

## What is a Subdivision?

Subdivisions are any proposal that involves the division of a lot, tract, or parcel of land into two or more lots, plat, sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. The division of a parcel of land held in common and subsequently divided into parts among several owners is also considered to be a subdivision.

## What are the Types of Subdivisions?

Below are the types of subdivisions defined by state law. The difference in the type of subdivision is applicable to the types of information and detail that would be required for each of these types of proposals.

- ❖ **Major Subdivision:** The creation of four or more lots. In Peterborough, it is also one that involves the creation of new streets and/or utilities, regardless of the number of lots.
- ❖ **Minor Subdivision:** The creation of no more than three lots. In Peterborough, it is also one that has no potential for resubdivision on an existing street, and which does not involve the creation of new street, utilities, or municipal improvements.
- ❖ **Lot (or Boundary) Line Adjustment:** Minor adjustments to a boundary line that do not create buildable lots.
- ❖ **Technical Subdivision:** Subdividing land off of one parcel and merging it with an abutting parcel. Similar to lot line adjustment, but may not be achievable simply by shifting a line.



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**Disclaimer:** This information is meant to aid potential applicants in understanding the subdivision procedures. This brochure does not take the place of Chapter 237, Subdivision Regulations, nor any other regulation or ordinance that might apply to an application.

**TOWN OF  
PETERBOROUGH**

## The Applicant's Guide to Subdivision



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# The Application Process

- ❖ All land use activities that are subject to the Subdivision Regulations are processed by the Peterborough Planning Board. The Board holds its regular meetings the second Monday of every month beginning at 7 P.M. in the Selectmen's Room of the Town House.
- ❖ Applications for subdivision are filed with the Office of Community Development (OCD), located in the lower level of the Town House. Application forms, as well as the entire Regulation (Chapter 237), are available at the OCD and online.
- ❖ The filing schedule is posted at OCD and online, but generally the deadline is the third Tuesday of each month to be on the agenda for the following month.
- ❖ The application form states what information needs to be submitted to constitute a complete application, depending on the type of application being filed. There are also filing fees to cover the cost of notifying the abutters and posting a notice in the newspaper of the required public hearing. OCD staff are available to help prospective applicants through the process.

## Submittal of Applications

- ❖ Applications are filed with the OCD, but the actual submittal can only take place at the Planning Board meeting. The staff of OCD process the application, which includes reviewing the application for completeness, posting the required public notices, sending notices to all abutters and other affected parties, and scheduling the submittal of the application at the appropriate Planning Board meeting.
- ❖ There is a separate application form for each type of subdivision (for example, major or minor); the accompanying checklist of submission items varies, as well, for each type of application.
- ❖ For larger projects the Director of Public Works and the Police and Fire Chief participate in staff review.
- ❖ If any application is found to be incomplete, OCD staff will communicate this to the applicant and work with him or her to determine whether the application can move forward or must be tabled. Typically, incomplete applications would not be placed on the Board's agenda.
- ❖ A staff report prepared by the OCD Director that includes any other Department comments is sent to the Planning Board and the applicant approximately five days prior to the scheduled meeting.

- ❖ In the case of any application that is lacking some submission items, the staff report will note this (and advise the applicant), along with an opinion as to whether or it affects moving forward. That decision, however, can only be made by the Board.

## Board Action on Applications

- ❖ Most applications are heard and voted on the same evening. Larger projects typically take more than one meeting to decide; it is a function of the amount of information and detail that needs to be reviewed by staff, the Board, and in some cases, a third party peer review.
- ❖ Customary Board procedure, especially if there are multiple applications on the agenda, is to hear all of the applications, in the order in which they appear on the agenda, and then deliberate after all applications have been presented and heard.
- ❖ Following the meeting, a Notice of Decision is prepared and signed by the Chair or Vice-Chair and sent to the applicant. In the case of a denial, the Decision will include the reasons for the denial and the process for an appeal.