

**Town of Bedford**

**SUBDIVISION PLAN APPLICATION**



**PLANNING BOARD**  
24 North Amherst Rd.  
Bedford N.H. 03110  
Tel. (603) 472-5243

Date Received: \_\_\_\_\_

1. PROJECT TYPE:  Conceptual  Design Review  Subdivision Approval  
 Time Extension  Revocation  Lot Line Adjustment Plan  
 Subdivision Amendment

2. PROJECT NAME: \_\_\_\_\_ ZONE \_\_\_\_\_

3. PROJECT LOCATION: \_\_\_\_\_ MAP/LOT: \_\_\_\_\_

4. PRIMARY CONTACT: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Applicant  Owner  Surveyor/Engineer E-mail: \_\_\_\_\_

5. Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

7. Surveyor/Engineer (Firm): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

8. Plan Purpose [as stated on plan to include proposed use(s)]: \_\_\_\_\_  
\_\_\_\_\_

9. Lot Area: \_\_\_\_\_ Number of Lots Existing: \_\_\_\_\_ Number of Lots Proposed: \_\_\_\_\_  
 Public Sewer  Public Water  Septic  Well

*I/We have read the Land Development Control Regulations and are aware of the registration requirement of RSA 356-A for a subdivision of 16 or more lots. The undersigned understands that the Bedford Planning Board must have a completed application on file with the Planning Department in accordance with the Planning Board's annual schedule of meeting and deadline dates*

I/We designate \_\_\_\_\_ as the person/persons to whom all communications to the applicant may be addressed.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I/We (property owners) \_\_\_\_\_ of the land located at \_\_\_\_\_, Bedford, NH do hereby authorize \_\_\_\_\_ (name) of \_\_\_\_\_ (firm) to serve as my/our agent before the Bedford Planning Board for the site plan applied for in this application.

**Owner's Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: The applicant or an authorized representative must be present at the scheduled Planning Board meeting(s).**

# Town of Bedford

## PLANNING BOARD APPLICATION PROCESS



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*All submissions are to be made to the Bedford Planning Department in accordance with the Planning Board's Annual Schedule of Meeting and Deadline Dates.*

### ***Application Deadline Requirements:***

- Please submit:
  - Three (3) complete plan sets and one electronic copy (CD / flash drive) with the plan in PDF format.
  - Three (3) copies of all required documents (traffic worksheets/reports, drainage reports, waiver requests, easements, etc.) needed for site plan or subdivision review.
  - A preliminary abutters list.
  - A completed and signed application (owner and applicant) and checklist (no checklist required for Conceptual Plans).
- Projects requiring outside engineering review (see below) should have review letters **prior** to submitting to the Planning Board for final submission, however necessary revisions are not required to be completed until the Plan Review Committee comments are received.
- This submittal does not require fees or mylars.

### ***Technical Review:***

- An internal Plan Review Committee meeting will be held and the Planning Department will provide the applicant or their representative with comments which should be addressed along with any outside engineering review comments as part of a revised submittal (final submission). Meetings may be set up with applicants or their representatives to review the comments.

### ***Final Submission:***

- Upon receipt of Technical Review comments, final submittals should be submitted in accordance with the Annual Schedule of Meeting and Deadline Dates.
- The revised submittal should consist of:
  - Three (3) full size paper sets of plans (mylars are not required until after Planning Board action)
  - Eight (8) 11"x17" sets of plans
  - An electronic copy (CD / flash drive) in PDF format of the plan set (including architecturals and site photos)
  - Three (3) copies of any revised document (reports, easements, waiver requests, etc.)
  - A response memo to technical review comments
  - A certified abutters list with 3 sets of labels (only 1 set of labels required for Conceptual Plans).
  - All required fees (amounts will be provided as part of the Agency Review)
- The Planning Board requests that plans be presented via computer for projection in the meeting room and for viewing over the cable TV broadcast. The PDF supplied as part of the Final Application will be loaded on a Town computer and available to applicants during the meeting.
- It is suggested that color rendered drawings be presented along with the basic subdivision plan. Applicants are welcome to use their own computers for the presentation however it recommended that PDF's or Power Point files of the presentation materials be sent to the Planning Department prior to the meeting for loading on the Town's computer.

### **Outside Engineering Review**

Projects requiring outside engineering review are required to pay all outstanding review fees prior to final Planning Board approval and plan signature. **Please contact the Planning Dept. to request an estimate of review costs.**

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**SCHEDULE OF FEES FOR PLAN SUBMISSION**



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***SUBDIVISION***

**FEES WILL BE CALCULATED BY PLANNING DEPARTMENT STAFF WITH PAYMENT DUE AT TIME OF FINAL PLAN SUBMISSION FOR THE FOLLOWING:**

Discussion (without plans)..... \$0.00

**Conceptual Plan**

a) Base Charge ..... \$50.00  
b) Add: Abutter notification fee (current USPS fee for non-certified mail **per** abutter) ..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b") ..... \$ \_\_\_\_\_

**Lot Line Adjustment, Extension of Time, Revocation**

a) Base Charge ..... \$100.00  
b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b")..... \$ \_\_\_\_\_

\*Registry recording fees applicable. See information below for recording.

**Design Review Plan**

a) Base Charge (per Planning Board Meeting) ..... \$250.00  
b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b")..... \$ \_\_\_\_\_

**Final Subdivision Approval**

a) Base Charge ..... \$250.00  
b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_  
c) Add: \$100.00 per lot/unit..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b" + "c")..... \$ \_\_\_\_\_

**Registry Recording:** NOTE: Separate checks to be made payable to Hillsborough County Registry of Deeds.

NOTE: Planning staff to calculate fees and contact applicants with totals.

- a) Hillsborough County Registry Recording Fees.
- b) LCHIP fees (as applicable)
- c) Tax Stamp fees (as applicable)
- d) Postage (as applicable)..... \$ TBD

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Effective Date: July 1, 1990

Last Revised by Planning Board: October 1, 2012