



APPLICATION FOR APPROVAL OF SUBDIVISION OF LAND

Materials Presence/Absence Checklist

(Do not submit this checklist with your application, but keep it for your reference.)

For more information, see the [NHDES website](#).



Land Resources Management, Subsurface Systems Bureau reviews incoming permit application packages to determine presence or absence of the minimum elements required for NHDES to begin technical review. The technical staff will review the application material for compliance with applicable technical standards and confirm that the applicant has fulfilled all requirements as specified by statute or rule. Application packages missing required elements will be returned to the applicant in their entirety, including the fee.

Minimum Elements Required for Acceptance

- (1) Application Form with owner's or applicant's signature.
- (2) Tax map/lot number on application form.
- (3) Correct fee: \$300 per Lot; if a Condominium \$300 per condo; \$300 per seasonal campground; \$300 per site if year-round campground or if sites have condominiumized; \$300 per manufactured housing park or \$300 per site if converting to a cooperative or condominium form of ownership.
Check made payable to: "Treasurer – State of NH"
- (4) Two (2) sets of project plans with a surveyor stamp. Provide extra copies if you want to receive a State approval stamped copy.
- (5) Test pit information with designer stamp.

Other Elements Required for a Technical Review

This is a minimum set of guidelines. Additional information may be required based on specific site conditions.

- (6) Plan of the property must show all information in Env-Wq 1003.04:
 - All property for which approval is requested.
 - Each property that shares a common boundary with the property for which approval is Requested.
 - All easements granted across any lot for which approval is requested.
 - All ledge outcrops within 75 feet of any proposed EDA / 4K area.
 - The location of test pits and percolation tests.
 - The name of each abutter, shown on the lot owned by that abutter.
 - Test pit data and hydric soil data including hydric soil criteria and location of hydric soils, in accordance with Env-Wq 1014.03.
 - The location of existing and proposed culverts and dredge and fill areas, if applicable.
 - The area of each lot and the specific number for each lot.
 - Right-of-way access to each lot, if applicable.
 - All areas unsuitable for conventional subsurface disposal.
 - A delineation of the area(s) dedicated to sewage disposal for each lot.
 - The location of any part of the property that lies within a special flood hazard area and the location of any part of the property subject to deeded rights of flowage.
- (7) The location of the property on a United States Geological Survey (USGS) quadrangle map or other suitable location plan in sufficient detail so that an inspector is able to locate the site.
- (8) The location of all surface waters and wetlands, identified in accordance with Env-Wq 1014.03(a), on the property, and also those within 75 feet of the property.
- (9) The proposed type of water supply to be used in the subdivision.
- (10) A note on the plan certifying that the wetlands have been delineated in accordance with Env-Wq 1014.03, and specifying who performed the delineation and the month and year in which it was done.
- (11) The topography of the property, with elevations referenced to a bench mark, shown as follows: ground surface elevations throughout the subdivision in sufficient number to indicate the topography; or if the property

is not level, contour lines drawn with maximum intervals of 5 feet.

- (12) The location of water pipes and existing buildings on the property and within any of the set-backs established in Env-Wq 1000 on abutting properties, or, if access to an abutting property is denied, a statement to that effect.
 - (13) The location of existing ISDS and approval numbers.
 - (14) Percolation test results at each proposed EDA and the date and depth measured for each lot.
 - (15) For each test pit, the following information: the depth from ground surface to seasonal high water table; the depth from ground surface to impermeable substratum; and a description of each soil horizon in accordance with Env-Wq 1006.
 - (16) Data for all test pits dug, shown on the plans if there is sufficient room or on attached 8½ inch by 11 inch sheets, bearing the permitted designer's stamp on each sheet.
 - (17) A signed statement certifying that the plan conforms to all applicable local zoning ordinances and rules; and
 - (18) For any lot having shoreland frontage, the length of the frontage.
 - (19) If a public/community water system will be provided, specifications of the water supply system.
 - (20) If a public water supply system will be provided, the applicant shall submit the following: a statement from the supplier of water that adequate capacity exists to supply water to the subdivision, which shall be submitted with the application, in accordance with Env-Ws 300 or successor rules in subtitle Env-Dw.
 - (21) Public Water Supply types:
 - a) Municipal Water.
 - b) Env-Ws 302.10 "Community water system" means "community water system" as defined in RSA485:1-a, I, namely "a public water system which serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents." EXAMPLES: Manufactured Housing Parks, Adult residential communities and any residential community with 15 services or 25 people using one or more shared well sources.
 - c) Env-Ws 302.50 "Non-transient non-community water system (NTNC)" means "non-transient Non-community water system" as defined in RSA 485:1-a,XI, namely "a system which is not a community water system and which serves the same 25 people or more over 6 months per year." EXAMPLES: Schools, Daycares and Businesses with 25 or more staff.
 - d) Env-Ws 302.83 "Transient non-community water system (TNC)", means a non-community water system that serves at least 25 persons in a transitory setting such as a restaurant for more than 60 days each year. EXAMPLES: Fast food and eat-in Restaurants, Hotels, Campgrounds, Doctors and Dental offices, Convenience Stores.
- FOR MORE INFORMATION ON A PUBLIC WATER SUPPLY, PLEASE CONTACT THE DRINKING WATER AND GROUNDWATER BUREAU at (603) 271-2513.

Protected shoreland" means, for natural, fresh water bodies without artificial impoundments, for artificially impounded fresh water bodies, except private garden water features and ponds of less than 10 acres, and for coastal waters and rivers, all land located within 250 feet of the reference line of public waters.

Generally, "Reference line" refers to the waterline at the bank-full condition of lakes or rivers. The statute defines it as:

- (a) For all lakes, ponds, and artificial impoundments greater than 10 acres in size, the surface elevation as listed in the Consolidated List of Water Bodies subject to the shoreland water quality protection act as maintained by the department.
- (b) For coastal waters, the highest observable tide line, which means a line defining the furthest landward limit of tidal flow, not including storm events, which can be recognized by indicators such as the presence of a strand line of flotsam and debris, the landward margin of salt tolerant vegetation, or a physical barrier that blocks further flow of the tide.
- (c) For rivers, the ordinary high water mark.