

**TOWN OF FREEDOM
FREEDOM, NH 03836**

FREEDOM PLANNING BOARD

MINOR SUBDIVISION APPLICATION

Note: The definition of a minor subdivision is: a subdivision of land into not more than three (3) lots for building development purposes, with no potential for resubdivision on an existing street; or one which does not involve the creation of new streets and/or utilities.

**PLANNING BOARD
TOWN OF FREEDOM, NH
MINOR SUBDIVISION APPLICATION
Check the box that applies***

Design Review **Final Review**

* See pages 3-4 of this application for descriptions of phases

FOR OFFICE USE ONLY	
Case #	_____
Fee	_____
Date filed	_____
Rec'd by	_____

Name of Applicant(s) _____ Telephone _____

Mailing Address _____

Property Owner(s) _____ Email: _____

Physical Street Address of Property _____

Tax Map# _____ Lot# _____ Zoning District _____

Is the Property Presently in Current Use? _____ Yes _____ No

Please give a brief explanation of the proposed development:

Does this request include a request for any Mergers or Lot Line Adjustments? Yes / No

Applicant's Certification Applicant hereby certifies and acknowledges that: (1) This application has been completed in accordance with Freedom Subdivision Regulations. (2) All information on the Submission Requirements Checklists is provided or requested waiver(s) indicated. (3) Payment of all requisite fees is provided in accord with the Town's adopted Rate & Fee Schedule. (4) If the subdivision subject to this application is approved, it will be fully carried out in substantial conformity to the approved plans, approval conditions, and the applicant's representations at public hearing. The Planning Board will not place this application on an agenda for consideration unless all requirements listed on page 3 are provided together with the fees before 1:00 PM on the submission date.

Authorization to Enter Subject Property Members of the Freedom Planning Board and other pertinent Town Departments and boards are hereby authorized to enter these properties for the purpose of evaluating this application. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signed: _____ Date: _____

Owner (If owner has appointed an agent, provide a signed agent appointment form (See page 9).

I hereby acknowledge receipt of this application (to be signed by town employee upon receipt):

Signed: _____ Date: _____

APPLICATION REQUIREMENTS CHECKLIST

All items below must be submitted by three weeks before the date of the meeting at which the applicant wishes to appear on the Planning Board agenda.

- APPLICATION SUBMITTED BY 1 pm** three weeks before the meeting date
- Payment of filing and notice fees**

Residential \$75 + \$25/lot	Notice \$15.00 per name/\$50.00 minimum
Commercial \$100 + \$25/lot	(see Notice Requirements below)—
Check for \$25.00 payable to the “Carroll County Registry of Deeds” pursuant to RSA 478:17-g II for funding L- CHIP.	
- Page 2 of this application** - completed by the applicant, signed by the owner, **OR** accompanied by an agent appointment form signed by the owner.
- TITLE BLOCK on all plans must:** Be located in the lower right-hand corner and shall indicate: type of survey; owner of record; title of plan; name of the town(s); tax map and lot number; plan date and revision dates.
- EIGHT copies of full-size plan set** (no larger than 24” x 36” at a scale between 1 inch= 20 feet and 1 inch =400 feet signed by a NH licensed land surveyor that meets the requirements of the Register of Deeds.
- ONE electronic copy** of the full-size plan set (24 inches by 36 inches) sent to office@townoffreedom.net
- ONE mylar** for Final Plan Review – Mylar can be submitted for signature within 30 days of approval
- TEN copies** of file-size plan sets (11” x 17”)
- TEN copies** of the following COLLATED with the file-size plans
 - List of names** required to notice this application in Notice Requirements (listed below), plus two copies of the list formatted for labels needed for noticing all parties.
 - This checklist** – completed by the applicant
 - For design review:** information on pages 4-5 of this application
- Statement** saying if the application is intended to qualify as workforce housing under RSA 674:58-61.
- For completed application and final approval:** information on pages 5-6 and page 7 respectively of this application. The Board may proceed to Final Review after determining the application is complete if Final Plan Approval information is available.

NOTICE REQUIREMENTS

Phases 6.2.2, 6.2.3, and 6.2.4 will be conducted in a public hearing requiring notice to the following parties. The notification list shall include the names and mailing addresses of the parties and be drafted not more than FIVE days prior to filing.:

1. Owners of the subject property
2. Applicant (if different from the owner of the subject property)
3. Abutting property owners
4. Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan
5. All holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:45
6. The preparer of the plan
7. For properties under a condominium or other collective form of ownership, a list of the officers of the collective or association is acceptable. When the officers are not known, each individual condominium owner must be listed.

Failure to provide complete and accurate information may result in delays

REGULATIONS/SUBMISSION REQUIREMENTS

This application follows the subdivision regulations (updated June 19, 2025) as posted on the town of Freedom website (townoffreedomnh.gov). Before submitting your application, please review the four phases of subdivision regulations Section 5 Plan Procedures for more information on the Board process. **This is a summary of the regulations and is not a substitute for them.**

6.2 Subdivision Phases:

The subdivision application process has four phases which are used to provide guidance in order to minimize the cost for changes in preparing the final Plan.

