



**Town of Bedford, New Hampshire**  
**Design Review Subdivision**  
**Application Checklist**

Site Address: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Project Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Application Requirements</b>			
	<b>Required Items for Submittal</b>	<b>Item Location (Page, Sheet, Note or N/A)</b>	<b>Waiver Requested</b>
<input type="checkbox"/>	Executed Application Form Submitted & Marked "Design Review" <b>(215.1)</b>		N/A
	Owners Signature on Application Form or Letter of Authorization Provided <b>(215.1)</b>		N/A
<input type="checkbox"/>	Complete Abutters List Submitted <b>(215.5)</b>		N/A
<input type="checkbox"/>	Three (3) Sets of Plans Submitted with PDF submitted electronically <b>(215.1)</b>		N/A
<input type="checkbox"/>	All Required Fees Submitted <b>(216.3)</b>		N/A
<input type="checkbox"/>	Name and contact information provided for: <ul style="list-style-type: none"> <li>• Licensed Land Surveyor</li> <li>• Licensed Professional Engineer</li> <li>• Certified Soil Scientist</li> <li>• Certified Wetland Scientist</li> <li>• Architect</li> </ul> <b>(216.2.3)</b>		N/A
<input type="checkbox"/>	Project Narrative including a summary of any proposed waivers		N/A
<b>Subdivision Plat Requirements</b>			
	<b>Required Items for Submittal</b>	<b>Item Location (Page, Sheet, Note or N/A)</b>	<b>Waiver Requested</b>
<input type="checkbox"/>	Size and Presentation of Sheet(s) per LDCR <b>(216)</b>		N/A



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<input type="checkbox"/>	Title Block Information: <ul style="list-style-type: none"> <li>• Name of Subdivision Noted</li> <li>• Location of Subdivision Noted (Town, State &amp; Street)</li> <li>• Tax Map and Lot Numbers of Subject Parcel(s) Noted</li> <li>• Names and Addresses of Owner(s) of Record; Applicant; Engineer and/or Land Surveyor</li> <li>• Date of Plan Noted</li> <li>• Scale of Plan Noted</li> </ul> <b>(216.2.1) (216.2.3) (216.2.6)</b>		N/A
<input type="checkbox"/>	Plan at Proper Scale per Regulations <b>(216)</b>		N/A
<input type="checkbox"/>	Bar Scale Shown <b>(216.2.1)</b>		N/A
<input type="checkbox"/>	Boundary information prepared from existing deeds and field information <b>(216.2.2)</b>		
<input type="checkbox"/>	Match Lines (if any) Shown on All Sheets <b>(216.1.4)</b>		N/A
<input type="checkbox"/>	Proposed lot numbers or parcel designation <b>(216.2.6)</b>		N/A
<input type="checkbox"/>	Names and addresses of all abutting land owners shown <b>(216.2.5)</b>		N/A
<input type="checkbox"/>	Graphical Index Plan Provided (if necessary) <b>(216.1.3)</b>		N/A
<input type="checkbox"/>	Proposed location of all lots and/or parcels, area of each proposed lot (in acres and SF) and scaled dimensions shown/noted <b>(216.2.7)</b>		N/A
<input type="checkbox"/>	Abutting lot lines, streets, alleys, range ways and ancient roads (if any), easements, parks, public open spaces & Zoning Districts clearly labeled and indicated with tax map numbers where applicable <b>(216.2.5)</b>		
<input type="checkbox"/>	Location and dimensions of all existing and proposed easements shown <b>(216.2.8)</b>		



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<input type="checkbox"/>	North arrow shown <b>(216.2.1)</b>		
	Locus map at a scale of 2,000 feet to the inch or less shown <b>(216.2.4)</b>		
<input type="checkbox"/>	Limits of wetlands (per Section 275-24 of Zoning) on and within 50-feet of subject parcel shown and wetland setback dimensioned (per Section 275-28) <b>(216.2.17)</b>		
<input type="checkbox"/>	Existing buildings, pavement, and gravel areas on-site shown and adjoining manmade features as may be found within a minimum of 50-feet beyond the parcel boundary <b>(216.2.9)</b>		
<input type="checkbox"/>	Location and name (if any) of any watercourses, ponds, or standing water shown and noted <b>(216.2.9)</b>		
<input type="checkbox"/>	Location and dimensions of applicable building setbacks and other restrictions imposed by the Zoning Ordinance shown <b>(216.2.8)</b>		
<input type="checkbox"/>	Location of existing overhead and underground utility lines and poles on site and within a minimum of 50-feet of subject parcel shown <b>(216.2.9)</b>		
<input type="checkbox"/>	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 <b>(216.2.10)</b>		
<b>Topographical Subdivision Plan Requirements</b>			
<input type="checkbox"/>	Two-foot contour interval topography shown over all subject parcels <b>(216.2.9)</b>		
<input type="checkbox"/>	HISS Mapping performed by a Certified Soil Scientist Shown over all subject parcels and where no municipal sewer exists <b>(216.2.16)</b>		



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<input type="checkbox"/>	Drainage Plan showing the following: <ul style="list-style-type: none"> <li>• Direction of runoff (existing and proposed) through use of arrows shown</li> <li>• Existing and proposed methods of handling storm water runoff</li> <li>• Location, elevation and size of all catch basins, storm sewers, culverts, drainage ditches, swales and retention/detention basins submitted</li> </ul> <b>(216.2.15)</b>		
<input type="checkbox"/>	Existing watercourses, ponds, standing water, wetlands <b>(216.2.9)</b>		
<input type="checkbox"/>	Existing tree lines shown <b>(216.2.9)</b>		
<input type="checkbox"/>	Existing rock outcroppings, ledges, and other physical features shown <b>(216.2.9)</b>		
<b>Construction Plan Requirements</b>			
<input type="checkbox"/>	Proposed location, name, width and dimensions of all proposed streets, including lengths of tangents, and radius and length of all curves <b>(216.2.7)</b>		
<input type="checkbox"/>	Where the design review phase layout submitted covers only a portion of the subdividers entire holding, future street system connections for the entire holding shall be shown <b>(216.2.7)</b>		
<input type="checkbox"/>	Proposed public improvements (including highways or other major improvements planned by public authorities for future construction on or near the tract shown <b>(216.2.12)</b>		
	Preliminary designs of any bridges or other structures included <b>(216.2.13)</b>		
	Location of existing and proposed water mains, sanitary sewers, storm sewers and		



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	culverts, including size, material and direction of flow shown <b>(216.2.11)</b>		
	Alternate means for provision of utilities if municipal water and sewer systems will not be utilized <b>(216.2.11)</b>		
	Preliminary drainage report and calculations <b>(216.2.14)</b>		

**Applicant/Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all site plan review requirements. Please refer to the Land Development Control Regulations Subdivision Review Regulations and the Bedford Zoning Ordinance for full details.