



Town of Amherst, New Hampshire  
**Office of Community Development**  
Building · Code Enforcement · Planning · Zoning · Economic Development

## Amherst Stormwater Management

### Procedure Sheet to determine the need for a Stormwater Management Plan

Review the following criteria to determine whether or not a Stormwater Management Plan is required:

1.	Will your development or redevelopment project disturb more than 20,000 square feet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Will your development or redevelopment project disturb more than 10,000 square feet within 100 feet of a surface water body or wetland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Will your development or redevelopment project disturb less than 1. & 2. above but is part of a larger common plan of development that would cumulatively disturb 20,000 square feet or more?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Will your development or redevelopment project disturb any amount of square footage directly adjacent to a wetlands buffer established under the Wetland and Watershed Conservation District Ordinance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Will your development or redevelopment project disturb any amount of square footage if the disturbed area is a Critical Area*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Does your project involve construction or reconstruction of a street or road?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Is your project a subdivision of more than three building lots?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Is your project a subdivision that will create a private road or a road intended for adoption as a public road?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Is your project a subdivision that fronts on an existing private or public road and the stormwater discharges to the Town's drainage system subject to the EPA MS4 permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* Critical Area: Disturbed areas of any size within fifty (50) feet of any wetland; one hundred (100) feet of any Public Water Protection Wetland as defined in Zoning Ordinance Section 4.11 Part C); disturbed areas exceeding two thousand (2,000) square feet in highly erodible soils; or, disturbed areas containing slope lengths exceeding twenty-five (25) feet on slopes greater than ten (10) percent.

***If the answer is "Yes" to any of questions 1 - 9, a Stormwater Management Plan shall be prepared and submitted as part of the building permit application OR as part of the application for subdivision or site plan review with the Planning Board.***

See the Town of Amherst Stormwater Regulations, adopted December 16, 2020, by the Planning Board and January 4, 2021, by the Board of Health and Board of Selectmen.

Continued over:

10.	Will your project create disturbance adjacent to Town property or a right-of-way that does not meet the criteria in questions 1 - 9 on the previous page?	<input type="checkbox"/> Yes <input type="checkbox"/> No
-----	---	--

***If the answer is "Yes" to question 10, please submit the details of your project on the form provided prior to the commencement of the disturbance. Use of Stormwater Best Management Practices is strongly encouraged to minimize stormwater impacts on Town property.***

No excavation or disturbance to shoulders, ditches, swales, or embankments may take place without written permit permission.

Road opening, temporary access and driveway permit applications may be required by the DPW in accordance with the Town's Roadway and Utility Standards.

NS/

3/25/21



Town of Amherst, New Hampshire  
**Office of Community Development**  
Building · Code Enforcement · Planning · Zoning · Economic Development

## **SUBDIVISION APPLICATION**

1. **Type of Application:** (check all that apply)  
☐ Discussion ☐ Design Review ☐ Final Approval  
☐ Lot Line Adjustment (LLA) ☐ Subdivision (SD)
2. **Project Name:** \_\_\_\_\_
3. **Project Address:** \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_ - \_\_\_\_\_
4. **Zoning District and Subdistricts:** (check all that apply)  
☐ Aquifer Conservation & Wellhead Protection District (ACWPD) ☐ Commercial Zone (C)  
☐ Flood Plain Conservation District (FPCD) ☐ General Office (GO)  
☐ Historic District (HD) ☐ Industrial (I)  
☐ Limited Commercial (LC) ☐ Northern Rural (NRZ)  
☐ Northern Transitional (NTZ) ☐ Residential/Rural (RR)  
☐ Wetland & Watershed Conservation District (WWCD)
5. **Primary Contact:** \_\_\_\_\_ Email: \_\_\_\_\_  
☐ Applicant ☐ Owner ☐ Attorney ☐ Surveyor/Engineer Phone: \_\_\_\_\_
6. **Applicant:** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
7. **Owner's Name(s):** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
8. **Surveyor/Engineer or Attorney (Firm):** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
9. **Purpose of Plan:** (as stated on plan)  
\_\_\_\_\_  
\_\_\_\_\_
10. Site Area: \_\_\_\_\_ Existing Building Area: \_\_\_\_\_ Add'l Building Area: \_\_\_\_\_  
No. Stories: \_\_\_\_\_ Percent Open Space: \_\_\_\_\_ No. Parking Spaces: \_\_\_\_\_  
(Note: Building Area refers to gross building area)

## INSTRUCTIONS FOR SUBMITTING A COMPLETE APPLICATION (Please read carefully)

For an application to be scheduled on the next available Planning Board agenda, the following items SHALL be submitted to the Planning & Zoning Department by close of business on the officially posted submittal date:

### 1. Completed and signed Subdivision Application Form.

The application will not be placed on the Planning Board agenda unless all required signatures are on the application. The owner SHALL sign the application form.

