

## **Development Outline**

1. Preliminary discussions and reviews with Rockingham Planning Commission, the Town Engineer, and/or the Planning Board as long as the applicant realizes that the Board has the final say throughout the application process;
2. Application submittal (with monies), once plan is submitted no physical changes are allowed on the property;
3. Planning Board works with applicant towards making application complete;
4. Public Hearing is scheduled;
5. Planning Board accepts application for completeness (jurisdictional acceptance of the plan);
6. Planning Board works with applicant and any outside sources towards the plans' approval;
7. Deed Verbiage for the roadway is required to the Town for review and approval by counsel;
8. Construction cost estimate is submitted in the proper format and stamped by the project engineer, reviewed and amount set;
9. Applicant must obtain the lot numbering confirmation form from the Assessors office.
10. If a conditional approval is granted, it will expire in 6 (six) months;
11. Applicant will escrow funds to cover estimated inspection/bond reduction costs. Once bonding is in place a pre-construction meeting can take place and the Planning Board Checklist/Contract is signed by all parties;
12. Building permits can be requested once the bonding is in place;
13. No Occupancy Permits can be obtained until:
  - a) Notice of Intent is filed with EPA, when applicable;
  - b) road binder is down;
  - c) all drainage is in;
  - d) fire protection is in; cistern specifications may be obtained from the F.D. if necessary;
  - e) all necessary and appropriate erosion and sediment control measures have been installed and properly maintained;
  - f) town approved road signs have been installed;
  - g) No house or lot numbers can begin with 0 or a number with a letter (1A, 2B, etc.);
  - h) original written documentation is received from appropriate entity certifying material test have been done and meet specifications;
14. Occupancy Permits may then be issued;
15. Stump removal Documentation has been provided to the Board before the final 10% (ten) hold out is returned;
16. Planning Board would like to see construction take place before topcoat is applied;

17. Bond reductions may be requested at any time but, every time a reduction is requested, an analysis of work remaining will have to be calculated by the Project Engineer, placed on the Road Bond Form, have the P.E. Stamp the form and submit it to the Town Engineer for review. Review costs will be billed to the applicant;
  18. Once the topcoat is applied, the road has to be in use for 2 (two) years before the applicant may receive the 10% (ten) holdout;
  19. The applicant receives the holdout: a) after the 2-year time has elapsed, b) all the lots have been developed, c) the finish coat has been applied to the road, and d) the Board of Selectmen accept the road;
  20. Planning Board requests the Board of Selectmen to accept the road as a town road;
  21. During construction, the applicant will work with the Town Engineer to set up inspection times. If more inspections are necessary than originally planned, the Applicant will be billed for the extra engineering time. 48 (forty-eight) hours notice is required for scheduling inspections;
  22. As-Built plans shall be prepared by the project engineer as the work progresses in redline on the original approved plan. The Town Engineer may determine during this process that substantial changes are being made to the design that require Planning Board Approval.
  23. A final As-Built plan shall be prepared with (2) Two copies submitted to the Planning Board and reviewed by the Town Engineer prior to receiving the 10% holdout.
  24. Silt Fences will be removed before the final bond is returned to the developer.
  25. All granite bounds must be in place before the final bond is returned to the developer.
- The above outline does not apply to every application, it is only a general outline and requirements may change per plan.
  - This outline also does not constitute an approval of any plan, it is only designed to be a general outline.

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Signature of Applicant

### **Lot Numbering Confirmation**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Plan Name: \_\_\_\_\_

Plan Number: \_\_\_\_\_

I have seen the plans and the lot numbering have met the Town of Newton's Approval. This form must be received by the Planning Board to have the plan considered for approval.

\_\_\_\_\_  
Signature & Title of Town Official

\_\_\_\_\_  
Signature of Applicant