

**CITY OF PORTSMOUTH PLANNING BOARD
LOT LINE ADJUSTMENT APPLICATION NARRATIVE**

Aaron Long and Tara Welby, Trustees of the Welby Long Family Revocable Trust
Tax Map 162, Lot 2
255 Thornton Street
Portsmouth, NH 03801
("Applicant")

&

Jeffrey McMahon & Lisa Hagerty-McMahon
Tax Map 162, Lot 1
245 Thornton Street
Portsmouth, NH 03801

Approval of this lot line adjustment application is the last step to consummate a settlement agreement that resolves a boundary dispute between the neighbors named herein, as follows.

Aaron Long and Tara Welby, Trustees of the Welby Long Family Revocable Trust (the "Applicant") own the property located at 255 Thornton Street, Portsmouth, identified as Portsmouth Tax Map 162, Lot 2 (the "Welby-Long Property"). Jeffrey McMahon and Lisa Hagerty-McMahon own the abutting property located at 245 Thornton Street, identified as Portsmouth Tax Map 162, Lot 1 (the "McMahon Property"). The Welby-Long Property is 11,054 square feet (0.254 acre) and contains one single-family dwelling. The McMahon Property is 8,447 square feet (0.194 acre) and contains one single-family dwelling and a detached barn. Both properties are in the General Residence A ("GRA") zoning district.

The Welby-Longs had their property surveyed in 2023 which depicted the Welby-Long Property boundary extending beyond the line of a fence between the two properties. *See* plan entitled, "Plan of Land owned by Welby-Long Family Revocable Trust, for land known as Tax Map 162, Lot 2, located along 255 Thornton Street, Portsmouth, N.H.," prepared by Knight Hill Land Surveying Services, Inc., dated June 26, 2023, and attached as Exhibit A.

The Welby-Longs and the McMahons (together, the "Parties") have disputed the shared boundary between the two properties since at least the summer of 2024. In October 2024, the McMahons commenced litigation to resolve the dispute. The distance between the surveyed property line and the fence, which ran along a curve, was approximately three feet at its widest point. The Parties have reached a settlement to adjust the lot line between the two properties so that the revised lot line lies closer to the line of the old fence, which has since been removed. The Parties intend to obtain a final decree from the Rockingham County Superior Court settling the litigation upon approval of this lot line adjustment application by this Board.

As shown on the Lot Line Adjustment Plan entitled, "Lot Line Revision, 245 & 255 Thornton Street, Portsmouth, New Hampshire, Tax Map 152, Lot 1 & 2, Prepared for and Land of

Jeffrey Paul McMahon & Lisa Hagerty-McMahon and Welby-Long Family Revocable Trust u/t/d August 5, 2011, Aaron G. Long & Tara A. Welby, Trustees,” prepared by James Verra & Associates, Inc., dated January 21, 2026, and attached as Exhibit B (the “Plan”), the Parties seek to relocate the shared lot line 3.01 feet to the west toward the Welby-Long Property. The adjusted lot line will run from the rear of the properties to a Norway maple tree, then turn and run to the existing boundary monument on Thornton Street. The purpose of the jog in the relocated lot line is to allow for shared ownership of a Norway maple tree and to prevent a change in frontage to the properties which would necessitate relief from the Zoning Board of Adjustment.

By the lot line adjustment, the McMahon Property will add an area of 454 square feet, identified on the Plan as the “Claimed Area,” making it more conforming with the provisions of the City of Portsmouth Zoning Ordinance (the “Ordinance”). The resulting McMahon Property will increase to 8,901 square feet of lot area (0.204 acre). The resulting Welby-Long Property will decrease to 10,600 square feet of lot area (0.243 acre) but will remain in conformance with the minimum lot size set forth in Section 10.521 of the Ordinance. There will be no changes to the existing frontage of either property. Neither lot will be made more nonconforming with the provisions of the Ordinance by the lot line adjustment. The 96 square foot shed located on the Welby-Long Property is exempt from the provisions of the Ordinance in accordance with Section 10.811.

The Applicant seeks a waiver from Section IX, 1 of the Subdivision Rules and Regulations. No work, improvements, or installations of any kind will be conducted within the area to be conveyed by the approved lot line adjustment or in relation to the change in lot lines, nor any changes to any streets shown on the Plan. Accordingly, no Improvement and Installation Bond should be required of the Parties prior to final approval.

