Foot Contour Interval Topography Shown Over All Subject Parcels: _____
2. HISS Mapping Shown Over All Subject Parcels Where No Municipal Sewer Exists: _____
3. Drainage Plan Showing the Following:
 - a. Direction of Runoff (existing and proposed) Through Use of Arrows Shown: _____
 - b. Existing and Proposed Methods of Handling Storm Water Runoff: _____
 - c. Location, Elevation and Size of All Catch Basins, Storm Sewers, Culverts, Drainage Ditches, Swales and Retention/Detention Basins Submitted: _____
4. Existing Treelines Shown: _____
5. Existing Ledge Outcroppings and Ledges and Other Physical Features Shown: _____

VI. Construction Plan Requirements:

1. Proposed Location, Name, Width and Dimensions of All Proposed Streets, Including Lengths of Tangents, and Radius and Length of All Curves: _____
2. Where the Design Review Phase Layout Submitted Covers Only a Portion of the Subdivider's Entire Holding, Future Street System Connections For the Entire Holding Shall be Shown: _____
3. Proposed Public Improvements (Including Highways or Other Major Improvements Planned by Public Authorities for Future Construction On or Near the Tract) Shown: _____
4. Preliminary Designs of Any Bridges or Other Structures Included: _____
5. Location of Existing and Proposed Water Mains, Sanitary Sewers, Storm Sewers and Culverts, Including Size, Material and Direction of Flow Shown: _____
6. Alternate Means for Provision of Utilities If Municipal Water and Sewer Systems Will Not be Utilized: _____
7. Preliminary Drainage Report and Calculations: _____

8. Technical Review by Planning Board's Engineer Completed/Received: _____

III. Subdivision Plat Requirements:

1. Size & Presentation of Sheet(s) Per Registry Requirements: _____

2. Title Block Information:

a. Name of Subdivision Noted: _____

b. Location of Subdivision Noted (Town, State & Street or Streets): _____

c. Tax Map & Lot No.'s of Subject Parcel(s) Noted: _____

d. Name and Address of Owner(s) Noted With Deed Reference(s): _____

e. Date of Plat Noted: _____

f. Scale of Plat Noted: _____

g. Sheet Number Noted: _____

h. Name of Principal Design Consultant Noted: _____

3. Plan at Proper Scale per Regulations: _____

4. Bar Scale Shown: _____

5. Revision Block Shown: _____

6. Planning Board Approval Block Provided on Each Sheet to be Recorded: _____

7. Surveyor's Certification Provided and Stamped & Signed by LLS: _____

8. Boundary of Entire Tract or Tracts Affected by Application Shown & Defined: _____

9. Match Lines (if any) Shown on All Sheets: _____

10. Proposed Lots and Remaining Parcels (if any) Shown & Defined by Metes & Bounds: _____

11. Existing & Proposed Boundary Monumentation Shown & Defined: _____

12. Map # & Lot # of All Abutting Parcels Noted: _____

13. Names & Addresses of All Abutting Land Owners Shown: _____

14. Name, Status, Right-of-Way and Pavement Widths of Existing Streets Noted: _____

15. Municipal Boundaries (if any) Defined & Shown: _____

16. Existing Easements, Right-of-Ways & Range Ways (if any) Shown & Defined: _____

17. Proposed Easements With Purpose & Grantee Shown & Defined by Metes & Bounds Shown. Check Each Type of Proposed Easement Applicable to This Application:

- a. Drainage Easement(s): _____
- b. Slope Easement(s): _____
- c. Utility Easement(s): _____
- d. Temporary Easement(s) - (Such as Temp. Turnaround): _____
- e. 25-foot Non-Disturbance Easement(s) Along Streams: _____
- f. Vehicular & Pedestrian Access Easement(s): _____
- g. Fire Pond/Cistern Easement(s): _____
- h. Roadway Widening Easement(s) Required by Town Ordinances & Regulations: _____
- i. Heritage Trail Easement(s): _____
- j. Other Easement(s): _____. Note Type(s): _____

18. Future Designation of Each Proposed Lot (by Map & Lot #'s) Noted: _____

19. Area of Each Proposed Lot (in Acres & Square Feet) Noted: _____

20. North Arrow & Ref. Bearing (Mag. North/Year; True North; or Ref. Plan) Shown: _____

21. All Reference Plans (with Recording # if any) Noted: _____

22. Locus Map (with Scale) Shown: _____

23. Limits of Wetlands (per Section 275-24 of Zoning) Shown: _____

24. Plan Notes by Whom, When and Under What Criteria Wetland Delineation Occurred: _____ (Army Corps. 1987 Manual and New England Field Indicators 1995, per Bedford Zoning Ordinance)

25. Owner(s) Signature(s) With Statement Dedicating Platted Roadway Right-of-Ways in Fee Interest and Agreeing to Improvements as Shown on Plat Provided: _____

26. Name(s) and Right-of-Way Width(s) of Proposed Street(s) Shown: _____

27. All Required Yards and Setbacks (Including any Applicable Buffers) Shown and Dimensioned per Zoning Requirements: _____

