

Town of Goshen Planning Board

Instructions for Subdivision Process

For the convenience of Goshen property-owners who are considering a subdivision of land, this document gives basic instructions for the Goshen subdivision process. It provides enough information for you to get started with the process and to prepare for your first meeting with the Planning Board.

For steps beyond that first meeting, you may use this document as a brief guide. However, your main source of information will be the Goshen "Subdivision Regulations." These instructions make references to these regulations and to other Town documents, such as the "Zoning Ordinance and Building Ordinance." You are responsible for ensuring that your proposed subdivision complies with all relevant regulations and ordinances.

Note: The Planning Board may alter or adapt the sequence of steps outlined below to suit the needs of individual applications.

A. Instructions for the First Meeting with Planning Board

To begin the process of applying for a subdivision in Goshen, you should follow the steps below.

Step	Action	Initial & Date
1.	Obtain Application Form: Obtain a "Town of Goshen Application for Subdivision" form from the Planning Board Secretary or the Goshen Town Office.	
2.	Fill Out Application Form: Fill out the application form and indicate that application is being made at this time for a "First Meeting" with the Planning Board to start the Discussion Phase.	
3.	Submit Application Form: Submit this form to the Planning Board at least 15 days prior to a regularly scheduled Planning Board meeting in order to be placed on the agenda. (The Planning Board regularly meets on the first and last Tuesday of each month; exceptions may include holidays or election days.) The Planning Board Secretary or Chairman will notify you of the date and time at which you should appear for the meeting.	
4.	Prepare for Meeting: In preparation for the meeting, prepare a "Discussion Phase Map." Instructions for preparing this map are given below, after Step 5. You should also review any existing survey map of the subject property.	
5.	First Meeting with Planning Board: Bring your "Discussion Phase Map" and any existing survey map with you to your meeting with the Planning Board. This meeting gives you an opportunity to discuss your proposed subdivision in an informal manner with the Planning Board. The Board will discuss issues such as lot size, setback and frontage requirements, and other zoning and subdivision regulation requirements. This will help to identify any potential problems early in the process. The Board will also discuss your next steps with you. Additional discussion meetings will be scheduled if needed.	

Instructions for preparing “Discussion Phase Map”
(From “Subdivision Regulations” Section 4.07, “Discussion Phase”)

Discussion phase maps may be drawn in pencil; data may be tentative but shall be sufficiently clear to show all existing conditions on the property to be subdivided. Maps shall be at a scale of no more than 200 feet per inch, unless otherwise specified by the Board and should follow the following guideline.

- a. Property map for the entire area of the parcel being subdivided plus an additional 200 foot area completely around said parcel, showing perimeter boundary of said parcel, land use designation according to the Master Plan, zoning designation according to the Zoning Ordinance, topography, water areas (both permanent and intermittent streams, rivers, ponds, lakes, marches), foliage lines, major rock outcroppings, existing roads, easements, water supply wells, structures, and other existing physical features.
- b. Property location map (at scale of municipal base map (1” = 1000’), shown as inset on property survey map, showing proposed subdivision in relation to major roads, community facilities and utilities of the Town.

The Board may require further detailing of information and additional meetings before advising the subdivider to proceed with preliminary layout design.

B. Instructions for Preliminary Layout Review and Site Review

You become a formal subdivision applicant when you submit an application for a Preliminary Layout Submission Meeting. To begin the formal process, you should follow the steps below.

Step	Action	Initial & Date
1.	Obtain “Subdivision Regulations”: Obtain a copy of the Goshen “Subdivision Regulations.” from the Goshen Town Office. You are responsible for understanding and complying with these regulations.	
2.	<p>Prepare Preliminary Layout Map: Prepare a Preliminary Layout Map, according to the specifications in Section 4.08, items “a” through “p,” of the Goshen “Subdivision Regulations.” You will need to hire a surveyor or engineer who is licensed in the State of New Hampshire to prepare your final plat map. The Board recommends that you ask your surveyor or engineer to prepare the Preliminary Layout Map as well, to ensure that accurate information is provided.</p> <p><i>Note:</i> Section 4.08, item “q” states that municipal, state, and federal approvals, as prescribed by law, should accompany the Preliminary Layout Map. The Planning Board will require these at a later stage of the subdivision process, but not at this time.</p>	