The Welby-Longs and the McMahons, especially in recognition of their mutual hard work and collaboration to have brokered each and every term of their agreement with each other, respectfully request approval of the Lot Line Adjustment Application to allow the conveyance of the claimed area to the McMahons in accordance with the final settlement of the Parties.

Respectfully submitted,
By Durbin Law Offices PLLC



January 26, 2026

By: Darcy Peyser, Esq.
144 Washington Street
Portsmouth, NH 03801
darcy@durbinlawoffices.com
603-287-4764

Findings of Fact | Subdivision Rules and Regulations

City of Portsmouth Planning Board

Date: February 19, 2026

Property Address: 245-255 Thornton Street

Application #: LU-26-10

Decision: ☐ Approve ☐ Deny ☐ Approve with Conditions

Findings of Fact:

Per RSA 676:3, I: The local land use board shall issue a final written decision which either approves or disapproves an application for a local permit and make a copy of the decision available to the applicant. **The decision shall include specific written findings of fact that support the decision. Failure of the board to make specific written findings of fact supporting a disapproval shall be grounds for automatic reversal and remand by the superior court upon appeal, in accordance with the time periods set forth in RSA 677:5 or RSA 677:15, unless the court determines that there are other factors warranting the disapproval.** If the application is not approved, the board shall provide the applicant with written reasons for the disapproval. If the application is approved with conditions, the board shall include in the written decision a detailed description of the all conditions necessary to obtain final approval.

	Subdivision Review Criteria	Finding (Meets Standards/ Requirements)	Supporting Information
1	Subdivision Rules and Regulations III. D. 1 The Board shall act to deny any application which is not in compliance with Section IV or V as appropriate. SECTION IV - REQUIREMENTS FOR PRELIMINARY PLAT	Meets Does Not Meet	The submitted plan meets the requirements for section IV – requirements for preliminary Plat pertinent to a lot line adjustment application. See submitted LLA Plan.
2	SECTION V - REQUIREMENTS FOR FINAL PLAT	Meets Does Not Meet	The submitted plan meets the requirements for section V – requirements for final Plat pertinent to a lot line adjustment application. See submitted LLA Plan.
3	SECTION VI - GENERAL REQUIREMENTS	Meets Does Not Meet	The submitted plan meets the requirements for section V – requirements for final Plat pertinent to a lot line adjustment application where to resolve an encroachment/boundary dispute issue. See submitted LLA Plan.
4	SECTION VII - DESIGN STANDARDS	Meets	No construction is proposed. This is a simple lot line adjustment application to resolve an

	Subdivision Review Criteria	Finding (Meets Standards/ Requirements)	Supporting Information
		Does Not Meet	encroachment/boundary line dispute issue subject to RSA 676:4 l(e)(1). See submitted LLA Plan.
5	<u>Other Board Findings:</u>		

EXHIBIT A

PLAN REFERENCES:

- 1.) "PLAN OF LOT PORTSMOUTH, NH. FOR DANBRY CORP." BY JOHN W. DURGIN, DATED AUG. 1963, FILE #1874 PLAN #L-379.
- 2.) "STREET PLAT OF SPARHAWK, BURKITT, STARK, CLINTON AND PINE STREETS IN PORTSMOUTH, NH" BY JOHN W. DURGIN ASSOC. INC., DATED JULY, 1980 FILE #108CD PLAN #5874-SP.
- 3.) "PLAN OF LAND PREPARED FOR EVON MAYO, PORTSMOUTH, NH" BY THOMAS F. MORAN, INC. DATED DECEMBER 14, 1981 FILE #M2139-02.
- 4.) "LOT LINE REVISION PINE STREET, PORTSMOUTH, NH FOR JOYCE M. MAYO & CITY OF PORTSMOUTH" BY DURGIN, VERRA AND ASSOCIATES, INC., DATED 6-9-93 RECORDED AT RCRD AS PLAN #D-22643.
- 5.) "TAX MAP 162 LOT 16 EXISTING CONDITIONS PLAN COLLINS TR7 MEREDITH WAY PORTSMOUTH NH, OWNED BY RANDI & JEFF COLLINS" BY TFM, DATED MARCH 22, 2022, FILE #47442-00.
- 6.) "PLAN OF ELM PLACE SITUATED IN PORTSMOUTH NH" DATED 1856, RCRD PLAN #008.