28. Existing Buildings, Wells, Septic Systems, Drives, Etc. and Proposed Disposition of Same Shown & Noted: _____

29. Location and Name (if any) of any Streams or Waterbodies Shown & Noted: _____

30. Location and Elevation(s) of 100-Year Flood Zone Shown and Noted Per FEMA Flood Insurance Study or Town of Bedford Floodplain Determination Methodology: _____

31. If No Flood Zone Present Note on Plat Indicating Same: _____
32. Location of Existing Overhead Utility Lines, Poles, Towers, Etc. On Site Shown: _____
33. Plan Notes Provided: _____
- a. Tax Map & Lot #'s of all Subject Parcels Cited: _____
 - b. Area (by individual existing tract and combined) of Subject Parcel(s) Noted: _____
 - c. Zoning Designation of Subject Parcel(s) and Abutting Parcel(s) Noted: _____
 - d. Min. Lot Area, Frontage & Yard Dimensions Required for District(s) Noted: _____
 - e. Purpose of Plat Noted: _____
 - f. Proposed Utility Provisions (Water Supply & Sewage Disposal) Noted: _____
 - g. Zoning Variances/Special Exceptions with Conditions Cited: _____
34. Location of any proposed on-site stump burial sites shown: _____

IV. Topographical Subdivision Plan Requirements:

1. All Required Information for Subdivision Plat (See Item III Above) Shown or Noted: _____
2. Two-Foot Contour Interval Topography Shown Over All Subject Parcels: _____
3. Source and Datum of Topographic Information Noted: _____
4. If Topo. Datum is Not NGVD of 1929, Show At Least One Benchmark Per Sheet: _____
5. HISS Mapping Shown Over All Subject Parcels Where No Municipal Sewer Exists: _____
6. Stamp of Certified Soil Scientist on Plan if HISS Mapping Required: _____
7. USDA-SCS Soil Survey Mapping (with Legend) Shown Where Municipal Sewer is to be Provided: _____
8. Location, Type, Size & Inverts (if applicable) of All Existing Utility & Drainage Lines and Culverts Shown _____
9. Test Pits Within 4K Areas Shown on All Proposed Lots if no Municipal Sewer is to be Provided: _____
10. Locations of Feasible Water Well Locations (with Protective Radii as Required by the NHDES) Shown on all Proposed Lots if Public Water Supply is Not Provided: _____
11. Existing Treelines Shown: _____
1. Existing Ledge Outcroppings, Stone Walls, & Other Significant Site Features Shown:

V. Construction Plan Requirements:

A. Roadway Plans & Profiles (Required for All Applications Involving the Construction of New Streets):

1. Name of Proposed Subdivision, Street and Start/Stop Stations, Name of Consultant, Plan Date (with Revision Block), Plan Scale & Project Location Shown/Noted in Title Block: _____
2. Scale Appropriate (1"=50' Horiz./1"=5' Vert. or 1"=40' Horiz./1"=4' Vert.): _____
3. Plan(s) Stamped by Licensed Professional Engineer: _____
4. Limits of Existing/Proposed Right-of-Way & Monumentation Shown: _____
5. Two-Foot Contour Interval Topography & Wetlands Mapping Shown: _____
6. Centerline Stationing/Geometry Shown: _____
7. Existing & Proposed Edges of Pavement/Curb Shown & Flare Radii Noted: _____
8. North Arrow Shown: _____
9. Existing & Proposed Lot Lines (with Parcel Designation per Subdivision Plat) Shown: _____
10. Two-Foot Interval Finish Grade Contours and Spot Grades Shown: _____
11. Existing & Proposed Drainage Improvements Shown on Plan & Profile: _____
 - a. Location, Diameter, Material, Slope, Inverts & End Treatments of All Culverts Shown: _____
 - b. Location (by Sta. & Offset), Rim Elev. & Inv. Elev.'s of All Structures Shown: _____
 - c. Headwalls and/or Flared End Sections Specified: _____
 - d. Outlet Protection Aprons Specified Where Required: _____
 - e. Existing & Proposed Easements Shown: _____
 - f. Location and Type of Treatment Provisions (Swales, Etc.) Shown: _____
 - g. Location & Design of any Detention Facilities Shown: _____
 - h. Underdrain Shown Where Required: _____
 - i. Ditchline Protection Specified Where Required: _____
 - j. Erosion Control Devices Specified: _____
12. One Benchmark with Elevation Noted & Shown per Plan Sheet: _____

13. Roadway Profiles Provided: _____

- a. Stationing Corresponding to Plan Shown with Grid: _____
- b. Existing & Proposed Grades Shown At 50-foot Stations and PVI's: _____
- c. Existing & Proposed Centerline Profiles Shown Graphically: _____
- d. Proposed Centerlines Grades and Vertical Curve Data Shown: _____
- e. Station & Elev. of Crest & Sag Points Noted: _____
- f. Existing & Proposed Drainage & Utilities Shown & Described: _____

