



Town of Bedford, New Hampshire Subdivision Plan Application Checklist

Site Address: _____ Map: _____ Lot: _____

Owner: _____

Name of Applicant: _____ Date Submitted: _____

Applicant Phone: _____ Email: _____

Primary Project Representative: _____ Phone: _____

Company: _____ Email: _____

Application / Permit Requirements			
	Required Items for Submittal	Item Location (Page, Sheet, Note or N/A)	Waiver Requested
<input type="checkbox"/>	Executed Application Form (218.1)		N/A
<input type="checkbox"/>	Owners Signature(s) on application or Letter of Authorization Submitted (220.2)		N/A
<input type="checkbox"/>	Complete Abutters List Submitted (220.3)		N/A
<input type="checkbox"/>	Three (3) sets of plans submitted (All sheets numbered consecutively with index of sheet on plans) (218.1)		N/A
<input type="checkbox"/>	Electronic files submitted for all submission materials in PDF format (217.1)		N/A
<input type="checkbox"/>	Draft copies of any Proposed Easement Deeds or Other legal Documents submitted (218.1.7)		N/A
<input type="checkbox"/>	Any Waiver Requests submitted in writing (206.1.c)		N/A
<input type="checkbox"/>	Name and contact information provided for: <ul style="list-style-type: none"> • Licensed Land Surveyor • Licensed Professional Engineer • Certified Soil Scientist (218.1.1)		N/A



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	Required Items for Submittal	Item Location (Page, Sheet, Note or N/A)
Subdivision Plat Requirements		
<input type="checkbox"/>	Size and Presentation of Sheet(s) Per Registry Requirements (218.1.2)	N/A
<input type="checkbox"/>	Title Block Information: <ul style="list-style-type: none"> • Name of Subdivision Noted • Location of Subdivision Noted (Town, State & Streets) • Tax Map & Lot No.'s of Subject Parcel(s) noted • Name and Address of Owner(s) noted with Deed Reference(s) • Date of Plat Noted • Scale of Plat Noted • Sheet Number Noted • Name of Principal Design Consultant Noted (218.1.1)	N/A
<input type="checkbox"/>	Plan at Proper Scale per Regulations (218.1.2)	N/A
<input type="checkbox"/>	Bar Scale Shown (218.1.1)	N/A
<input type="checkbox"/>	Revision Block Shown (218.1.1)	N/A
<input type="checkbox"/>	Planning Board Approval Block Provided on each Sheet to be Recorded (218.1.9)	N/A
<input type="checkbox"/>	Surveyors Certification Provided and Stamped & Signed by LLS (218.1.1)	N/A
<input type="checkbox"/>	Boundary of Entire Tract or Tracts Affected by Application Shown and Defined (218.1.3)	
<input type="checkbox"/>	Match Lines (if any) Shown & Defined by Metes and Bounds (218.1.2)	N/A
<input type="checkbox"/>	Existing and Proposed Boundary Monumentation Shown and Defined (218.1.6)	
<input type="checkbox"/>	Map and Lot Numbers of all Abutting Parcels Noted and Shown (218.1.10)	N/A
<input type="checkbox"/>	Names and Addresses of all Abutting Land owners Shown (218.1.10)	N/A



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<input type="checkbox"/>	Name, Status, Right-of-ways and Range ways (if any) Shown and dimensioned (218.1.7)		
<input type="checkbox"/>	Proposed Easements With Purpose and Grantee Shown and Defined by Metes and bounds Shown. Note each type of Proposed Easement Applicable to this application: <ul style="list-style-type: none"> • Drainage Easement(s) • Slope Easement(s) • Utility Easement(s) • Temporary Easement(s) – (such as Temp. turnaround) • 25-foot non-disturbance Easement(s) along streams • Vehicular & Pedestrian Access Easement(s) • Fire Pond/Cistern Easement(s) • Roadway Widening Easement(s) Required by Town Ordinances & Regulations • Heritage Trail Easement(s) • Other Easement(s) – Type (218.1.7)		
<input type="checkbox"/>	Area of existing and proposed parcels, all lots, street frontage and zoning requirements for minimum lot size, frontage and setbacks (218.1.3)		N/A
<input type="checkbox"/>	Future tax map designation of each proposed lot (by map and lot) noted (218.1.3)		N/A
<input type="checkbox"/>	Area of each Proposed Lot (in Acres & Square Feet) Noted (218.1.3)		N/A
<input type="checkbox"/>	North Arrow & Ref. Bearing (Mag. North/Year; True North; or Ref. Plan) Shown (218.1.1)		N/A
<input type="checkbox"/>	All Reference Plans (with Recording Reference, if any) Noted (218.1.1)		N/A