Step	Action	Initial & Date
3.	Fill Out Application Form: Fill out the “Town of Goshen Application for Subdivision” form and indicate that application is being made at this time for a “Preliminary Layout Submission Meeting”	
4.	Submit Application with Attachments and Fee Payment: Submit the application form to the Planning Board at least 15 days prior to a regularly scheduled Planning Board meeting in order to be placed on the agenda. Along with the application form, submit five copies of your Preliminary Layout Map. In addition, submit (a) an Abutters List (see below); and (b) required fees (see below). The Planning Board Chairman or Secretary will notify you of the date and time at which you should appear for the meeting.	
4.a.	Abutters List: The Abutters List shall include the names and mailing addresses of any person who owns land within 200 feet of the boundaries of the land under consideration. This information shall be obtained from the Goshen Town Office within the five days preceding the submission of this application. You are responsible for ensuring that the information you supply to the Board is accurate and complete.	
4.b.	<p>Payment of Fees: The schedule of subdivision fees is available at the Goshen Town Office. When you apply for a Preliminary Layout Submission Meeting, you must submit payment for the applicable “Application Fee” plus the “Fee per Lot/Site/Unit.” For example, for a minor subdivision in which you are dividing one lot into two lots, your payment will be \$75 for the Application Fee plus \$300 for the two lots you are creating, for a total of \$375. You may either:</p> <ul style="list-style-type: none"> ▪ Attach your payment to your application form. The Planning Board Secretary will forward it to the Town Clerk after the Preliminary Layout Submission Meeting. <p><i>Or</i></p> <ul style="list-style-type: none"> ▪ Submit your payment directly to the Town Clerk at the time that you submit your application. Please obtain a receipt from the Town Clerk and attach a copy of this receipt to your application. <p><i>Note:</i> The Planning Board will not proceed with your application until these up-front fees are paid. Note also that if the Planning Board does not approve your subdivision, you will be refunded the “Fee per Lot/Site/Unit,” but the “Application Fee” is not refundable.</p> <p><i>Note:</i> The Goshen Town Clerk will bill you at a later date “At Cost” for the cost of newspaper advertising for the public hearing and the cost of notifying abutters by certified mail. These costs are payable when billed.</p>	

Step	Action	Initial & Date
5.	<p>Preliminary Layout Submission Meeting: At your scheduled meeting with the Planning Board, the Board will check your Preliminary Layout Map to ensure that it contains all the required information. Note that your application will not be regarded as “complete” at this time, since the process is still in a preliminary phase. However, if the Preliminary Layout Map appears to be essentially in order, the Board will discuss with you the remaining steps in the subdivision process and the Board will:</p> <ul style="list-style-type: none"> ▪ Assign a Planning Board Case Number to your subdivision. ▪ Advise you of any modifications that you should make to your Preliminary Layout Map. ▪ Advise you as to the local approvals that will be required (e.g., Road Agent, Conservation Commission, and Fire Department). ▪ Advise you of any federal and state approvals and permits that are needed. ▪ Advise you of any supplemental plans that may be required, such as flood control, wastewater handling, grading and drainage, and streets and utilities. (See the “Subdivision Regulations,” Sections 4.10 through 4.30). ▪ Schedule a site visit to the subject property. The Board will attempt to schedule this visit for a convenient time when it will be possible for you to assist the Board with the visit. ▪ For a major subdivision or a minor subdivision with complex issues, schedule a Preliminary Layout Review Hearing. Abutters and the public will be notified of this hearing in accordance with notification specifications in the Subdivision Regulations. <p><i>Note:</i> The Goshen Town Clerk will bill you “At Cost” for the cost of newspaper advertising for the public hearing and the cost of notifying abutters by certified mail. These costs are payable when billed.</p> <p><i>Note:</i> If there are particularly difficult issues regarding your subdivision, the Board may require you to pay all costs for receiving expert testimony such as from an engineer. All such issues shall, insofar as is possible, be addressed in the Preliminary Layout Review phase.</p>	
6.	<p>Modify Preliminary Layout Map: If the Board recommended that you modify your Preliminary Layout Map, you should make the requested changes.</p>	