14. Location, Type, Dia. & Appurtenances of Exist./Proposed Watermain & Stubs Shown: _____

15. Location of Existing/Proposed Sewer Mains & Manholes Shown on Plan & Profile: _____

- a. Location, Type, Dia., Length & Slope of Sewer & Manholes Shown on Plan: _____
- b. Location, Rim Elev. & Inverts at Manholes Shown on Profile: _____
- c. Sewer Information Shown on Profile: _____
- c. Service Stubs Shown on Plan to Limit of Right-of-way: _____

16. Location of Other Existing & Proposed Utilities Shown on Plan: _____

17. Location (by Sta. & Off-set) of Proposed Guardrail Shown: _____

18. Note on Plan Indicating Workmanship & Materials to Conform with Bedford Road Construction Standards: _____

19. Pavement Markings & Traffic Control Signage per MUTCD Shown: _____

B. Roadway Cross-Sections (Required for All Applications Involving the Construction of New Streets):

- a. Roadway Cross Sections at 50-foot Intervals & Culvert Crossings: _____
- b. Scale of Sections at 1"=5' H & V or 1"=10' H & V: _____
- c. Existing & Finish Centerline Grades Noted: _____
- d. Proposed Pavement, Crushed Gravel, Bank Run Gravel and Sand Cushion Lines/Limits and Right-of-Way Limits Shown: _____
- e. Roadway & Shoulder Cross Slopes Noted: _____
- f. Embankment Slopes Noted: _____
- g. Underdrain, Drainage & Utility Lines Shown: _____
- h. Guardrail with Shoulder Extension Shown: _____

C. Construction Detail Drawings/Sheets (As Applicable to Application):

Note: Construction Details to conform with Bedford Road Construction Standards.

1. Typical Cross-Section of Roadway Provided: _____
2. Typical Driveway Apron Detail Provided: _____
3. Curbing Detail Provided: _____
4. Guardrail Detail Provided: _____
5. Underdrain Detail Provided: _____
6. Sidewalk Detail Provided: _____
7. Drainage Structure(s) Detailed: _____
8. Utility & Drainage Culvert Trench Detail(s) Provided: _____
9. Erosion & Sedimentation Control Devices Detailed & Notes & Sequence Provided:

10. Fire Protection System Details Provided: _____
11. Headwall Details(s) Provided: _____
12. Flared End Section Details Provided: _____
13. Outlet Protection Apron Details Provided: _____
14. Typical Cross-Section(s) of Swales & Stormwater Basins Provided: _____
15. Sewer Manholes, Trench & Service Connection Details Provided: _____
16. Water System Details Provided: _____
17. Traffic Control Device & Pavement Marking Details Provided: _____
18. Turf Establishment Requirements Noted: _____
19. Other Project Specific Construction Details Provided: _____

VI. Supporting Documentation/Reports (As Applicable to Application):

1. Soils & Slopes Based Lot Sizing Calculations Submitted: _____
2. Test Pit/Perc. Test Data Provided: _____
3. Stormwater Management Report Submitted: _____

- a. Pre. & Post-Development Watershed Delineation Provided: _____
 - b. Narrative Provided: _____
 - c. All Calculations Performed for 25-Year Storm: _____
 - d. Treatment Designed for 10-Year Design Storm per NHDES: _____
 - e. Design Calculations for All Drainage Improvements Provided: _____
 - f. Design Calculations for All Detention/Retention Facilities Provided: _____
 - g. Pre. vs. Post-Development Analysis for 25-Year Storm Provided: _____
 - h. Report Stamped by P.E.: _____
- 4. Traffic Study Provided if Required: _____
 - 5. Fiscal Impact Study Provided if Required: _____
 - 6. Off-Site Improvement Plans/Arrangements Included/Documented: _____
 - 7. Other Project Specific Information as Required by Town Planner Submitted: _____

VII. Project Permits Submitted (As Applicable to Application):

- 1. NHDES Subdivision Approval: _____
- 2. NHDES Site Specific Approval: _____
- 3. NHDES Wetlands Permit: _____
- 4. NHDES Sewer Discharge Permit: _____
- 5. NHDES Water Supply Permit: _____
- 6. NHDOT Driveway Permit: _____
- 7. Bedford ZBA Variances/Special Exceptions: _____

VIII. Cluster Residential Development Checklist:

Note: In Addition to the Items Contained in Checklist Sections I through VII Noted Above, The Following Additional Information Must Be Included with Applications for Cluster Residential Developments Pursuant to Art. 45-6 of Bedford Zoning Ordinance.

1. Note Restricting Use to Single Family Dwellings and Their Accessory Structures: _____
2. Note Prohibiting Home Occupations Provided: _____
3. Note Included Indicating Whether Internal Roads are Public or Private: _____
4. Note Included Indicating Percentage of Common Open Space: _____
5. Note Included Indicating Percentage of Common Open Space Not in Wetland Conservation District: _____
6. Summary Note(s) Included Summarizing Determination of Net Developable Area: _____
7. Summary Notes Used in Computation of Permitted Density: _____
8. Note Indicating Proposed Density: _____
9. Buffer Zones Shown and Dimensioned: _____
10. Internal Minimum Yard Dimensions Shown and Defined: _____
11. Drafts of Homeowner's Association Documents & Covenants Submitted: _____