

**TOWN OF TILTON**  
**SITE PLAN REVIEW/SUBDIVISION APPLICATION CHECKLIST**

**NAME (as shown on application):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHYSICAL** \_\_\_\_\_

**AGENT:** \_\_\_\_\_

**AGENT'S ADDRESS:** \_\_\_\_\_

N/A    **REQUIRED FOR APPLICATION**

- Completed application form for Subdivision/Site Plan Approval
- Fees
- Names and addresses of all abutters
- Completed application checklist
- Three (3) copies of Preliminary Plat  
As required by Town of Tilton Subdivision Regulations or Site Plan Review  
Regulations

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- Drawings, plans, photos, other exhibits

N/A    **EXISTING DATA AND INFORMATION REQUIRED**

- Location of site
- Legend detailing all of the symbols used on the plan.
- Names and addresses owners of record and all abutters
- Tax Map # \_\_\_\_\_
- Surveyor or preparer, including address of preparer
- Scale of map
- North arrow
- Date of plat
- Boundary lines, angles and bearings
- Grades
- Drainage systems
- Existing wells, septic tanks and leach fields, if known
- Location and type of existing structures
- Elevations
- Height and size of existing structures
- Natural features, including indication of which to be retained, which to be altered
- Existing roads and driveways
- Size and location of utilities
- Existing landscape
- Locus sketch

- ✓ N/A **PROPOSED PLAN AND INFORMATION REQUIRED**
- Lines of proposed lots to be created and dimensions of proposed lots
- Proposed grades and contours
- Proposed drainage system
- Proposed storm drainage, including location, elevation and layout of catch basins and other surface drainage features

✓ N/A **PROPOSED PLAN AND INFORMATION REQUIRED (continued)**

- Location of proposed structures
- Shape, size, height and surface treatment of proposed structures and existing structures to be retained

- Elevation views of all buildings
- Location, width and curbing of proposed streets
- Location, width and curbing of proposed driveways
- Location of proposed parking spaces and loading spaces
- Location and width of proposed sidewalks
- Location of all easements
- Size and location of proposed utilities
- Proposed landscaping, including alteration of existing natural features
- Proposed exterior lighting
- Proposed signage, including location, type and design
- Snow storage or other snow removal plan
- Other information: Specify

**ADDITIONAL REQUIRED FOR SUBDIVISION OR SITE PLAN FOR  
THAN THREE (3) LOTS**

- ✓ N/A
- Soil types
- Location of test pits and pit logs
- Percolation test data
- Water mains, sewers and other utilities
- Road profiles
- Statement regarding approval by Water Supply & Pollution Control Commission
- Letter from TNFD ascertaining adequate emergency vehicle access to property
- Letter from T-N Aqueduct Co. ascertaining the proposed water plans have been reviewed

✓ N/A **OTHER**

- Statement and documentation of environmental impact (if required)
- Statement and documentation of economic impact (if required)
- Other technical study (if required)

Check list completed by: \_\_\_\_\_

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

Revised: March 18, 2008