



COMMUNITY DEVELOPMENT

3 North Lowell Road, Windham, New Hampshire 03087
(603) 432-3806 / Fax (603) 432-7362
www.WindhamNH.gov

Planning Board Design Review Subdivision Application

Applicant's seeking Major Subdivision Approval are required to submit a Design Review Application and will not be scheduled for Final Subdivision review until the Planning Board formally votes to end the Design Review process (Submission of a Design Review Application is optional for Minor Subdivision Approvals).

Name of Project _____

Tax Map Number (Map – Block – Lot) _____ Property Address _____

Zoning District(s) _____

Property Owner _____ Property Owner Phone _____

Property Owner Fax _____ Property Owner Email _____

Property Owner Mailing Address _____

Agent (If different from Property Owner) _____

Agent Fax _____ Agent
Email _____

Agent Mailing Address _____ Phone _____

It is required that the applicant provide this application to the Technical Review Committee (TRC) prior to scheduling the proposal for Planning Board. At the TRC meeting the applicant will receive comments from Town Staff and Committee representatives pertaining to their application and so the applicant will have the opportunity to make the suggested modifications to the proposal prior to presenting it to Planning Board.

Section 403.2 The Board may engage in non-binding discussions with the applicant, which are beyond general conceptual discussions that may involve more specific design and engineering details than is specified by *Section 402*.

Section 403.5 During Design Review, statements made by the Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken. The time limits for acting on a plan shall not apply until a Final application is submitted and accepted by the Planning Board.

Section 403.6 Once the Planning Board is satisfied with the Design Review Phase, the Board shall vote to formally end the review process. After satisfying design review, the Applicant will have 12-months within which to submit the Final Plan application.

Staff Use Only

Received by: _____ Date _____ PB Case No. _____

TRC Date: _____ Planning Board Hearing Date _____

See Adopted Department Fees for Application Costs Total Cost _____ Check # _____

Submit the following with the Design Review Application, per Section 403:

- Detailed Letter of Intent, per Section 403.3.2
- Copies of general subdivision information shall describe or outline the existing conditions of the site and proposed development. This information may include data on existing covenants and utilities; and information describing the subdivision proposal, such as number of lots, typical lot width and depth, business areas, playgrounds, park area, and other public areas, proposed utilities and street improvements.
- Copies of a location Map shall show the relationship of the proposed subdivision to existing community facilities, which serve or influence it. Include development name and location, main roads, scale, north arrow, and date.
- Copies of a plan of the topography showing the proposed layout of streets, lots, and other features in relation to existing conditions.
- With your application, include the names and addresses of all abutters, as indicated on town records, as shown not more than five (5) days before the day of filing, and two (2) sets of mailing labels for certified mailings to notify the abutters.
- Fees as Adopted by Board of Selectmen

Owner's Concurrence – The owner concurs in the representation by the agent agrees that the information presented is accurate, agrees to the Windham Planning Board review process, and requests the Planning Board approval of the above identified Subdivision Plan.

Owner's Signature

Date

Agent's Request – The Agent seeking a Final Subdivision Review requests that the Planning Board review the attached information. This information presented by the Agent is to the best of his/her knowledge in accordance with the Town of Windham Zoning Ordinance and Site Plan Regulations and all revisions thereof.

Agent's Signature

Date

Applications will be scheduled within 30 days of receipt in accordance with the Windham Planning Board Submittal Schedule, available on the Planning Board page of the Town website: www.windhamnh.gov

Abutter List

Please print the names and legal mailing addresses of all abutters taken from the Town Assessor's records not more than 2 weeks prior to submitting this information. In accordance with RSA 672:3, an abutter is defined as any person whose property adjoins or is directly across the street or stream from the property subject to this application. Also include the mailing information for the applicant, property owner and any professionals (engineers, lawyers, etc.) involved with the application.*

DO NOT WRITE IN SHADED AREAS

Map	Block	Lot	Name	Mailing Address
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*Two copies of mailing labels must also be submitted.