

Subdivision Application Checklist

- 1) Cover sheet filled out completely.
- 2) Abutters list with complete addresses. Applicant must furnish three sets of mailing labels
- 3) A copy of the deed of the lot being subdivided.
- 4) Check payable to the Town of Enfield to cover the hearing fees.
- 5) Seven copies of the project plans plus one per lot if there are three or more lots. Plans are required to be completed by a licensed surveyor with original signatures on all copies submitted. Also, ten copies of plans on 11" x 17" or smaller for Planning Board Members to review.
- 6) A written request for waivers of required submission materials. These requirements are listed in the Site Plan Review and Subdivision Regulations.
- 7) Copies of State Subdivision Approval, test pit data, copies of town water/sewer hook-up approval, town or state driveway access approval and Enfield Zoning Board of Adjustment approval if applicable.

Site Plan Review Application Checklist

- 1) Cover sheet filled out completely.
- 2) Abutters list with complete addresses. Applicant must furnish three sets of mailing labels
- 3) Cover letter declaring intent and addressing reasons supporting the request. Letter should include proposed hours of operation and estimated maximum hourly traffic in and out of premises
- 4) Check payable to the Town of Enfield to cover the hearing fees.
- 5) Twelve copies of the project plans. Plans are required to be completed by a licensed professional with original signatures on all copies submitted. A request for waiver of this requirement will be considered and should be made prior to submission of application.
- 6) A written request for waivers of required submission materials. These requirements are listed in the Site Plan Review and Subdivision Regulations.
- 7) Copies of State DES Septic Approval, copies of town water/sewer hook-up approval, town or state driveway access approval and Enfield Zoning Board of Adjustment approval if applicable.

Home Occupation Permit Application Checklist

- 1) Cover sheet filled out completely.
- 2) Abutters list with complete addresses. Applicant must furnish three sets of mailing labels
- 3) Cover letter declaring intent and addressing reasons supporting the request.
- 4) Check payable to the Town of Enfield to cover the hearing fees.
- 5) Twelve copies of site sketch showing location of building, parking lot, sign location, etc.

Voluntary Merger Application Checklist

- 1) Cover sheet filled out completely.
- 2) Copies of the deeds of the properties to be merged.
- 3) Cover letter addressing the nature of the request.
- 4) Check payable to the Town of Enfield to cover the hearing fees.
- 5) Three copies of a sketch or a map showing the properties to be merged.

EXCAVATION APPLICATION CHECKLIST

Any owner or owner's designee subject to this chapter shall, prior to excavation of his land, apply to the Enfield Planning Board for a permit for excavation. The applicant shall also send a copy of the application to the Conservation Commission of the Town. Such application shall be signed and dated by the applicant and shall contain at least the following information.

- _____ I. The name and address of the owner of the land to be excavated, the person who will actually do the excavating, and all abutters to the premises on which the excavation is proposed;
- _____ II. A sketch and description of the location and boundaries of the proposed excavation, the number of acres to be involved in the project and the towns in which the project lies;
- _____ III. A sketch and description of the access and visual barriers to public highways to be utilized in the proposed Excavation;
- _____ IV. The breadth, depth and slope of the proposed excavation and the estimated duration of the project;
- _____ V. The elevation of the highest annual average ground water table within or next to the proposed excavation;
- _____ VI. A plan for the restoration of the area affected by the excavation at least in compliance with including a timetable therefore as to fully depleted sites within the excavation area during said project.