

Town of New Castle, New Hampshire  
49 Main Street, PO Box 367, New Castle, NH 03854-0367



Telephone (603) 431-6710 Fax (603) 433-6198

**APPLICATION FOR:**  
**Subdivision of Land**  
**Lot Line Adjustment**  
**Site Plan Review**  
**Condominium Creation/Conversion**

Map: \_\_\_\_\_

Lot: \_\_\_\_\_

Zone: \_\_\_\_\_

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

This application must be filed at the Town Hall 21 days before the date of the Planning Board meeting at which the matter is to be considered. The package must include 10 copies of the entire application, 2 full size plans, (8) 11x17 size plans and 10 copies of the cover letter explaining the proposed project. Any applicable fees must be submitted at the same time.

**Application For**

☐ Lot Line Adjustment

☐ Minor Site Plan Review

☐ Minor Subdivision

☐ Site Plan Review

☐ Major Subdivision

☐ Condominium Creation/Conversion

**Type of Hearing**

☐ Conceptual Consultation/Work Session

☐ Minor Site Plan Review Approval (only requires Abutter and Public Notice)

☐ Design Review (requires Abutter and Public Notice. No vote taken)

☐ Public Hearing (if requested)

☐ Lot Line Adjustment Approval (only requires Abutter Notice)

☐ Major Subdivision Approval (requires Abutter and Public Notice and Public Hearing)

☐ Minor Subdivision Approval (only requires Abutter and Public Notice)

☐ Site Plan Review Approval (requires Abutter Minor Subdivision Approval (only requires

☐ Public Hearing (if requested)

☐ Condominium Creation/Conversion Approval (requires Abutter and Public Notice and Public Hearing)

## Location of Subdivision/Lot Line Adjustment/Site Plan Review/Condominium Units

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

New Castle Tax Map: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Number of Lots and/or Units for which approval is sought:

Lots: \_\_\_\_\_ Dwelling Units: \_\_\_\_\_

2/7/21, rev 2/12/21

## Type of Dwellings Proposed in the Subdivision/Site Plan Review (check all that apply)

☐ Single family      ☐ Duplex      ☐ Multifamily      ☐ Condominium

## Brief Description of Proposed Project:

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## Owner information:

### Owner #1

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

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

Preferred Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Owner #2

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

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

Preferred Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant/Owner Representative (If other than property owner, attach owner’s authorization letter)**

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

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

Preferred Phone # \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Regarding Abutters:** Attach a separate sheet listing the name and mailing address of all abutters, including those across a street or waterway and tax map and lot number. Names should be those of current owners as recorded in the tax records five days prior to the submission of this application. Also include three sets of mailing labels sized for a standard letter envelope.

**Note:** New Castle addresses must contain a PO Box number.

**FEE SCHEDULE**

Conceptual Consultation/Work Session (no fee required)

Design Review for Subdivision or Site Plan Review

Filing Fee	\$ 100.00
# of Abutter Notifications_____x \$7.00 each	\$ _____
Total	\$ _____

Minor Subdivision

Lot Line Adjustment

Minor Site Plan Review

Filing Fee	\$ 250.00
Public Hearing Posting Fee	\$ 50.00
# of Abutter Notifications_____x \$7.00 each	\$ _____
Total	\$ _____

Major Subdivision  
Condominium Creation/Conversion

Filing Fee	\$ 500.00
Public Hearing Posting Fee	\$ 50.00
# of Lots _____ x \$100 each	\$ _____
# of Abutter Notifications _____ x \$7.00 each	\$ _____
Total	\$ _____

Site Plan Review

Filing Fee	\$ 250.00
Public Hearing Posting Fee	\$ 50.00
Add \$50 for each 2,500 square feet of gross	
Floor area of building above 5,000 square feet	\$ _____
# of Abutter Notifications _____ x \$7.00 each	\$ _____
Total	\$ _____

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Certification:

The applicant and/or owners or agent certifies that this application is correctly completed with all required attachments and requirements. Costs incurred by the Planning Board in reviewing this application including but not limited to engineering, environmental assessment, and legal review under RSA 676:4-b shall be paid by the applicant by placing an amount as determined by the Planning Board in escrow in advance of Planning Board review before final action will be taken on the application.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

## Authorization for Inspection

“I hereby authorize the New Castle Planning Board and its agents to access my land for the purpose of reviewing the subject of this application to ensure conformance of the on-site improvements with the approved Plan and all Town of New Castle ordinances and regulations.”

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date



## Subdivision Plan/Lot Line Requirements Checklist Town of New Castle, N.H.

The following items are required with a Subdivision/Lot Line application. If a waiver is sought for any of these requirements, place a “W” on the line before that requirement. For any non-applicable requirement, place an “N/A” on the line before that requirement.

