



Loudon Planning & Zoning Office  
55 South Village Road – Suite 4  
Loudon, NH 03307  
603-798-4540  
[planning-zoning@loudonnh.org](mailto:planning-zoning@loudonnh.org)

Please read all the instructions carefully. Failure to do so may result in your application being deemed incomplete, which could delay your Public Hearing. Article 8 of the Land Development Regulations can be reviewed for application options.

All application materials to be discussed at the Planning Board hearing must be formally submitted no later than 15 days prior to the hearing.

## APPLICATION INSTRUCTIONS

1. Complete and sign the attached application. This application must be submitted for review by the Technical Review Committee (TRC). TRC review must be initiated by the applicant at least 28 days prior to the public hearing, in both paper and PDF format. The TRC will meet 21 days prior to the next scheduled Planning Board hearing. A memo will be issued to the applicant within 5 days of the TRC outlining notes and comments on the application.
2. The application packet must include four (4) full-sized paper copies (22 x 34) and twelve (12) reduced size copies (11 x 17) of the plat. Electronic (PDF) copies must also be submitted to [planning-zoning@loudonnh.org](mailto:planning-zoning@loudonnh.org). Please reference Article 11 in the Land Development Regulations for details regarding application submissions.
3. The applicant is responsible for submitting a correct list of all abutters with complete mailing addresses for notification. Be sure to include the full mailing address of the owner of each abutting property. One (1) set of mailing labels with each abutter's name(s), full address, and zip code are required with your application. Please also include one (1) set of mailing labels for the applicant, property owner, and any surveyor/engineer/planner/attorney/architect on the project.
4. If the applicant is not the property owner, written authorization from the property owner must accompany the application. If the applicant is being represented by another party, an agent authorization letter must be included as part of the application packet submission.
5. Any application that has property in *current use* must include an accurate map showing the designated area. Please contact the Selectmen's office with questions about current use.

Continuance policy: An applicant may request a continuance of a public hearing in writing no later than the Monday prior to the day of the public hearing. A written request for a continuance is limited to two public hearings. The third and future requests for a continuance must be made in person at the public hearing. The Board may deny the application if these procedures are not followed.

## Subdivision

### COPY FOR:

- ☐ Planning Board
- ☐ Board of Selectmen
- ☐ Code Enforcement
- ☐ Fire Department

### Office Use Only:

Date received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Fees paid: \_\_\_\_\_  
Application # \_\_\_\_\_

## TOWN OF LOUDON PLANNING BOARD

### SUBDIVISION APPLICATION

Name of subdivision: \_\_\_\_\_

Proposed use of new lots: \_\_\_\_\_

Number of lots in subdivision, including existing "parent" lot: \_\_\_\_\_

Road frontage, including any new road(s): \_\_\_\_\_

Name of road(s) for existing frontage: \_\_\_\_\_

If accessing an existing road, said roadway is:

\_\_\_\_\_ Public, Class V                      \_\_\_\_\_ Public, Class VI                      \_\_\_\_\_ Private

New road is proposed to be:    \_\_\_\_\_ Public                      \_\_\_\_\_ Private

### **Location of Development**

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Zoning of parcel(s), including overlay zone(s): \_\_\_\_\_

Parcel size (acres): \_\_\_\_\_ Parcel size (square feet): \_\_\_\_\_

### **Owner of Record**

Please indicate the following for all owners of record for the property to be reviewed.

Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Is the applicant the Owner of Record? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, please provide the applicant's name and contact information.

Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Applicant's Agent or Contact Person:**

Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Waivers requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list the items in which waivers are requested: \_\_\_\_\_

\_\_\_\_\_  
\*Please include separate cover letters for each waiver request.

Has a Special Exception or Variance been granted by the ZBA? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date(s) of Special Exception or Variance hearings/approvals: \_\_\_\_\_

\_\_\_\_\_  
\*Please include copies of any applicable Notices of Decision.