Step	Action	Initial & Date
7.	<p>Apply for Approvals and Permits: You should apply for the necessary approvals and permits from local, state, and federal agencies, if you have not already done so, using your modified Preliminary Layout Map. If you need assistance in preparing these applications, your surveyor or engineer should be able to advise you.</p>	
8.	<p>Prepare Supplemental Plans: Prepare any required supplemental plans, as advised by the Planning Board (e.g. flood control, wastewater handling, grading and drainage, and streets and utilities.) See also the Goshen "Subdivision Regulations," Sections 4.10 through 4.30.</p>	
9.	<p>Site Visit: Either the Planning Board as a whole or a designated member of the Board will visit the subject property at the scheduled time. The purpose of the visit will be to determine whether your particular site presents special challenges under the steep slope, ridgeline, wetlands, floodplain or other ordinances of the Town of Goshen. Note that some applications do require special exceptions from the Goshen Zoning Board of Adjustment (ZBA) before the Planning Board can proceed with processing such applications. The Board will also take note of such features as driveway access, existing vegetation, notable natural or man-made features, and the general character of the land.</p> <p><i>Note:</i> If more than two members of the Planning Board conduct the site visit, the general public must be notified according to state law. The Board may also ask you to pay postage for notifying abutters by regular mail.</p>	
10.	<p>Preliminary Layout Review Hearing (Required for Major Subdivisions and complex Minor Subdivisions): At your scheduled hearing, you will be asked to make a presentation on your application for the Board and the public. The Board will review your Preliminary Layout Map, supplemental plans, and any local, state, and federal permits and approvals that you have obtained. The Board will also ask for input from abutters and the public.</p> <p>Based on the review of submitted materials and public input, as well as on observations from the Site Visit, the Planning Board may recommend that you make modifications to your plans. These recommendations will be recorded in the minutes of the meeting. You should incorporate these recommendations in your Final Plat.</p>	

C. Instructions for Final Plat Preparation and Submission

After the Planning Board has completed the Preliminary Layout Review and Site Visit, it is time for you to move to the final stages of the subdivision process. The final steps are outlined below.

Step	Action	Initial & Date
1.	<p>Prepare Final Plat: Prepare a Final Plat according to the specifications in the Goshen "Subdivision Regulations," Section 4.09 and Appendix C (use Checklist #1 for Minor Subdivisions and Checklist #2 for Major Subdivisions). If the Planning Board recommended any changes to your Preliminary Layout Map, you should incorporate these changes in your Final Plat. You will need to hire a surveyor or engineer who is licensed in the State of New Hampshire to prepare your Final Plat.</p>	
2.	<p>Fill Out Application Form: Fill out the "Town of Goshen Application for Subdivision" form and indicate that application is being made at this time for a "Final Plat Submission Meeting."</p>	
3.	<p>Submit Application with Attachments: Submit the application form to the Planning Board at least 15 days prior to a regularly scheduled Planning Board meeting in order to be placed on the agenda. Along with the application form, submit 2 mylar copies and 4 paper copies of your Final Plat, copies of all required attachments, including all necessary federal, state, and local approvals and permits, and an Abutters List (see above in Section B.4.a). The Planning Board Chairman or Secretary will notify you of the date and time at which you should appear for the meeting.</p>	
4.	<p>Final Plat Submission Meeting: At your scheduled meeting with the Planning Board, you will make your formal submission of your Final Plat. The Board will check your Final Plat to ensure that it contains all the required information. If the Final Plat appears to be complete, the Board will accept the Final Plat as complete.</p> <p>Upon accepting your Final Plat as complete, the Board is required to schedule a Public Hearing on your subdivision application within 30 days. The Board will attempt to schedule this Hearing at a time that is convenient for you.</p> <p>Abutters and the public will be notified of the Public Hearing in accordance with notification specifications in the Subdivision Regulations.</p> <p><i>Note:</i> The Goshen Town Clerk will bill you "At Cost" for the cost of newspaper advertising and the cost of notifying abutters by certified mail. These costs are payable when billed.</p>	
5.	<p>Public Hearing on Subdivision: At the Public Hearing the Planning Board begins its formal consideration of your subdivision application. You will be asked to make a presentation for the benefit of abutters and the public, as well as for the Board. The Board will also invite input from abutters and the public.</p>	

6.	<p>Action of the Board: The Planning Board is required to take action on your application within 90 days of receiving your Final Plat (unless an extension has been granted). The Board shall either approve, approve with changes, or disapprove the subdivision.</p>	
7.	<p>Filing of the Final Plat: Within 30 days of subdivision approval and prior to any sale or transfer of land within the Subdivision, you must file your signed mylar Final Plat with the Sullivan County Register of Deeds for it to be officially registered and recorded.</p> <p>You must then send a copy of the registered deed to the Planning Board, indicating the volume and page where it is recorded.</p> <p>The Planning Board will file copies of the Final Plat with the Town Clerk and in its own records.</p>	