6.2.1 Informal Discussion See subdivision regulations 5-6 and page 4 (below) of this application

6.2.2 Design Review: See subdivision regulations pages 6 and pages 4-5 of this application. Note: application may be subject to a third-party review, the costs of which shall be paid by the applicant.

6.2.3 Review of Final Plat: See subdivision regulations pages 7-9 and pages 5-6 of this application.

6.2.4 Action on Final Plat: See subdivision regulations pages 10-11 and pages 6-7 of this application

6.2.1 Informal Discussion This phase is optional. If you would like to discuss your project with the planning board, request a pre-application review in a letter addressed to the Chair, Freedom Planning Board with the following information:

- Name and address of property owner
- Address of property to be subdivided (if different from #1 above)
- Map number, lot number and district of the property
- Name and address of the owner's agent, if applicable. Also submit Application of Agent form (see page 8)
- Provide a sketch plan only that shows the location and type of the proposed development, with additional information such as general topography including prominent natural features of the tract and how the concept conforms with the Master Plan. Presentation of a detailed plan will require postponement and notice to abutters. A sketch plan may be prepared by an engineer but if so shall be titled "Sketch Plan for Informal Discussion Purposes Only" and shall not contain additional information other than what is provided for in this paragraph.

Send your request to the town office by 1:00 pm 21 days before the meeting at which you would like to appear:

Hand delivery to 33 Old Portland Road, Freedom, NH 03836

Mail to PO Box 227, Freedom, NH 03836

Email to office@townoffreedomnh.gov

The Board will post the meeting on its agenda but notice to abutters and other parties is not required.

6.2.2 Design Review (RSA 676:4, II(b), (c)) The purpose of design review is to:

- Review and understand the essential characteristics of the site and specific requirements of local regulations
- Communicate concerns of board members, abutters, and the general public to the applicant before the final design is prepared
- Determine whether or not the development has the potential for regional impact under RSA 36:54.
- Decide whether to require or waive the requirement for a third-party review of the application and specify other required studies.

Information Required: In order to provide the information needed for third-party review and to identify other studies will be required, the applicant shall provide the following:

- A site location map placing the parcel in the larger context of the community;
- A site survey showing pertinent features of the site;
- An indication of any future subdivisions contemplated in or adjacent to the proposal;

- A topographic map of the area;
- Any soils information, such as permeability or boring data, which has been gathered; and features and easements, and lot measurements
- A sketch showing the proposed layout of lots, streets, and recreation areas; watercourses; natural features and easements.

Stamp all material presented during this phase “design review.” Any information not modified or changed may be filed as part of the formal application and the notation may be changed accordingly.

Action of the Board: The Board shall submit in writing its recommendations and reservations with respect to the proposed subdivision and the advisability of preparing a Final Plat. The Board shall determine what additional information shall be required for the Final Plat as provided in Section 6.2.3.3 (Other Information). The Board shall make findings as to Section 7:06 (Premature and Scattered) and Section 7:07 (Off-site Improvements) which shall not be changed during final plat review except for good cause.

6.2.3 Review of Final Plat: Complete the checklist. Indicate which plan sheet(s) to find each item.

Item	Provided?	Waiver/N/A
1. Proposed subdivision name or identifying title; name and address of the applicant and of the owner, if other than the applicant.		
2. North arrow, scale – written and graphic;		
3. Date of the plan and any revisions; name,		
4. Name, license number and seal of the surveyor or other person whose seal appears on the plan; signature of surveyor.		
5. Signature block for Planning Board endorsement.		
6. Locus plan showing general location of the total tract within the town and the zoning district(s)		
7. Boundary survey including bearings, horizontal distances, and the location of permanent markers. Curved boundary lines shall show radius, delta, and length. Location of all property lines and their dimensions;		
8. Names of all abutting subdivisions, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties. Subdivisions and buildings within 100 feet of the parcel to be subdivided; roads, streets, and driveways within 200 feet of the parcel to be subdivided.		
9. Lot areas in square feet and acres;		
10. Lots numbered according to the town tax map numbering system.		
11. Location and amount of frontage on public rights-of-way.		
12. Location of building setback lines.		
13. Location of existing and proposed buildings and other structures.		
14. Location of all parcels of land proposed to be dedicated to public use.		
15. Location and description of any existing or proposed easements. Existing and proposed telephone, electricity,		

