

Planning Division Frequently Asked Questions

Q. Where can I get a copy of my lot plan?

A. If the parcel was subdivided in the past, or has had a site plan approved for the lot, the Planning Division will typically have copies available in their office on the second floor of Town Hall.

Property owners can also view their lot with a variety of other information (including aerial photography) on the [Maptools](#) webpage.

Plans or lot records contained in the Departments files are available to the public at the cost of reproduction. Subdivision or Site Plans are available in the Planning Department and Building and/or septic plans are available in the Building Department.

Q. What Zoning District is my lot in?

A. Londonderry is made up of many different zoning districts. These districts are displayed on the Town's Zoning Map, [available here](#).

An additional way to determine a parcel's zoning is to use [Maptools](#). On the [Maptools](#) webpage, you can search for a parcel by Owner's name, Parcel ID, or property address. Once you have found your parcel, select the "Zoning Districts" option from the "Select a Ready Map" dropdown menu at the top right of the page. The screen will redraw with symbols that indicate zoning. Click on the legend tab to view the symbol descriptions.

Q. What are the Zoning Requirements for my parcel?

A. The requirements for each zoning district are different, both in terms of what uses are permitted, as well as the setback and other dimensional requirements. Permitted Uses can be found by looking at the Permitted Uses table, Section 2.2 of the [Zoning Ordinance](#). All other dimensional requirements are also located in Section 2 of the [Zoning Ordinance](#), which is linked [HERE](#).

Q. Can I subdivide my parcel?

A. Generally speaking, it is difficult to determine if a residential lot can be subdivided without utilizing the services of a land surveyor or engineering firm. Londonderry utilizes soils based lot sizing for parcels where municipal sewer is not available. The minimum lot sizes for the majority of lots in town require a High Intensity Soils Survey to determine what minimum lot size will be required. The lot size is also determined by the number of bedrooms proposed for a single family home.

In addition to the minimum lot size requirements, each new lot is required to have 150 to 200 feet of frontage (depending on the type of home being proposed) on a public roadway.

[Contact the Town Planner](#) to ask specific questions about your parcel. He can also provide a list of surveyors and engineers that regularly do business in Londonderry and are familiar with our ordinances and regulations. Any subdivision proposed is subject to Planning Board approval, in accordance with the Town's [Subdivision Regulations](#).

Q. Where can I find out where a well, water lines, sewer lines & septic system are?

A. Water Lines: There are three service providers for the Town:
Pennichuck Water Works - 603-882-5191
Manchester Water Works - 603-624-6495
Town of Derry, Water Dept. - 603-432-6147

Sewer Lines –

For sewer lines proposed as part of development projects, see the Planning Division

For as-built plans, see the Department of Public Works - Environmental Engineer

Wells & Septic Systems – See the Building Division, provided they have a copy of the plans.

Q. Where can I get a copy of the Town maps (zoning, streets, etc)?

Many are available online, [in the GIS portion of the Website](#). For hard copies, please visit the Planning Division.

Q. Where can I find flood maps?

A. The Planning Division has flood maps available for review, and they are also available on the [FEMA Map Service Center website](#). After entering an address, follow the directions to create a FIRMette to create a printable letter size version of your area of interest.

Q. Where can I get information about applying for a site or subdivision plan?

A. Most answers are located on the [Land Use Regulations page](#) of the website. You are also welcome to [contact the Town Planner](#) with questions.

Q. What is the difference between the Planning Board and Planning Division?

A. The [Planning Board](#) is a [9 member board appointed by the Town Council](#) that meets the first and second Wednesdays of the month. The Planning Board is charged with specific duties and responsibilities to include; long range planning ([Master Plan](#)); review of subdivision plans and site plans; holding public hearings and forwarding recommendations on proposed zoning changes; and development of the [Capital Improvements Program](#).

The Planning & Economic Development Division of the Community Development Department consists of 4 professional staff members: The Community Development Director, the Town Planner, the GIS Manager/Planner, and the Planning Division Administrative Assistant. The Planning & Economic Development Division provides technical and administrative support to the [Planning Board](#), [Town Council](#), Economic Development Committee, Londonderry Housing and Redevelopment Authority, Capital Improvements Program Committee, Heritage Commission, [Zoning Board of Adjustment](#) and other related groups. The Planning & Economic Development office is also responsible for coordinating the [subdivision](#) and [site plan](#) review process.

- Q. When is the next Planning Board meeting and/or submission deadline?
- A. The Planning Board meets the first and second Wednesday of every month, and agendas are posted on our website and in the local papers ([Londonderry Times](#) & [Derry News](#)). The submission deadlines are posted on our website, [HERE](#).
- Q. Can anyone attend the Planning Board meetings?
- A. Yes. The meetings are always open to the public and people are encouraged to ask questions or make comments if they would like to.
- Q. Where can I find the Planning Board minutes?
- A. After meeting minutes are approved & signed by the Planning Board they are posted on our website, [HERE](#). Draft minutes, prior to Planning Board approval, or minutes prior to 2006 can be obtained from the Planning Division.
- Q. Where can I get the status of current projects in Town?
- A. Contact the Planning Division OR On the [Maptools](#) webpage, you can select the "Project Tracking" option from the "Select a Ready Map" dropdown menu at the top right of the page.
- Q. What is a Master Plan?
- A. [Borrowed from the [NH Office of Energy and Planning's Planning Board Handbook](#)] As mentioned in the [Preparing a Master Plan for Your Community](#) developed by [Southern New Hampshire Planning Commission](#), in the simplest terms, a master plan is a planning document that serves to guide the overall character, physical form, growth, and development of a community. It describes how, why, where, and when to build or rebuild a city or town. It provides guidance to local officials when they are making decisions on budgets, ordinances, capital improvements, zoning and subdivision matters, and other growth related issues.

