



TOWN OF OSS�PEE
PO Box 67 – 1 Moultonville Rd.
Center Ossipee, NH 03814
Ph: (603) 651-1154
Fax: (603) 651-1158
planningboard@ossipee.org

CHECKLIST FOR SUBDIVISION APPROVAL
Or
BOUNDARY LINE ADJUSTMENT

Please mark with an (X) each item of information below that you provide with this Application. Mark any items you consider not applicable to the proposed project as “N/A”. Failure to follow these instructions may result in your application being declared incomplete.

- ☐ Completed Application with signatures and date.
- ☐ Copy of the Deed
- ☐ Proof of Taxes Paid
- ☐ List of Abutters and holders of easements, with current mailing addresses; mailing addresses of any other property owners within 200 feet radius of sites boundaries of property proposed.
- ☐ Three sets of labels, certified mail card, return receipt form and addressed envelopes for each abutter.
- ☐ Mailings to include the Applicant, Agent and/or Engineer (if applicable)
- ☐ Fees paid per Fee Schedule and payable to the Town of Ossipee. Mylar and L-Chip are payable to the Carroll County Registry of Deeds.
- ☐ Five (5) large (not to exceed 24 x 36) copies of appropriate plans, (1) Mylar for recording and (10) plans minimum size of 11 x 17. All Plans MUST show north, scale, date, signatures of Surveyors and/or Engineers, Property lines showing surrounding owners, lot lines with dimensions, setbacks, size of lots and Planning Board signature block, (Attachment I):
- ☐ Proof of ownership or lessee’s authorization or owner’s signature for agent authorization.
- ☐ Identify the Zoning District of the property.
- ☐ If lot is smaller than 5 acres and subdivided since 1967, state subdivision approval is needed.
- ☐ Flood Plain (FEMA map OZO p.6)
- ☐ Wetland Impact Study, if needed.
- ☐ Wetlands (OZO p.39-42), water courses or standing water identified with easement, DES permits if needed.
- ☐ Send copy of plan to Electric Company.
- ☐ Fire Department approval in writing (i.e. fire lane, turning radius). Take a copy of your plan to the Fire Chief in a timely manner for his comments. The Fire Chief will see if an additional water supply is necessary in your subdivision for fighting fires.
- ☐ Show and identify any deed restriction, easement, utility right-of-way, etc.



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- ☐ Soil type (OZO p.77 also Carroll County Soil Survey); Drainage (OZO p.15 Article 5.5) storm water drainage, pre and post development run-off, snow removal area, erosion and sediment control, grading not to exceed 2:1.

- ☐ Curb cut; state road—required from NH DOT; Town Road, contact Ossipee Public Works Director (603-539-4181) to insure safe access to highway.
- ☐ Evidence of well and septic approval (OZO p.3) and contact DES Subsurface (603-271-3501). Show location of test pits. Check with Ossipee Water and Sewer Department, if the property is on Town Water and/or Sewer.
- ☐ Topographic contours: (5-foot intervals, 200 feet beyond the Boundary, grading not to exceed 2-1).
- ☐ Existing and proposed streets or roads.
- ☐ Open Space, green space, public space.
- ☐ Do you need to file an Intent to Excavate? (Moving 1,000 yards of earth or more)
- ☐ Is any of the property in Current Use?

I have included these items with my application, if applicable. I am giving permission for the members of the Planning Board to make a site visit to my property prior to all subdivision hearings.

Signed: _____

Phone Number: _____



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**APPLICATION FOR SUBDIVISION APPROVAL
Or
BOUNDARY LINE ADJUSTMENT**

Owner Name: _____ Map: _____ Lot: _____
Address of Property: _____ Book: _____ Page: _____
Owner Mailing Address: _____

Phone: _____
Email Address: _____

For BLA:

Owner Name: _____ Map: _____ Lot: _____
Address of Property: _____ Book: _____ Page: _____
Owner Mailing Address: _____

Phone: _____
Email Address: _____

NOTE: Please include any additional owners (10% interest or more) on a separate sheet of paper

Authorized Agent (if any): _____
Mailing Address: _____

Phone: _____
Email Address: _____

Proposed Subdivision Name: _____ Number of Lots: _____

Check One:

Check One:



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- | | |
|--|---|
| <input type="checkbox"/> Preliminary Application | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Final completed Application | <input type="checkbox"/> Boundary Line Adjustment |

The undersigned sub-divider hereby submits to the Ossipee Planning Board, Subdivision Plats, pertinent information and material as outlined in the “Subdivision Regulations” and/or requested by the Ossipee Planning Board, and respectfully request its approval of said plats. In consideration for approval, the sub-divider hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat, including a work made necessary by unforeseen conditions which become apparent during construction.
2. **Conditional Approvals are not final until all Conditions and Federal, State and Local Regulations are met. No business is allowed to open for business on a conditional approval or without final approval from the Planning Board.**
3. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan of re-subdivision is submitted to and approved by the Board.
4. That the above named individual(s) is/are appointed my/our duly authorized agent to act in the owner’s behalf in all matters pertaining to subdivision approved and is hereby designed as the person to whom all communications to the sub-divider may be addressed and the person on whom legal process may be served in connection with any proceedings arising out of this agreement.

“Site Walks:

At any point in the application process, before or after acceptance of the application, a quorum of the board or individual Board members may conduct site walks of the property but shall not enter onto the applicant’s property unless the applicant has, in advance, granted permission to do so, or the property is otherwise open to the public.

The number of site walks shall be determined by factors to include the complexity of the project, the area (size) of the property, changes made to the site during the application process, and related factors. In addition, an agent/employee of the Town or other person(s) as the board may authorize, shall be allowed to enter upon the property, which is the subject of the application, by appointment (only), for the purpose of examinations, surveys, tests and inspections as may be appropriate.

The refusal of the applicant to allow Board members access for the purpose of site walks based upon the applicant’s proposed use and property factors involved is a valid basis for denial of the application.

Signed and witnessed this _____ day of _____, 20_____

Owner’s Signature (Parcel #1): _____

Witness Signature: _____

Owner’s Signature (Parcel #2): _____

Witness Signature: _____



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By Signature President/Treasurer of Corporation: _____

Provide names and addresses of all persons with 10% interest.

ATTACHMENT I

Planning Board Signature Block example:

The Subdivision/Boundary Line Adjustment Regulations of the Town of Ossipee are a part of this plan, and approval of this plan is contingent upon accepting only waivers or modifications made in writing by the Planning Board.

Approved by the Planning Board

Date: _____

Chairman: _____

Vice-Chairman: _____