SITE DATA
TAX MAP 162 LOT 2

RECORD OWNER: WELBY-LONG FAMILY
REVOCABLE TRUST
AARON G. LONG, TRUSTEE
TARA A. WELBY, TRUSTEE
255 THORNTON STREET
PORTSMOUTH, NH, 03801

RECORD DEED: R.C.R.D. BK. 6411 PG. 2124

AREA: 10,985 SQ. FT./0.2522 AC.

PLAN OF LAND

owned by
WELBY—LONG FAMILY REVOCABLE TRUST
for land known as
TAX MAP 162 LOT 2
located along
255 THORNTON STREET
PORTSMOUTH, N.H.
COUNTY OF ROCKINGHAM

JUNE 26, 2023 SCALE 1" = 10' PROJECT # 2279LONG

PREPARED FOR:

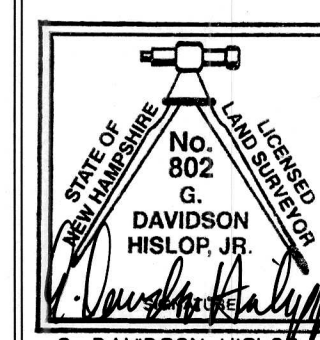
AARON LONG
255 THORNTON STREET
PORTSMOUTH, NH., 03801
508-212-8395
aaron.long.ma@gmail.com

PREPARED BY:

KNIGHT HILL LAND
SURVEYING SERVICES, INC
C/O DAVID HISLOP
34 OLD POST ROAD
NEWINGTON, NH., 03801
603-436-1330
dave@khlandsurveying.com

CERTIFICATION

THIS PLAN IS THE RESULT OF FIELD WORK CONDUCTED BY KNIGHT HILL LAND SURVEYING SERVICES, INC. UNDER MY SUPERVISION ON 5-24-2022 AND AGAIN 6-21-23. THE UNADJUSTED ERROR OF CLOSURE FOR TRAVERSE WAS 1/32,600. SEE FIELD BOOK 122 & 123.



G. DAVIDSON HISLOP, JR. LLS 80

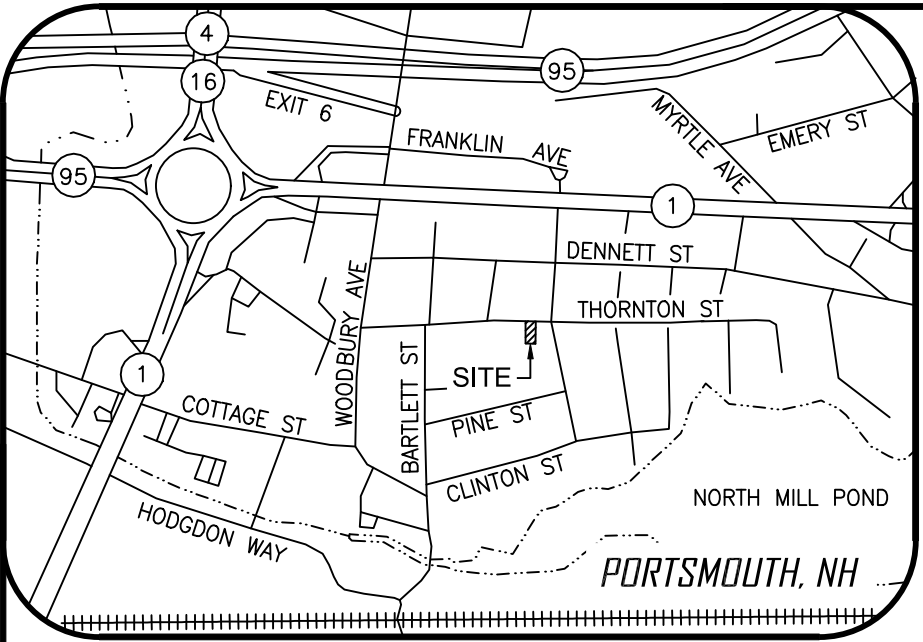
DATE _____

LEGEND

PROPERTY LINE
EDGE OF PAVEMENT
IRON PIPE OR PIN
UTILITY POLE
WATER SHUTOFF
OVERHEAD ELECTRIC
UNDERGROUND DRAIN
WOOD STOCKADE FENCE