### 2. Four (4) large prints, ten (10) 11"x17" prints and one PDF digital copy of the plan set.

Plan(s) shall include all applicable information as described on the attached Subdivision Checklist(s) or attached to the application. PDF files may be emailed or submitted via CD, DVD, or thumb drive at the time of application.

### 3. Completed Checklist, Waivers and Abutters.

The applicable checklist shall be completed as part of the application, including waiver requests with appropriate documentation, and two (2) sets of gummed, typed, mailing labels for all abutters and owners as defined by RSA 672:3, including licensed professional on plan, owners and applicants.

### 4. Application Fee and Abutter Mailing Labels.

Fees will be determined at the time you turn in the application. Fees are based on the type of permit and number of certified mailings which must be sent. All checks are to be made payable to the Town of Amherst.

Fee Calcs: Fee per type of application \$ \_\_\_\_\_ + (\$7 x \_\_\_\_\_ abutters = \$ \_\_\_\_\_) = \$ \_\_\_\_\_ total due

## AUTHORIZED SIGNATURES

*I/We have read the Subdivision Regulations and the Zoning Ordinance (as applicable). The undersigned understands that the Amherst Planning Board must have a completed application on file with the Planning & Zoning Department in accordance with the Planning Board's annual schedule of meeting and deadline dates. I/We also certify that the abutters are as shown in the Town's records within five (5) days of the filing of this application.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Owner(s): I/We, as owner(s) of the property described hereon, certify that this application is correctly completed with all required attachments and requirements in accordance with the Subdivision Regulations and the Zoning Ordinance for the Town of Amherst. I/We also authorize members of the Amherst Planning Board and its agents to access the property described on this application for on-site review of the proposed application.

\_\_\_\_\_  
Name (please print) and Title

\_\_\_\_\_  
Date

If Applicable:

Owner(s) authorization for Applicant or Agent to represent the application:

The applicant or agent, as stated hereon, has authorization from the property owner to submit this Subdivision Application and represent the property owner on matters relative to the Town's Subdivision approval process.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

## SUBDIVISION PLAN REVIEW CHECKLIST

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

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

Owner: \_\_\_\_\_

C I N W C=Completed I=Incomplete N=Not Applicable W=Waiver Request

- |                       |                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>1/ Mylar for recording, and a mylar at Tax Map scale, and four (4) copies of planset (incl. 10 copies of planset reduced to 11" x 17"), showing the following:</b>               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>a/</b> Boundary of subdivision area, incl. bearings and distances on all lines.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>b/</b> Topography of site with detail to indicate storm runoff.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>c/</b> Streams, seasonal runoffs, brooks, ponds, wetlands.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>d/</b> Subdivisions relation to roads in area.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>e/</b> Existing structures on site.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>f/</b> Adjacent structures within 100 feet of parcel boundaries.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>g/</b> Soil type(s) per the SCS maps and certified by a Certified Soils Scientist.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>h/</b> Site location map showing proposed subdivision to major roads.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>i/</b> Test Pits to be observed by Amherst Zoning Office official. Results to be shown on planset with statement that testing meets State and Local criteria for septic designs. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>j/</b> Location of 4 K area for septic design and proposed well location.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>k/</b> North point on each sheet of planset.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>l/</b> Bar or graphic scale.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>m/</b> Date of layout and revisions.   |
|                       |                       |                       |                       | <b>2/ Plans to show:</b>  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>a/</b> Name of municipality.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>b/</b> Name of subdivision.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>c/</b> Name and address of owner and developer(if different).  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>d/</b> Names and addresses of all abutters.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>e/</b> Existing roads and driveways within 200' of subdivision boundaries.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>f/</b> Existing and proposed lot lines.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>g/</b> Proposed names of all new streets, and private roads and driveways to service three or more dwelling units, to be approved by Board of Selectmen.                         |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>h/</b> Area(s) reserved for stump disposal or other disposition.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>i/</b> Location of existing and proposed easements (if none - state so).   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>j/</b> Deed restrictions (if none – state so).   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>k/</b> All setback lines, incl. lot and street lines, wetlands, Watershed, Scenic, and wetland buffer lines.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>l/</b> Parks   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>m/</b> Recreation facilities.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>n/</b> Conservation trails.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>o/</b> Significant or man-made features.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>p/</b> Water mains (PWW).  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>q/</b> Sanitary sewers.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>r/</b> Storm water drain lines.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>s/</b> Driveway culvert sizes. Drainage calculations for storm water structures.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>t/</b> Existing utilities – telephone, electric, gas.  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>u/</b> Proposed utilities – telephone, electric, gas (overhead or buried).   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>v/</b> Boundaries of Zoning Districts, incl. overlays, within and adjacent to subdivision.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>w/</b> Boundaries of other municipalities.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>x/</b> Land Use designation per Zoning Maps.   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>y/</b> Location of new driveways accessing public roads with sight distance shown.   |