- \_\_\_ 1. Name of the Subdivision
- \_\_\_ 2. Name/address/phone number of applicant or owner if other than applicant
- \_\_\_ 3. Name, license number and seal of surveyor
- \_\_\_ 4. Locus plan showing tract within the Town
- \_\_\_ 5. North arrow/scale bar/date of plan/revision
- \_\_\_ 6. Boundary survey
- \_\_\_ 7. Location/dimensions of existing/proposed property
- \_\_\_ 8. Names/addresses/Town Tax Map identifiers of abutters
- \_\_\_ 9. Location/shape/size of bldgs. w/in 200’ of parcel to be subdivided, & intersecting roads & driveways within 400 ft. of frontage on existing roads. Sight lines/distances to identify new street/driveway access points. Source of submittal, i.e. Google Maps and map date.
- \_\_\_ 10. Location/dimensions of streets, rights-of-way, sidewalks, public ways, easements; proposed names of streets

- \_\_\_ 11. Identification of existing/proposed easements, deed restrictions, bldg. setback lines/parks/open space
- \_\_\_ 12. Location of features:
  - \_\_\_ a. Watercourses, open water, ledge outcrops, stone walls
  - \_\_\_ b. Trees over 8" DBH & foliage lines
  - \_\_\_ c. Water mains, utilities and drainage features
- \_\_\_ 13. Zoning districts, including overlay zones, in relation to subdivision
- \_\_\_ 14. Contours at intervals not to exceed 2'; w/spot elevations when grade is less than 5%
- \_\_\_ 15. High Intensity Soil Survey of site or as stipulated by the Planning Board
- \_\_\_ 16. Wetlands location; including area to be filled
- \_\_\_ 17. Floodplain information
- 18. Utilities plan showing:
  - \_\_\_ a. Water mains/sewers/culverts/drains/connections or alternative water supply/sewage/storm water drains
  - \_\_\_ b. Scope of utilities; fire hydrants/alarm boxes/street lighting/electric – underground utilities
- 19. Road Construction plan showing:
  - \_\_\_ a. Elevations along center lines of roads. Where road intersects road(s), elevation along the center line of existing road(s) within 300' of intersection
  - \_\_\_ b. Radii of curves/lengths of tangents & central angles on streets
  - \_\_\_ c. Locations/cross-sections of street pavements, curbs, gutters, sidewalks, drainage easements, rights-of-way, manholes, catch basins
  - \_\_\_ d. Construction plans for bridges/culverts
- \_\_\_ 20. If public sewer not provided, location of test pits & septic reserve areas
- \_\_\_ 21. Trees in excess of 8" DBH to be removed
- \_\_\_ 22. Renderings of bldg. construction; elevation/materials
- \_\_\_ 23. Location/dimensions of property for open space; parks, playgrounds and other recreation uses
- \_\_\_ 24. Dimensions, area and use of lots
- \_\_\_ 25. Lots consecutively numbered/lettered in alpha order
- \_\_\_ 26. Numbering of units (if applicable)



## **Site Plan Review Requirements Checklist Town of New Castle, N.H.**

The submission requirements for Site Plan Review shall be the same as that required in the Subdivision Plan/Lot Line Requirements Checklist inclusive except for the following modifications:

1. Requirements pertaining to the identification of lots are not applicable.
2. Such other requirements, as determined by the Planning Board, that are not applicable or appropriate to the Site Plan due to the scope or character of the intended use may be waived.
3. The following additional information not required for subdivision plans in Section 6.2.4 shall be required for Site Plan Review:
  - (a) The shape, size, height and location of all proposed structures, including expansion of existing structures on the site and first floor elevation(s).
  - (b) Location and timing patterns of proposed traffic control devices.
  - (c) The location, size and lay-out of off-street parking, including loading zones. The plan shall indicate the calculations used to determine the number of parking spaces required and provided.
  - (d) The location, type and size of all proposed landscaping, screening and open space areas.
  - (e) The location and type of all site lighting, including the cone(s) of illumination.
  - (f) The location, size and exterior design of all proposed signs to be located on the site.
  - (g) The type and location of all solid waste disposal facilities and accompanying screening.
  - (h) Location of proposed on-site snow storage.

## **ADDITIONAL REQUIREMENTS FOR FINAL APPROVAL**

The Board will not give final approval to an application for site plan review until additional submissions and requirements are met as stipulated in Section 6.3 of the Subdivision Regulations, with the following modifications:

1. Requirements regarding road construction and the conveyance of streets are not applicable unless the site plan includes the construction of a publicly owned street.
2. The reference to “Subdivision Agreement” shall be replaced by “Site Plan Agreement”.