

Subdivision, Minor Application Checklist
TOWN OF CANTERBURY
PLANNING BOARD

THIS DOCUMENT TO BE COMPLETED BY THE APPLICANT

This document is a tool for your convenience. Additional details regarding application submittal are in the Canterbury Land Use Development Regulations (LDRs). This checklist is adopted as part of the Canterbury LDRs and in the event that there is any conflict between this checklist and items listed in the LDRs the more inclusive requirement shall apply. Completing this Checklist does not eliminate the need for the applicant and/or their agent to review the LDRs prior to submittal.

Please note that all items are to be submitted both digitally and in paper hardcopy, no less than twenty one (21) calendar days before the Planning Board meeting at which the application will be presented (any revised materials must be submitted twelve (12) calendar days before the meeting).

Project Name: _____

Tax Map & Lot No. _____

Address Project: _____

Lot Size(s): _____

Zoning District: _____

Property Owner: _____

Applicant: _____

Description of Proposed Project: _____

A. Submittal Requirements for All Applications (Provided or shown on the plans):

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Completed application form	4.1.1			
Project name, map and lot number, and professional stamps/signatures on plans	4.1.2			
Application and escrow fees	4.1.3			
Abutters list not more than 5 days old	4.1.4			
Zoning classification of the site and surrounding area on plans	4.1.5			
Building, wetland, and shoreland setbacks on plans	4.1.6			
Water courses and flood elevations per FEMA flood maps on plans	4.1.7			
Five paper copies of all documents and one digital file of everything	4.1.8			
Plans legibly prepared	4.1.9.a			
North arrow at top of plans	4.1.9.b			
Date plans were prepared on plans	4.1.9.c			
Revision date on plans	4.1.9.d			
Property lines with bearing/distances on plans	4.1.9.e			
Plans drawn to scale	4.1.9.f			

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Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Plans to have outside dimensions of 22' x 34'	4.1.9.g			
Title block per 4.1.9.h on plans	4.1.9.h			
Contours at 2' intervals with spot elevations on plans	4.1.9.i			
A locus map at 1" = 500' on plans	4.1.10			
Proof of access to Class V or better road	4.1.11			
Color photographs of the site	4.1.12			
Copies of state or federal applications or permits	4.1.13			
Waivers request in writing per Section 10.8	4.1.14			
A table on the plan with the following information:				
Lot area in square feet and acres	4.1.15.a			
Ground floor area of all buildings	4.1.15.b			
Total floor area of each floor and use of each building	4.1.15.c			
Existing and proposed parking	4.1.15.d			
Location and purpose of easements, and book/page on plans	4.1.16			
Common area on plan, if applicable	4.1.17			

B. Submission Requirements for All Subdivisions:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
All items described in Section 4.1	6.4.1			
Match lines for when multiple sheets are required to show whole parcel	6.4.2			
Title block in lower right corner of plan	6.4.3.a			
Date of survey, error of closure, name of subdivision, tax map and surrounding streets on plan	6.4.3.b			
Property lines with bearings and distances, ROW lines, streets with names and classifications, easements, land for public use on plans	6.4.3.c			
Shape, size, height, dimensions, and locations of existing and proposed structures on plans	6.4.3.d			
Wetlands delineated by an NH Certified Wetland Scientist on plans	6.4.3.e			
Existing and proposed easement areas on plans and their legal documents	6.4.3.f			

C. Minor Subdivision Plans:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
All information required in 4.1 and 6.4	6.5.1			
Existing natural or manmade features on plans	6.5.2			
Soils and steep slopes greater than 15% and 25%	6.5.3			
Proposals with new roads must have soils map prepared by a soil scientist	6.5.4			
Accessway, streets, sidewalks, and curbing, and sight distances	6.5.5			
Gas, electric, phone, fire alarm or other public utilities on plans	6.5.6			
Engineered plans for all roads	6.5.7			
Stormwater management plan	6.5.8			
Septic system and wells with 75' radius on plans	6.5.9			
Existing and proposed water or sewer lines on plans	6.5.10			
Fire protection methods on plans	6.5.11			
Wind, solar, propane or fuel tanks on plans	6.5.12			
Walls, fences, or vegetative buffers on plans	6.5.13			
Fire and emergency access on plans	6.5.14			

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Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Public utility letters indicating the site can be served by the utility, as proposed	6.5.15			
Any other materials the Board May require	6.5.16			

D. Legal Documents for All Subdivisions:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Condominium documents and bylaws	6.8.1			
Off-site easement documents for easements that serve the development	6.8.2			
Deed restriction documents	6.8.3			

E. Special Provisions for Condominium Subdivisions:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Major or minor subdivision plat information, as applicable				
A site plan of the property and the building(s)	6.9.1.a			
Floor plans	6.9.1.b			
Common facilities shown on plans	6.9.1.c			
Condominium Declaration and Condominium by-laws, including declaration of any short term rentals (two copies of each)	6.9.1.d & 6.9.5			
Condominium plan prepared by a NH Registered Land Surveyor	6.9.2			
Floor plans of building unit shall be prepared by an NH Registered Land Surveyor	6.9.3			
Common facilities with dimensions shown on the final plat and shall include:				
Location of all common facilities	6.9.4.a			
Location and dimension of all common areas	6.9.4.b			
Water and sewer service provisions	6.9.4.c			
Two Copies of All Condominium Documents	6.9.5			

F. State Approvals:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
NHDES State Septic System	4.2.1			
NHDES Subdivision	4.2.2			
NHDES Alteration of Terrain	4.2.3			
NHDES Wetland Permit	4.2.4			
NHDOT or Town of Canterbury Driveway Permit	4.2.5			
Any other permits (see Section 3.9) that May be required	4.2.6			

G. Final Application Submission:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Completed application form	2.4.1			
Materials per Section 4 or Section 5, as applicable	2.4.2			
Application and escrow fees	2.4.3			
Submitted at least 21 days before meeting	2.4.4			
Determination Letter from Building Inspector	2.4.7.a			
Police Chief letter	2.4.7.b			
Fire Chief letter	2.4.7.c			
Conservation Commission comment, for wetlands/environmental impacts	2.4.7.d			
School District letter, if residential	2.4.7.e			