water, sewer, fire protection lines and other proposed facilities and/or utilities. All utilities shall be placed underground from the street throughout the subdivision.		
16. Location and details as to any existing or proposed community water or sewer systems with information on capacity, usage, cost, any charges – direct or indirect, and a description of the entity responsible for the operation, maintenance, and service.		
17. Existing and proposed water mains, culverts and bridges, drains, sewers; proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.		
18. Preliminary drainage analysis and computations; watershed areas.		
19. Existing and proposed streets with names, classification, travel surface widths, right-of-way widths. (See Section 7 General Requirements: Streets for road standards.)		
20. Final road profiles, center line stationing and cross sections; existing and proposed street right-of-way lines; dimensions of tangents, chords, and radii.		
21. Location and width of existing and proposed driveways.		
22. Water courses, ponds, standing water, rock ledges, stone walls; existing and proposed foliage lines; open space to be preserved; and any other man-made or natural features.		
23. Existing and proposed topographic contours at five-foot contours based upon the USGS topographical data, with spot elevations where necessary.		
24. Soil and wetland delineation. Soil mapping units and boundaries as classified by the U.S. Department of Agriculture Soil Conservation Service. Seasonally wet and flood prone areas shall be delineated.		
25. Location of percolation tests and test results; certification of town official witnessing the tests (if present); and outline of 4,000 square-foot septic area with any applicable setback lines.		
26. Location of existing and proposed well, with 75-foot well radius on its own lot.		
27. Base flood elevations and flood hazard areas, based on available FEMA maps.		
28. For all subdivisions land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP), proposals for development of greater than fifty (50) lots or five (5) acres (whichever is the lesser), must include Base Flood Elevation (BFE) data (i.e., floodplain boundary and 100-year flood elevation).		
29. All information submitted for the Preliminary Layout as preliminary or estimated shall be in final form for this application.		
30. Life and Fire Safety. When a subdivision plan is subject to any fire and life safety regulations, the Planning Board shall		

<p>request as a condition of approval that the Fire Chief inspect the plans and the site for compliance. The Fire Chief as the Authority Having Jurisdiction (AHJ) under section 1.15 Technical Assistance of the NFPA 1: Fire Code, shall be permitted to require an approved independent third-party review.</p>		
--	--	--

Upon written notice, the Board may waive or modify submission requirements in those cases where the information is not essential to the review of the subdivision plan and the subdivider would incur an unnecessary substantial expense. Use the waiver form on page xx of this application.

Other information as required by the Action of the Board during Design Review

6.2.4 Action on the Final Plat.

This phase determines if the application is compliant with the General Application Requirements in the regulations and sets conditions, when necessary, for further changes or additions to ensure compliance.

Information Required: The Board will review the completed application for compliance with Section 7 of the regulations. The applicant is responsible for meeting all requirements. The Board will review the application for compliance with the standards during a public hearing. Please see the details of these standards on pages 12-17 of the regulations and be prepared to explain how the proposed application meets the requirements. For example, the Board will review the proposed lot sizes shown on the plans for compliance with the provisions of Section 7:02, items 1 through 9.

Please state how the application meets each design standard. Not all applications will be subject to every standard. See the subdivision regulations for additional information about each requirement below.

SECTION 7 GENERAL APPLICATION REQUIREMENTS

- 7:01 Character of Land
- 7:02 Lots
- 7:03 Grading and Drainage
- 7:04 Streets*
- 7:05 Sewage Disposal and Water Supply
- 7:06 Premature and Scattered
- 7:08 Community Water Supply and Sewage Disposal Systems
- 7:09 Easements
- 7:10 Parks and Playgrounds
- 7:11 Reserve Strips
- 7:12 Operation and Maintenance of Common Facilities
- 7:13 Security in Lieu of Completion of Required Improvements
- 7:14 Street Names*
- 7:15 Sediment and Erosion Control Standards
- 7:16 Utilities and Communication Deliveries
- 7:17 Modifications or Waivers

* Section 7:04 and 7:14 are not applicable to minor subdivisions

APPOINTMENT OF AGENT

I, _____ (Name), _____ (Title)

hereby appoint and authorize _____ (Name of Agent)

to represent _____ (Name of individual applicant/company) before such boards and agencies in the Town of Freedom and State of New Hampshire as maybe necessary to complete applications on behalf of _____ (Name of individual applicant/company) in connection with seeking approvals.

_____ (Name of Agent) is further authorized to sign applications as may be required to complete such representations on applicant/ or company's behalf.

Name of owner: _____

Company name: _____

Date: _____

APPLICATION FOR WAIVER OF SUBDIVISION/SITE PLAN REVIEW REQUIREMENT

(Complete one form for each waiver request.)

To the Chair and Members of the Freedom Planning Board:

On _____, 20____, I submitted a plan for (subdivision/site plan review) approval to the Board, entitled _____ prepared by _____ and hereby request a waiver from:

Article _____ Section _____ of the regulations.

In support of such request:

(1) Strict conformity would pose an unnecessary hardship and waiver would not be contrary to the spirit and intent of the regulations because:

(2) or Specific circumstances relative to the (subdivision/site plan review), or conditions of the land in such (subdivision/site plan review), indicate that the waiver will properly carry out the spirit and intent of the regulations because:

Respectfully submitted: _____

Date: _____