

**TOWN OF AUBURN  
APPLICATION FORM FOR MAJOR SUBDIVISION**

Map and Lot No. \_\_\_\_\_

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

1. Name and Address of Applicant(s):

Business Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Other Telephone Number: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

2. Name and Address of Owner of Record (if other than Applicant) Note: List all persons with 10% or greater interest in the subdivision.: \_\_\_\_\_

\_\_\_\_\_

3. Name and Address of Licensed Land Surveyor: \_\_\_\_\_

\_\_\_\_\_

4. Name and Address of any holders of conservation, preservation or agricultural preservation restrictions:

\_\_\_\_\_

\_\_\_\_\_

5. Location of Proposed Major Subdivision

Street Address: \_\_\_\_\_

Tax Map & Lot #: \_\_\_\_\_

Number of total acres in parcel(s): \_\_\_\_\_

6. Intended use: \_\_\_\_\_

\_\_\_\_\_

7. Payment to the Town of Auburn of the following Application Fees:

- a. Application Fee: \_\_\_\_\_
- b. Abutter and other Notices: (\$\_\_\_\_ per notice): \_\_\_\_\_
- c. Recording Fee: \_\_\_\_\_
- d. Town Engineering Review Fees: \_\_\_\_\_
- e. Other Fees: \_\_\_\_\_
- Total Application Fees:** \_\_\_\_\_

8. Additional Required Information

Name of Subdivision: \_\_\_\_\_

Date Application Form Received: \_\_\_\_\_

Professional Engineer: \_\_\_\_\_

Abutting Property Owners (with addresses):

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

Owner within 200-ft of perimeter boundary of subdivision (with addresses):

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

Owner with 10% or more interest, address, telephone number, deed reference:

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

Number of lots: \_\_\_\_\_

Type of Sewage Disposal: \_\_\_\_\_

Type of Water Supply: \_\_\_\_\_

Submission Items: Sketch Plan: \_\_\_\_\_ Vicinity Map: \_\_\_\_\_

Date of Site Visit(s): \_\_\_\_\_

**I understand per Section 4.01, there can be no site disturbance without prior authorization of the Auburn Planning Board, until surety is in place and the plan recorded at Rockingham County Registry of Deeds.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**Major Subdivision Application: Preliminary Conceptual Consultation Phase Checklist**

From section 5.01

_____ Name of Subdivision	_____ Subdivisions And Buildings 100-ft Away
_____ Name of Owner	_____ Roads And Drives 200-ft Away
_____ North Arrow	_____ Buildings to Remain
_____ Bar Scale	_____ Proposed Public Land
_____ Date	_____ Existing and Proposed Street Right-of-way
_____ Area of Site	_____ Street Names
_____ Parcel Boundary	_____ Lot lines, Proposed Areas and Numbers
_____ Abutting Owners	_____ Future Subdivisions
_____ Setback Lines	_____ Topographic Contours
_____ Easements	_____ Water mains and Other Utilities
_____ Open Space (acreage noted)	_____ Sanitary Sewers or Percolation Test Location
_____ Watercourses	_____ Drainage System
_____ Natural Features	_____ Location of Soils and Groundwater Test Pits
_____ Zoning District(s)	_____ Flood Limit Lines (100 year flood)
_____ Soil Types and Soil Boundaries	

**CERTIFICATION**

By signing below the Applicant(s) and Owner(s) do hereby certify that this application contains all of the necessary information required by the Subdivision Regulations and the Planning Board for the Preliminary Conceptual Consultation Phase.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**Major Subdivision Application: Design Review Phase Checklist**

From Section 5.02, all above information is required, plus the following:

_____ Site sketch plan	_____ Cost Estimates
_____ Vicinity Map	_____ Deed Restrictions
_____ Watershed Outline and Drainage	_____ Citations of Easements or Rights-of-way
_____ Computations	_____ Road profiles
_____ Engineer's Statement of Suitability	_____ Cross sections
_____ Statement Incorporating Requirements of	_____ Statement of Responsibility and Liability
_____ Subdivision Regulations	_____ Sanitary Sewerage Computations
_____ Statement of Existing Street Work	

**CERTIFICATION**

By signing below the Applicant(s) and Owner(s) do hereby certify that this application contains all of the necessary information required by the Subdivision Regulations and the Planning Board for the Design Review Phase.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**Major Subdivision Application: Final Plat Checklist**

From Sections 5.03-5.11, all above information is required, plus the following:

_____ Proposed and Existing Monuments	_____ Lot Dimensions
_____ Existing and proposed Street Right-of-way Widths	_____ Lot Areas
_____ Setback Lines	_____ Lot Numbering
_____ Topographic Contours (final)	_____ Legal Descriptions of Easements or Other Restrictions
_____ Water Mains and Other Utilities (final engineering form)	_____ Stations
_____ Sanitary Sewers (final engineering form)	_____ Radii
_____ Drainage System (final engineering form)	_____ Curve Data
_____ Seal of Engineer	_____ Pavement Widths
_____ Seal of Surveyor	_____ Monument Locations
_____ Bearings and Distances	_____ Surety Arrangements

**CERTIFICATION**

By signing below the Applicant(s) and Owner(s) do hereby certify that this application contains all of the necessary information required by the Subdivision Regulations and the Planning Board for the Final Review Phase.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**Local and State Approvals and Permits if Required:**

_____ Zoning Board of Adjustment Approval,	Date_____
_____ Water Supply and Pollution Control Subdivision Approval,	Date_____
_____ Dredge and Fill,	Date_____
_____ Sewage Disposal,	Date_____
_____ Other Studies,	Date_____
_____ Planning Board Site Visit,	Date_____
_____ Town Engineer Site Visit,	Date_____
_____ Fish and Game Department,	Date_____
_____ Health and Welfare: Division of Public Health,	Date_____
_____ Water Resources Board Approval,	Date_____

**Escrow Accounts and Bonds:**

\_\_\_\_\_ Payment for Offsite Improvements, \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Establishment of Escrow Accounts - List each Account

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Bonds on File with Town \_\_\_\_\_ Date \_\_\_\_\_  
-List all renewal dates

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Reimbursement for Fees \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Any Other Information the Planning Board Deems Necessary to Complete its Review

**CERTIFICATIONS**

The undersigned applicant hereby submits to the Auburn Planning Board a subdivision plat entitled:  
\_\_\_\_\_ and  
respectfully requests its approval of said plat. In consideration for approval and the privileges accruing thereto,  
the applicant hereby agrees:

1. To permit the Town Planning Board its Engineer or other agent to conduct a site visit of the subdivision.
2. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
3. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the State of NH and the Town for all street intersections.
4. To give the Town on demand, proper deeds for land or rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
5. To save the Town harmless from any obligation it may incur, or repairs it may make, because of failure to carry out any of the foregoing provisions.
6. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or a plat of re-subdivision is submitted to and approved by the Board.
7. Mr./Mrs. \_\_\_\_\_ of \_\_\_\_\_ is hereby designated as the person to whom all communications to the applicant may be addressed and the person on whom legal process may be served in connection with any proceedings arising out of the agreement herein.

The undersigned certifies that this application is correctly completed as to each certified phase with all required attachments in accord with the Town of Auburn Subdivision Regulations and Zoning Ordinance. The undersigned covenants to pay all costs for engineering or other professional services incurred by the Planning Board or the Town in the review, approval and inspection process associated with this application.

Applicant (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Owner (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Please Submit this Application Form in Duplicate.

**Note: This Section for use by the Planning Board**

**PRELIMINARY INFORMATION**

Application Received \_\_\_\_\_ By \_\_\_\_\_  
Maps and Supporting Data Received \_\_\_\_\_ By \_\_\_\_\_  
Fee Received \_\_\_\_\_ By \_\_\_\_\_ Amount \_\_\_\_\_  
Notice Dates \_\_\_\_\_  
Meeting Dates \_\_\_\_\_

**DESIGN REVIEW INFORMATION**

Application Received \_\_\_\_\_ By \_\_\_\_\_  
Maps and Supporting Data Received \_\_\_\_\_ By \_\_\_\_\_  
Additional Fees Received \_\_\_\_\_ By \_\_\_\_\_  
Notice Dates \_\_\_\_\_  
Hearing Dates \_\_\_\_\_

**FINAL PLAT INFORMATION**

Application Received \_\_\_\_\_ By \_\_\_\_\_  
Maps and Supporting Data Received \_\_\_\_\_ By \_\_\_\_\_  
All State Approvals Received \_\_\_\_\_ By \_\_\_\_\_  
Notice Dates for Application Submission \_\_\_\_\_  
Application Accepted by the Planning Board \_\_\_\_\_  
Notice Dates \_\_\_\_\_  
Hearing Dates \_\_\_\_\_  
Action Taken \_\_\_\_\_  
Dates for Expiration of Approvals \_\_\_\_\_  
Dates for Conditional Approvals \_\_\_\_\_  
Bond/Letter of Credit Renewal Dates \_\_\_\_\_