

EXHIBIT 5-A

LONDONDERRY PLANNING BOARD
CONDOMINIUM CONVERSION APPLICATION & CHECKLIST

☐ Design Review ☐ Formal Application

All information provided and submitted with this Application Checklist shall conform to the Londonderry Site Plan Regulations. **Please note that the Planning Board may not accept and consider the application complete if the required items as outlined in the checklist are missing from the submittal.**

I. General Information:

A. Name of Project: _____

B. Location of Project: _____
(street) (Map) (lot)

C. Owner: _____
(zoning)

Name: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Signature: _____

D. Applicant:

Name: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Signature: _____

E. Design Firm:
 Name: _____
 Address: _____
 Phone: _____
 Fax: _____
 E-Mail: _____

F. Name of Licensed Land Surveyor: _____
 (in responsible charge) Signature: _____

G. Name of Licensed Professional Engineer: _____
 (in responsible charge) Signature: _____

H. Name of Certified Soil Scientist: _____

I. Name of Certified Wetland Scientist: _____

J. Date of Submittal to Planning Department: _____

II. General Requirements (All Applications):

		Provided	N/A
1.	Executed Subdivision Formal Application Request Form (Exhibit 2)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Executed Subdivision Design Review Request Form (Exhibit 3)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Complete abutters list	<input type="checkbox"/>	<input type="checkbox"/>
4.	All required fees	<input type="checkbox"/>	<input type="checkbox"/>
5.	Four (4) sets of plans and electronic "PDF" plans (12 sets if electronic plans not possible) submitted with all required information in accordance with the site plan regulations and this checklist	<input type="checkbox"/>	<input type="checkbox"/>
6.	Copies of any proposed easement deeds, protective covenants or other legal documents	<input type="checkbox"/>	<input type="checkbox"/>
7.	Technical reports and supporting documents	<input type="checkbox"/>	<input type="checkbox"/>
8.	Any waiver request(s) submitted with justification in writing	<input type="checkbox"/>	<input type="checkbox"/>
9.	Completed Condo Conversion Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>
10.	Letter explaining how DRC comments have been addressed and two (2) sets of highlighted, revised drawings (applicable if pre-application design review process was followed).	<input type="checkbox"/>	<input type="checkbox"/>

III. Required Information (All Plans):

	Provided	N/A
1. Size and presentation of sheet(s) per registry requirements and the subdivision regulations	<input type="checkbox"/>	<input type="checkbox"/>
2. Title block information:		
a. Drawing title	<input type="checkbox"/>	<input type="checkbox"/>
b. Name of Project	<input type="checkbox"/>	<input type="checkbox"/>
c. Location of project	<input type="checkbox"/>	<input type="checkbox"/>
d. Tax map & lot #s of subject parcel(s)	<input type="checkbox"/>	<input type="checkbox"/>
e. Name & address of owner(s)	<input type="checkbox"/>	<input type="checkbox"/>
f. Date of plan	<input type="checkbox"/>	<input type="checkbox"/>
g. Scale of plan	<input type="checkbox"/>	<input type="checkbox"/>
h. Sheet number	<input type="checkbox"/>	<input type="checkbox"/>
i. Name, address, & telephone number of design firm	<input type="checkbox"/>	<input type="checkbox"/>
j. Name and address of Applicant	<input type="checkbox"/>	<input type="checkbox"/>
3. Revision block	<input type="checkbox"/>	<input type="checkbox"/>
4. Planning Board approval block provided on each sheet to be recorded	<input type="checkbox"/>	<input type="checkbox"/>
5. Certification block (for engineer or surveyor)	<input type="checkbox"/>	<input type="checkbox"/>
6. Match lines (if any)	<input type="checkbox"/>	<input type="checkbox"/>
7. The following notes shall be provided:		
a. Purpose of plan	<input type="checkbox"/>	<input type="checkbox"/>
b. Tax map and lot #s of all subject parcels	<input type="checkbox"/>	<input type="checkbox"/>
c. Zoning designation of subject parcel(s)	<input type="checkbox"/>	<input type="checkbox"/>
d. Min. lot area, frontages & setback dimensions required for district(s)	<input type="checkbox"/>	<input type="checkbox"/>
e. Existing and proposed use	<input type="checkbox"/>	<input type="checkbox"/>
f. Sanitary sewer source (name of provider (company) if offsite)	<input type="checkbox"/>	<input type="checkbox"/>
g. Water supply source (name of provider (company) if offsite)	<input type="checkbox"/>	<input type="checkbox"/>
h. Zoning variances/special exceptions with conditions	<input type="checkbox"/>	<input type="checkbox"/>
i. List FEMA sheet(s) used to identify 100-year flood elevation. (Note if no flood zone present as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
j. List of required permits and permit approval numbers	<input type="checkbox"/>	<input type="checkbox"/>
k. List of Planning Board waivers (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
l. Note identifying which plans are to be recorded and which are on file at the town	<input type="checkbox"/>	<input type="checkbox"/>
8. Vicinity plan (at a scale of 1"=2500')	<input type="checkbox"/>	<input type="checkbox"/>
9. Plan index indicating all sheets	<input type="checkbox"/>	<input type="checkbox"/>
10. Reference to boundary survey done previously	<input type="checkbox"/>	<input type="checkbox"/>
11. Surveyor's certification stamped and signed by LLS (if no previous boundary survey is available)	<input type="checkbox"/>	<input type="checkbox"/>
12. Boundary of all subject properties defined by metes and bounds	<input type="checkbox"/>	<input type="checkbox"/>

