

Town of Loudon Planning and Zoning Board Office

55 South Village Rd.  
Loudon, NH 03307

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Phone- 603-798-4540

Fax- 603-798-4540

Email- [planning-zoning@loudonnh.org](mailto:planning-zoning@loudonnh.org)

Dear Applicant,

Attached is an application for the Loudon Planning Board. Your completed application, including all fees, must be received in our office no later than 21 days (by noon) prior to the next scheduled Planning Board meeting. Having the completed application returned to this office by this timeframe allows you to be placed on the next agenda.

Four copies of the application need to be submitted along with six full-size paper copies and twelve reduced-size (11" x 17") legible copies of the plat. See Article 11 in the Land Development Regulations for details concerning submission of an application.

Any application that has property in current use needs to include an accurate map showing the designated current use area. If there are any further questions about current use please contact the Selectmen's office at (603) 798-4541.

To help develop a better proposal please review application options as described in Article 8 of the Land Development Regulations.

The Planning Board's policy on continuances is as follows:

1. An applicant may request a continuance of a public hearing in writing by the Monday prior to the day of the public hearing.
2. A request for continuance must be in writing.
3. A written request for continuance is limited to two public hearings.
4. The third and future requests for continuance must be made in person at the public hearing.
5. If these procedures for a continuance are not followed, the Board may deny the application.

The Loudon Planning Board meets the third Thursday of each month at 7:00 p.m. at the Loudon Town Office at 55 South Village Road.

If you have any questions, please feel free to contact me at the telephone number above. Office hours are Monday-Thursday from 9:00 am - 1:00 pm.

Sincerely,

Danielle Bosco  
Administrative Assistant

COPY FOR:

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

BOARD USE ONLY:

Date Received \_\_\_\_\_  
 Received By \_\_\_\_\_  
 Fees Paid \_\_\_\_\_  
 Application # \_\_\_\_\_

**TOWN OF LOUDON, NEW HAMPSHIRE  
 SUBDIVISION APPLICATION FORM**

**NAME OF SUBDIVISION:** \_\_\_\_\_

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

Road Frontage, include any new road(s): \_\_\_\_\_

(Name of road on existing road frontage): \_\_\_\_\_

If accessing an existing road, is said roadway public or private

- Public, Class V
- Public, Class VI
- Private

Road is, or proposed to be: Public \_\_\_\_\_ Private: \_\_\_\_\_

**OWNER OF RECORD:**

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

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**LOCATION OF DEVELOPMENT**

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

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

Parcel Size (Acres): \_\_\_\_\_ Parcel Size (Square Feet): \_\_\_\_\_

Name of Applicant's Agent or Contact Person: \_\_\_\_\_

**(attach a letter of authorization from property owner)**

Name of Surveyor: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Waivers Requested (please indicate with a check): YES \_\_\_\_\_ NO \_\_\_\_\_

Waiver Requested for Item(s): \_\_\_\_\_

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**(Please attach a separate cover letter for each waiver)**

Special Exception or Variance granted by the ZBA: YES \_\_\_\_\_ NO \_\_\_\_\_

**(Please attach a copy of the notice of decision for any special exception or variance granted by the ZBA)**

Dates of Variance or Special Exception Hearings/Approvals: \_\_\_\_\_

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Does this plan represent an amended plan: YES \_\_\_\_\_ NO \_\_\_\_\_

Date of Conceptual Review, if any: \_\_\_\_\_

Date of Design Review Meetings, if any: \_\_\_\_\_

Date of Formal Application Acceptance, or Denial \_\_\_\_\_

Number of Lots in Subdivision, **including existing or "parent" lot**: \_\_\_\_\_

**FEES**

Application Fee	\$ _____
\$50 per lot x _____ (total # of lots)	\$ _____
\$8 per abutter x _____ (total # of abutters)	\$ _____
Recording fees (\$26 per page)	\$ _____
Total	\$ _____

**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.

**Please attach list of abutters to this application**

I/we consent to allow the Loudon Planning Board or its designee to make on site inspection(s) of my/our property as deemed necessary for the evaluation of my/our subdivision application. 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. RSA 676:4.

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

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

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

Submitted	Not Submitted	Waiver Requested	<b>Proposed Subdivision <u>EXISTING CONDITIONS</u> Checklist</b>
			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 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. Natural and man-made features including watercourses, wetlands, tree lines, vegetative cover, ledge, stonewalls, topographic features, and other environmental features which are significant to the design process.
			8. Existing uses of property must be indicated.
			9. Existing contour levels not to exceed two feet with spot elevations provided when 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.
			10. For all lots, a Site Specific Soils Map shall be provided and prepared by a certified soil scientist in accordance with the standards outlined in Site Specific Mapping Standards for NH and VT, as prepared by the Society of Soil Scientists of Northern New England, 1999 or amended. Any cover letters or explanatory data provided by the certified soil scientist shall also be submitted.
			11. State and federally designated wetlands.
			12. 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.
			13. 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.
			14. The location, elevation, and layout of catch basins and other surface drainage control features.
			15. The size and location of all existing public and private utilities.
			16. The location, type, width, and length of all existing easements and building setbacks.
			17. 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.
			18. Information pertaining to the site as referenced to in the Town of Loudon, <i>Open Space Trail System Plan</i> .
			19. Location and distance of fire department residential water supply. Refer to Section 23.14 of the Land Development Regulations.

Submitted	Not Submitted	Waiver Requested	<b>Proposed Subdivision LAYOUT PLAN Checklist</b>
			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 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, proposed driveways, and development envelopes shall be provided. All applicable boundary setbacks shall be provided, depicting the width of the 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. Site Specific Soil Survey for the site.
			13. State and federal wetland information for the site, including the total area of wetlands proposed to be filled.
			14. 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.
			15. 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.
			16. The indication of the use of lots (e.g. single or multi-family residential, commercial, etc)
			17. Newly created lots shall be numbered consecutively as specified by the Selectmen's Office.
			18. 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.
			19. The following notations shall also be shown: (a) The explanation of drainage easements, if any. (b) The explanation of utility easements, if any. (c) The explanation of site easements, if any. (d) The explanation of any reservations. In addition, all easements including metes and bounds, grantee, grantor shall be defined on the plat.
			20. Block for approval by the Board as follows:  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">                     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.   <div style="display: flex; justify-content: space-between;"> <span>_____ Chairperson</span> <span>_____ Date</span> </div> </div>
			21. Location and distance of fire department residential water supply. Refer to Section 23.14 of the Land Development Regulations.

**TOWN OF LOUDON, NEW HAMPSHIRE  
ABUTTERS FORM**

**Instructions:** Please indicate the name and mailing address of all abutters to the property which shall be reviewed by the Planning Board. "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream 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 his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a 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 also include the names of all Attorneys, Engineers, Surveyors, Planners, 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 MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY.**

Name: \_\_\_\_\_  
Map/Lot: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State, Zip: \_\_\_\_\_

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