A master plan provides an opportunity for community leaders to look ahead, establish new visions and directions, set goals, and map out plans for the future. Properly done, a master plan should describe

where, how, and at what pace a community desires to develop physically, economically, and socially. In short, a master plan functions much like a roadmap or a blueprint; it is a guide to the future.

Londonderry last updated the [Master Plan](#) in 2004, and is scheduled to update again in 2011.

Q. What maps are available on-line?

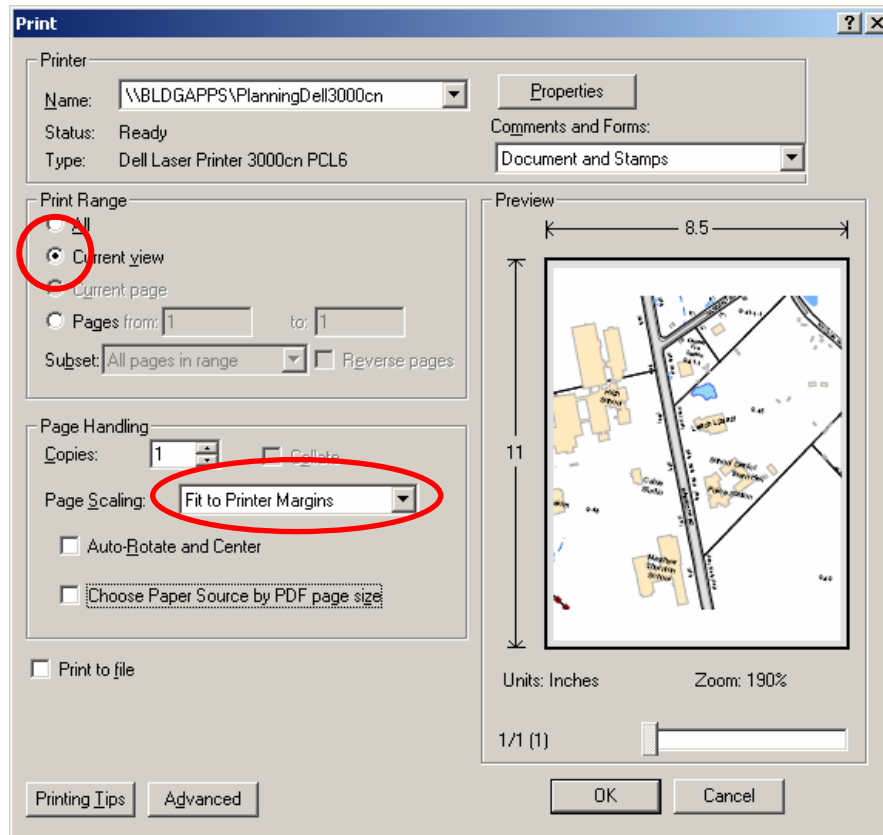
A. The [Geographic Information System \(GIS\) page](#) contains pdf versions of the most current and popular town maps. These include a town roads, tax map, zoning, recreation and conservation lands maps. Each file can be opened and viewed, saved or printed using Adobe Acrobat.

In addition, the Town maintains an Internet Map System (IMS) called [Londonderry MapTools](#) where residents can view the vast suite of mapped information about Londonderry including parcel boundaries and ownership, aerial photographs, topography and land characteristics, among other things. A Help page on the site is available [here](#).

Q. Can I print them these at home?

A. Most maps are formatted for a plan-size page (24x236"). Printing a reduced version will be difficult although it is possible to print a limited area at full size, as follows:

Use the Zoom tools in Adobe Acrobat to identify an area of interest. Next, press the Windows Print button and set Print Range to "Current View" on the options screen. Under the Page Scaling settings, you can choose to print the area at scale or fit to a page. To fit your selection to a page, set the Page Scaling option to "fit to Printer Margins". Press OK to print.



- Q. Are there wetlands on my property?
 - A. Wetland areas, as determined by an aerial survey conducted in April, 2003 are displayed on the full size taxmaps ([available here](#)) or as a layer in [Londonderry MapTools](#). Both maps represent approximate conditions. Local land use regulations require a site specific survey to make an official determination.

- Q. What should I do if I get an abutter notice?
 - A. An abutter notice is a letter informing you of development activity proposed for a neighboring parcel. The cover letter accompanying the notice will describe the activity and dates for public hearings. At the public hearings, you will be given an opportunity to speak or ask questions about the project.