	Provided	N/A
13. Boundary monuments:		
a. Monuments found	<input type="checkbox"/>	<input type="checkbox"/>
b. Monuments to be set	<input type="checkbox"/>	<input type="checkbox"/>
14. Map # and Lot #, name addresses, and zoning of all abutting land owners	<input type="checkbox"/>	<input type="checkbox"/>
15. Existing streets:		
a. Name labeled	<input type="checkbox"/>	<input type="checkbox"/>
b. Status noted or labeled	<input type="checkbox"/>	<input type="checkbox"/>
c. Right-of-way dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
d. Pavement width dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
16. Municipal boundaries (if any)	<input type="checkbox"/>	<input type="checkbox"/>
17. Existing easements (identified by type)	<input type="checkbox"/>	<input type="checkbox"/>
18. Proposed easements defined by metes & bounds. List type of proposed easement applicable to this application:		
a. Easement type(s) _____	<input type="checkbox"/>	<input type="checkbox"/>
19. Area of each lot (in acres & square feet):		
a. Existing lot(s)	<input type="checkbox"/>	<input type="checkbox"/>
b. Common areas	<input type="checkbox"/>	<input type="checkbox"/>
20. North arrow	<input type="checkbox"/>	<input type="checkbox"/>
21. Limits of wetlands (by reference plan)	<input type="checkbox"/>	<input type="checkbox"/>
22. Owner(s) signature(s)	<input type="checkbox"/>	<input type="checkbox"/>
23. All required setbacks shown on plan	<input type="checkbox"/>	<input type="checkbox"/>
24. Physical features (Existing features)		
a. Buildings	<input type="checkbox"/>	<input type="checkbox"/>
b. Wells	<input type="checkbox"/>	<input type="checkbox"/>
c. Septic systems	<input type="checkbox"/>	<input type="checkbox"/>
d. Stone walls	<input type="checkbox"/>	<input type="checkbox"/>
e. Paved drives	<input type="checkbox"/>	<input type="checkbox"/>
f. Gravel drives	<input type="checkbox"/>	<input type="checkbox"/>
25. Plan and deed references	<input type="checkbox"/>	<input type="checkbox"/>
26. Location & elevation(s) of 100-year flood zone per FEMA Flood Insurance Study or as determined by drainage study	<input type="checkbox"/>	<input type="checkbox"/>
27. Zoning District boundary lines (if any)	<input type="checkbox"/>	<input type="checkbox"/>
28. Driveway Sight Distance Plans/Profiles (if new survey is performed)	<input type="checkbox"/>	<input type="checkbox"/>

IV. Required Project Permits (as applicable to applications):

	Provided	N/A	App Submitted
1. NHDES subdivision approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Londonderry ZBA variance(s)/special exception(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Other federal, state or local permits (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Acknowledgment and Signature:

The undersigned acknowledges he/she has read and understands all of the Town's current zoning, subdivision, site plan, and health regulations and requirements for obtaining all required local, state, and federal permits.

(Signature of person preparing plans)

(Name)

(Title)

(Date)