Date of conceptual review: \_\_\_\_\_ Date of design review(s): \_\_\_\_\_

Does this plan represent an amended plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide the application information and decision for the original plan: \_\_\_\_\_

## Subdivision

**I/we consent to allow the Loudon Planning Board and/or its designee to make an on-site inspection(s) of my/our property as deemed necessary for the evaluation of my/our subdivision application.**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date \_\_\_\_\_

**I/we understand all information required by the regulations must be supplied or a written waiver request must accompany the application. Noncompliance is grounds for denial per RSA 676.4.**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date \_\_\_\_\_

## FEE CALCULATOR

<b>Public Notice Fee:</b> \$125	\$ <u>125.00</u>
<b>Application Fee:</b> \$100 x _____ (total # of lots)	\$ _____
<b>Abutters Fees:</b> \$12 x _____ (total # of abutters)	\$ _____
<b>Recording Fee:</b> \$50 x _____ (# of plan sheets)	\$ _____
<b>Recording Fee:</b> \$15 x _____ (# of 8.5"x11" pages)	\$ _____
<b>Condominium Fee:</b> \$100 x _____ (total # of units)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**CASH** \_\_\_\_\_

**CHECK** \_\_\_\_\_

CHECK # _____	PURPOSE: _____
CHECK # _____	PURPOSE: _____
CHECK # _____	PURPOSE: _____

**LCHIP Fee – A separate check made payable to the Merrimack County Registry of Deeds –  
Was this check included with the application?  
Yes / No**

**NOTE:** As of 7/1/08 there is an L-CHIP (Land & Community Heritage Investment Program) surcharge fee of \$25 for each plan recorded at the Registry of Deeds. A separate check for that amount, made out to Merrimack County Registry of Deeds, must accompany this application.

## Subdivision

Submitted	Not Applicable	Waiver Requested	<b>Proposed Subdivision <u>EXISTING CONDITIONS</u> Checklist</b>
			<b>1.</b> Names, addresses, telephone numbers, fax numbers, and e-mail addresses (if available) of the site owner, applicant, and person(s) or firm(s) preparing the plan.
			<b>2.</b> Name of the subdivision.
			<b>3.</b> Location of the land/site under consideration including tax map and lot numbers and address.
			<b>4.</b> Title, date, north arrow, and scale, less than or equal to 1" = 50'
			<b>5.</b> Locus map of the vicinity of the site, at a scale of 1" = 1000', detailing public street system in the vicinity of the site.
			<b>6.</b> Tax map reference, names, and addresses of all owners of record of abutting parcels.
			<b>7.</b> Natural and man-made features including watercourses, wetlands, tree lines, vegetative cover, ledge, stone walls, topographic features, and other environmental features that are significant to the design process.
			<b>8.</b> Existing uses of property must be indicated.
			<b>9.</b> Existing contour levels not to exceed two feet with spot elevations provided when the grade is less than five percent. All datum provided should reference the latest applicable USGS Benchmark Survey, as amended, and should be noted on the plan.
			<b>10.</b> State and federally designated wetlands.
			<b>11.</b> Surveyed property lines including angles and bearings, distances, monument locations and size of the entire parcel in acres and square feet. Said plan must be attested by a land surveyor licensed in the State of New Hampshire.
			<b>12.</b> The lines of existing abutting streets and driveway locations within one hundred feet of the site, the shape, size, and height of existing structures within one hundred feet of property lines of site, including parking areas, buildings, wells, wetlands, and septic systems.
			<b>13.</b> The location, elevation, and layout of catch basins and other surface drainage control features.
			<b>14.</b> The size and location of all existing public and private utilities.
			<b>15.</b> The location, type, width, and length of all existing easements and building setbacks. Setbacks shall be depicted with a dashed line along text such as "30' Side Structure Setback" or "30' Parking Setback."
			<b>16.</b> All floodplain information including contour limit of the one hundred year flood elevation, based upon the most recent Flood Insurance Rate Map as prepared by FEMA.
			<b>17.</b> Information pertaining to the site as referenced to in the Town of Loudon, <i>Open Space Trail System Plan</i> .
			<b>18.</b> Location and distance of fire department residential water supply. Refer to Section 23.14 of the Land Development Regulations.

