



OLD VALUES - NEW HORIZONS
 COMMUNITY DEVELOPMENT
 3 North Lowell Rd, Windham, New Hampshire 03087
 (603) 432-3806 / Fax (603) 432-7362
 www.WindhamNH.gov

Planning Board Application
FINAL Subdivision Approval

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 _____

Must include the following for application to be considered complete:

- Letter of intent detailing the proposal
- If Application is for a Major Subdivision, Applicant must provide verification that Design Review Phase for this Application has been completed within the previous twelve (12) months.
- Two (2) large copies of the Subdivision Plans Set, sized 22" X 34" and four (4) copies, sized 11" X 17" of the Subdivision Plans Set.
- The final plan must include all of the required information detailed in *Section 600 of the Subdivision Regulations*. (Once the plan is reviewed and edits are made more copies will be requested for the Planning Board.)
- 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
- Other studies may be necessary for submission when required by the Planning Board. This includes two (2) copies of traffic, drainage, and other studies.
- A written Waiver request if a waiver from the Subdivision Regulations is necessary, per *Section 205 of the Subdivision Regulations*.

Staff Use Only

Received by: _____ Date _____ PB Case No. _____

Application Fee + Separate Check for Escrow*
 *See adopted fee sheet for required fee Amounts

Application Cost _____ Check No. _____ Escrow Fee _____ Check No. _____

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*

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
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
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Two copies of mailing labels must also be submitted.