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<input type="checkbox"/>	Locus Map (with Scale) Shown (218.1.1)		N/A
<input type="checkbox"/>	Limits of Wetlands (per Section 275-24 of Zoning) and wetland setback (per Section 275-28). Plan Notes by Whom, When and Under What Criteria Wetland Delineation Occurred (Army Corps. 1987 Manual and NE Field Indicators 1995) (218.1.13)		
<input type="checkbox"/>	Owner(s) Signature with Statement Dedicating Platted Roadway ROW in fee interest and agreeing to improvements as Shown on Plat Provided (218.1.24)		N/A
<input type="checkbox"/>	Name(s) and Right-of-Way width(s) of Proposed Street(s) Shown (218.1.7)		
<input type="checkbox"/>	All Required Yards and Setbacks (including any applicable buffers) Shown and Dimensioned per Zoning Requirements (218.1.3)		
<input type="checkbox"/>	Lot lines shown substantially perpendicular or radial to streets (231.1.1)		
<input type="checkbox"/>	Buildable Area requirements per Section 231.2.2 shown and outlined in table format, as applicable		
<input type="checkbox"/>	Existing Buildings, Wells, Septic Systems, Drives, Etc. and Proposed Disposition of Same Shown & Noted (218.1.27)		N/A
<input type="checkbox"/>	Location and Name (if any) of any Streams or Waterbodies Shown & Noted (218.1.13)		
<input type="checkbox"/>	Location and Elevation(s) of 100-Year Flood Zone Shown and Noted Per FEMA Flood Insurance Study or Town of Bedford Floodplain Determination Methodology. If No Flood Zone Present Note on Plat indicating Same. (110.1)		
<input type="checkbox"/>	Location of Existing Overhead and underground utility lines, poles, towers, Etc. on site shown (216.2.9)		



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<input type="checkbox"/>	Proposed utility lines noted and installed underground (237.1)		
<input type="checkbox"/>	Plan Notes Provided: <ul style="list-style-type: none"> • Tax Map & Lot of all Subject Parcels Cited • Area (by individual existing tract and combined) of Subject Parcel(s) Noted • Zoning Designation of Subject Parcel(s) and Abutting Parcel(s) Noted • Minimum Lot Area, Frontage & Yard Dimensions Required for District(s) Noted • Purpose of Plat Noted • Proposed Utility Provisions (Water Supply & Sewage Disposal) Noted • Zoning Variances / Special Exceptions with Conditions Cited (218.1.1) (218.1.3) (218.1.4) (218.1.8)		N/A
<input type="checkbox"/>	Project Permits Noted on Plan (As Applicable) <ul style="list-style-type: none"> <input type="checkbox"/> NHDES Subdivision Approval <input type="checkbox"/> NHDES AOT Approval <input type="checkbox"/> NHDES Wetlands Permit <input type="checkbox"/> NHDES Sewer Discharge Permit <input type="checkbox"/> NHDES Water Supply Permit <input type="checkbox"/> NHDOT Driveway Permit <input type="checkbox"/> Town of Bedford Driveway Permit(s) <input type="checkbox"/> Town of Bedford Stormwater and Land Disturbance Management Permit <input type="checkbox"/> Bedford ZBA Variances/Special Exceptions <input type="checkbox"/> Permit from Historic District Commission for new buildings, additions, architectural changes to 		N/A



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	Required Items for Submittal	Item Location (Page, Sheet, Note or N/A)
	buildings, or demolition of buildings within the Historic District <input type="checkbox"/> Other Required Permits: Specify (218.1.22)	
<input type="checkbox"/>	Location of any proposed on-site stump burial sites shown (106)	
<input type="checkbox"/>	Fire Protection - shall be in accordance with the requirements of the Fire Dept. and Section 236 of the LDCR. The applicant shall be required to present a statement from the Fire Dept. which indicates compliance with this provision. (236)	
Topographical Subdivision Plan Requirements		
<input type="checkbox"/>	Two-foot Contour Interval Topography Shown Over All Subject Parcels (218.1.11)	
<input type="checkbox"/>	Source and Datum of Topographic Information Noted. If Topo. Datum is not NGVD of 1929, show at least one benchmark per sheet. (218.1.11) (218.1.5)	
<input type="checkbox"/>	HISS Mapping Shown Over All Subject Parcels Where No Municipal Sewer Exists (218.1.12)	
<input type="checkbox"/>	Stamp of Certified Soil Scientist on Plan if HISS Mapping Required (218.1.12)	
<input type="checkbox"/>	USDA-SCS Soil Survey Mapping (with Legend) Shown Where Municipal Sewer is to be provided (218.1.12)	
<input type="checkbox"/>	Location, Type, Size and Inverts (if applicable) of All Existing Utility and Drainage Lines and Culverts Shown (216.2.15)	
<input type="checkbox"/>	Test Pits within 4K Areas Shown on All Proposed Lots if no Municipal Sewer is to be Provided (231.5)	
<input type="checkbox"/>	Locations of Feasible Water Well Locations (with Protective Radii as Required by the	