## Subdivision

Submitted	Not Applicable	Waiver Requested	Proposed Subdivision <u>LAYOUT PLAN</u> Checklist
			1. Names, addresses, telephone numbers, fax numbers, and e-mail addresses (if available) of the site owner, applicant, and person(s) or firm(s) preparing the plan.
			2. Name of the subdivision.
			3. Location of the land/site under consideration including tax map and lot numbers and address.
			4. Title, date, north arrow, and scale, less than or equal to 1" = 50'
			5. Locus map of the vicinity of the site, at a scale of 1" = 1000', detailing public street system in the vicinity of the site.
			6. Tax map reference, names, and addresses of all owners of record of abutting parcels.
			7. Zoning, including all applicable overlay zones.
			8. The location and dimensions of all property lines to be expressed in feet and to the nearest one-hundredth of a foot.
			9. The location and width of all existing and proposed streets, street rights of way, sidewalks, bike paths, easements, alleys, and other public ways. All lots must have proper frontage and width to depth ratio as specified by zoning and these regulations. For future building purposes, all lots must have sufficient frontage and access to approved roadways.
			10. The location, dimensions, and area of all proposed lots, of proposed driveways, and development envelopes shall be provided. All applicable boundary setbacks shall be provided. Setbacks shall be depicted with a dashed line along text such as "30' Side Structure Setback" or "30' Parking Setback." Proposed on-site septic and well with 75' well radius shall be depicted.
			11. The location of all test pits for each lot.
			12. State and federal wetland information for the site, including the total area of wetlands proposed to be filled.
			13. Sufficient data acceptable to the Board to determine the location, bearing, and length of all lines, sufficient data to be able to reproduce such lines upon the ground, and location of all proposed and existing monuments.
			14. The location and dimensions of all property to be reserved for open space, parks, playgrounds or other public or private reservations. The plan shall describe the use of such reservations and any conditions of the use.
			15. The indication of the use of lots (e.g., single or multi-family residential, commercial, etc.)
			16. Newly created lots shall be numbered consecutively as specified by the Selectmen's Office.
			17. Any plans cited for reference should be recorded at the Merrimack County Registry of Deeds or stamped by a licensed land surveyor. The name, date, and plan number of recorded cited plans should be provided in the notes section of the plat.

## Subdivision

			<p><b>18.</b> The following notations shall also be shown:</p> <ul style="list-style-type: none"> <li>(a) The explanation of drainage easements, if any.</li> <li>(b) The explanation of utility easements, if any.</li> <li>(c) The explanation of site easements, if any.</li> <li>(d) The explanation of any reservations.</li> </ul> <p>In addition, all easements including metes and bounds, grantee, the grantor shall be defined on the plat.</p>
			<p><b>19.</b> Block for approval by the Board as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>I hereby certify that this plat has been approved by the Town of Loudon Planning Board on _____ and shall be filed with the Merrimack County Registry of Deeds once all conditions of approval have been satisfied.</b></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p><b>Chairperson</b></p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p><b>Date</b></p> </div> </div> </div>
			<p><b>20.</b> Location and distance of fire department residential water supply. Refer to Section 23.14 of the Land Development Regulations.</p>
			<p><b>21.</b> Note stating that driveway(s) shall be constructed according to the driveway profile in the Land Development Regulations Appendix</p>



**TOWN OF LOUDON  
PLANNING BOARD**

**ABUTTERS FORM**

Instructions: Please indicate the name and full mailing address of all abutters to the property which shall be reviewed by the Zoning Board. "Abutter" means any person whose property is in New Hampshire and adjoins or is directly across the street or body of water from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that their land will be directly affected by the proposal under consideration. For purposes of receipt of the notification by a municipality or local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term "abutter" means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

Please include the names of all attorneys, engineers, surveyors, planners, and/or architects whose stamp appears on the plat to be submitted to the Board for review and the Owner of the property on the plat.

\*Please include extra sheets as necessary.

Name: \_\_\_\_\_  
Map / Lot: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State / Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Map / Lot: \_\_\_\_\_  
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