C I N W C=Completed I= Incomplete N=Not Applicable W=Waiver Request

- |   |   |
|---|---|
|   | 3/ Planset to show:   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | a/ Statement of suitability of the land for development.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | b/ Statement of work to be completed on existing streets to meet min. standards.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | bb/ Planset to have this note (if applicable): The ways shown on this plan are intended by the subdivider and the Town of Amherst Planning Board to remain private ways. The recording of this plan shall not be construed as an offer of dedication of those ways as public highways under the New Hampshire common law of dedication and acceptance, nor shall the approval of this plan constitute an approval of those ways as public streets pursuant to RSA 674:40. |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | c/ Method of sanitary sewage disposal.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | d/ Method of supplying water.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | e/ Watershed Protection District areas.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | f/ Road profiles and x-sec., incl. driveways for Class B reduced frontage lots.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | g/ Approval(s) for other Municipal, State, or Federal agency (as required).   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | h/ Name and seal of Engineer and Land Surveyor licensed in NH.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | i/ Statement that plan is based on survey with max. error of closure of 1/10,000.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | j/ Stations, radii, curve data and paving width of street.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | k/ Lot dimensions in square feet and acres.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | l/ Written acknowledgement of subdivider's responsibility for maintenance and assumption of liability for injuries and damages that may occur on land to be dedicated for public use until legally accepted by Town.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | m/ Location of all monuments to be set at street intersections, points of curvature and tangency, and at lot corners.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | n/ Number of bedrooms per lot and total number of bedrooms in PRD.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | o/ Floor plans and elevations of proposed units in PRD.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | p/ Open space defined on plan.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | q/ Statement from PWW if served by water. Statement from other entity if served by public sewer.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | r/ Volume and page for all tracts to be subdivided. Lot numbers to coincide with Amherst Tax Maps by parent tract(s). Street numbers (see Zoning Office for system).  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 1/ Certificate from Amherst Tax Collector that all tax liens are paid.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 2/ All separate tracts on plans to be shown as dotted lines.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 3/ A list of all lienholders and mortgages, identified and certified by an attorney.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | s/ Statement of Option 1 or 2 for building and bonding public roadways.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | t/ Approval by Town Counsel of legal data.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 1/ Agreement to convey land to Town for public purposes.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 2/ Covenants dealing with common land or open space.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 3/ Covenants restricting future use of land and restrictions on bedrooms.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 4/ Proposed easements.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 5/ Easements required because of storm drainage on private or public lands.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 6/ Recordable warranty deeds for roads and easements.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | u/ Estimate of contractors cost to install road(s) and improvements.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | v/ Approval Block for Planning Board endorsement.   |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | w/ Planset to have this note: The Subdivision Regulations of the Town of Amherst are part of this plan, and approval of this plan is contingent on completion of all requirements of said Subdivision Regulations, excepting only any waivers or modifications made in writing by the Board and attached hereto.  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | x/ Study or Review of:  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | 1/ Fiscal Impact.   |

C I N W      C=Completed   I= Incomplete   N=Not Applicable   W=Waiver Request

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3/ x/ 2/</b> Environmental Impact.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3/</b> Traffic Impact.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>4/</b> Storm Water Drainage Calculations and Report.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>5/</b> Hydro-geological Impact.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>6/</b> Water Supply Impact.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>7/</b> Other (as may be required by PB).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>y/</b> Statement of Phasing of construction.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>z/</b> Note on debris containers for construction sites.

STAFF NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Reviews:

a/ AFD    \_\_\_\_\_  
 b/ AHD    \_\_\_\_\_  
 c/ AAO    \_\_\_\_\_  
 d/ ACC    \_\_\_\_\_  
 e/ APD    \_\_\_\_\_

Date forwarded: \_\_\_\_\_

v 12.7.10