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	NHDES) Shown on all Proposed Lots if Public Water Supply is Not Provided		
<input type="checkbox"/>	Existing Treelines Shown (216.2.9)		
<input type="checkbox"/>	Existing Ledge Outcroppings, Stone Walls, and Other Significant Site Features Shown (216.2.9)		
<input type="checkbox"/>	Existing and proposed driveway locations shown. Proposed driveway sight distance profiles provided meeting driveway standard specifications. (Appendix A)		
Construction Plan Requirements			
<input type="checkbox"/>	Roadway Plans and Profiles (required for all application involving the construction of new streets) (218.1.20)		
<input type="checkbox"/>	Name of Proposed Subdivision, Street and Start/Stop Stations, Name of Consultant, Plan Date (with Revision Block), Plan Scale and Project Location Shown/Noted in Title Block (218.1.1)		
<input type="checkbox"/>	Scale Appropriate (1"=50' Horiz. / 1"=5' Vert. or 1"=40' Horiz. / 1"=4' Vert.) (218.1.20)		
<input type="checkbox"/>	Plan(s) Stamped by Licensed Professional Engineer (218.1.19)		
<input type="checkbox"/>	Limits of Existing/Proposed Right-of-Way & Monumentation Shown (218.1.6) (218.1.7)		
<input type="checkbox"/>	Two-foot Contour Interval Topography and Wetlands Mapping Shown (218.1.11)		
<input type="checkbox"/>	Centerline Stationing / Geometry Shown (232.1.11)		
<input type="checkbox"/>	Existing and Proposed Edges of Pavement / Curb Shown & Flare Radii Noted		
<input type="checkbox"/>	North Arrow Shown (218.1.1)		
<input type="checkbox"/>	Existing and Proposed Lot Lines (with Parcel Designation per Subdivision Plat) Shown (218.1.5)		



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<input type="checkbox"/>	Two-foot Interval Finish Grade Contours and Spot Grades Shown (218.1.11)		
<input type="checkbox"/>	Existing and Proposed Drainage Improvements Shown on Plan & Profile <ul style="list-style-type: none"> • Location, Diameter, Material, Slope, Inverts and End Treatments of all Culverts • Location (by Sta. & Offset), Rim Elev. & Inv. Elev. Of all Structures Shown • Headwalls and/or Flared End Sections Specified • Outlet Protection Aprons Specified Where Required • Existing and Proposed Easements Shown • Location and Type of Treatment Provisions (Swales, Etc.) Shown • Location and Design of any Detention Facilities Shown • Underdrain Shown Where Required • Ditchline Protection Specified Where Required • Erosion Control Devices Specified (218.1.21) (218.1.14)		
<input type="checkbox"/>	One Benchmark with Elevation Noted & Shown per Plan Sheet (218.1.20)		
<input type="checkbox"/>	Roadway Profiles Provided: <ul style="list-style-type: none"> • Stationing Corresponding to Plan Shown with Grid • Existing & Proposed Grades Shown at 50-foot Stations and PVIs • Existing and Proposed Centerline Profiles Shown Graphically • Proposed Centerlines Grades and Vertical Curve Data Shown • Station & Elev. Of Crest and Sag Points Noted 		



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	<ul style="list-style-type: none"> • Existing and Proposed Drainage & Utilities Shown and described (218.1.20) (Appendix A) 		
<input type="checkbox"/>	Proposed cul-de-sac streets not less than 300 ft. or greater than 1200 ft. per Section 232.1.5		
<input type="checkbox"/>	Location, Type, Dia. & Appurtenances of Existing & Proposed Watermain & Stubs Shown (218.1.21)		
<input type="checkbox"/>	Location of Existing & Proposed Sewer Mains & Manholes Shown on Plan and Profile: <ul style="list-style-type: none"> • Location, Type, Dia., Length & Slope of Sewer & Manoles Shown on Plan • Location, Rim Elev. & Inverts at Manholes Shown on Profile • Sewer Information Shown on Profile • Service Stubs Shown on Plan to Limit ROW (218.1.21) (218.1.16)		
<input type="checkbox"/>	Location of Other Existing and Proposed Utilities Shown on Plan (232.1.11)		
<input type="checkbox"/>	Location (by Sta. & Off-set) of Proposed Guardrail Shown (232.1.11)		
<input type="checkbox"/>	Note on Plan Indicating Workmanship & Materials to Conform with Bedford Road Construction Standards (232.1.11)		
<input type="checkbox"/>	Pavement Markings & Traffic Control Signage per MUTCD Shown (232.1.11)		
<input type="checkbox"/>	Roadway Cross-Sections (Required for all Applications Involving the Construction of New Streets): <ul style="list-style-type: none"> • Roadway Cross Sections at 50' Intervals & Culvert Crossings • Scale of Sections at 1"=5' H & V or 1"=10' H & V • Existing and Finish Centerline Grades Noted 		



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	<ul style="list-style-type: none"> Proposed Pavement, Crushed Gravel, Bank Run Gravel and Sand Cushion Lines/Limits and ROW Limits Shown Roadway and Shoulder Cross Slopes Noted Embankment Slopes Noted Underdrain, Drainage & Utility Lines Shown Guardrail with Should Extension Shown <p>(232.1.11)</p>		
<input type="checkbox"/>	Construction Detail Drawings/Sheets (As Applicable to Application) (Appendix A)		
<input type="checkbox"/>	Typical Cross-Section of Roadway Provided (Appendix A)		
<input type="checkbox"/>	Typical Driveway Apron Detail Provided (Appendix A)		
<input type="checkbox"/>	Curbing Detail Provided (Appendix A)		
<input type="checkbox"/>	Guardrail Detail Provided (Appendix A)		
<input type="checkbox"/>	Underdrain Detail Provided (Appendix A)		
<input type="checkbox"/>	Sidewalk Detail Provided (Appendix A)		
<input type="checkbox"/>	Drainage Structure(s) Detailed (Appendix A)		
<input type="checkbox"/>	Utility & Drainage Culvert Trench Detail(s) Provided (Appendix A)		
<input type="checkbox"/>	Erosion & Sedimentation Control Devices Detailed & Notes & Sequence Provided (218.1.15)		
<input type="checkbox"/>	Fire Protection System Details Provided (Appendix A)		
<input type="checkbox"/>	Headwall Details Provided (Appendix A)		
<input type="checkbox"/>	Flared End Section Details Provided (Appendix A)		
<input type="checkbox"/>	Outlet Protection Apron Details Provided (Appendix A)		
<input type="checkbox"/>	Typical Cross-Section(s) of Swales & Stormwater basins Provided (Appendix A)		



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<input type="checkbox"/>	Sewer Manholes, Trench & Service Connection Details Provided (Appendix A)		
<input type="checkbox"/>	Water System Details Provided (Appendix A)		
<input type="checkbox"/>	Traffic Control Device & Pavement Marking Details Provided (Appendix A)		
<input type="checkbox"/>	Turf Establishment Requirements Noted (Appendix A)		
<input type="checkbox"/>	Other Project Specific Construction Details provided (Appendix A)		
<input type="checkbox"/>	Construction phasing plan provided, as applicable (218.1.26)		
Supporting Documents and Reports			
	Required Items for Submittal	Item Location (Page, Sheet, Note or N/A)	Waiver Requested
<input type="checkbox"/>	Soils and Slopes Based Lot Sizing Calculations Submitted and maximum number of bedrooms noted on plan, as applicable (231.2) (231.2.4)		
<input type="checkbox"/>	Test Pit / Perc. Test Data Provided, as applicable (231.5)		
<input type="checkbox"/>	Stormwater Management Report Submitted in accordance with the Bedford LDCR Sections 235 and 325		
<input type="checkbox"/>	Traffic Study Provided, if Required (218.1.18)		
<input type="checkbox"/>	Fiscal Impact Study Provided, if Required		
<input type="checkbox"/>	Off-Site Improvement Plans/Arrangements Included/Documented (238)		
<input type="checkbox"/>	Other Project Specific Information as Required		



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	Required Items for Submittal	Item Location (Page, Sheet, Note or N/A)
Cluster Residential Development		
<input type="checkbox"/>	Cluster Residential Development – all notes and requirements provided per Article V – Section 275-30 through 275-36	

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 Site Plan Review Regulations and the Bedford Zoning Ordinance for full details. Waiver requests must be submitted in writing with appropriate justification. Per Section 206 of the Subdivision Regulations, the Board may modify or waive one or more sections of the Regulations, provided that:

- a. The modification or waiver shall not have the effect of nullifying the intent and purpose of these Regulations;
- b. The Planning Board requires such conditions as will, in its judgement, secure the objectives of these Regulations which are modified or waived;
- c. The modification or waiver is requested in writing;
- d. The modification or waiver is based on evidence presented to the Planning Board by the applicant;
- e. The Planning Board formally votes on such modification or waiver; and
- f. The modification or waiver is noted on the final approved plan.