REPLACED RUSTED
3/4" IRON PIPE WITH
IRON PIN W/CAP
SET .3'± HIGH
5-27-22 (HELD PIPE
FOR PLAN REF 3 & 4
ROTATION)

now or formerly
JEFFREY COLLINS
RANDI COLLINS
MAP 162 LOT 16-1
RCRD BK. 6274 PG. 1666



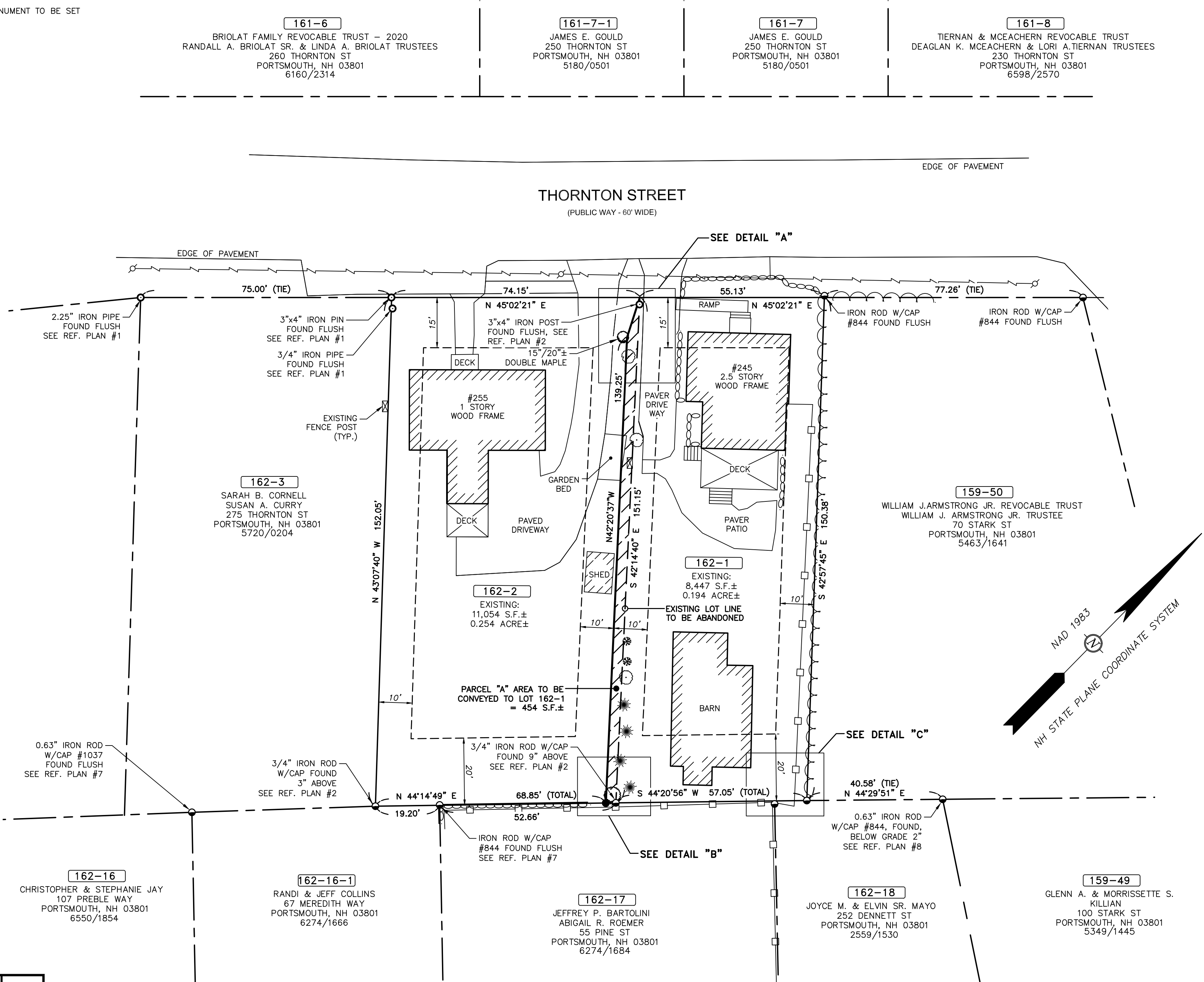
LOCUS
1" = 1000'

LEGEND

- OVERHEAD ELECTRIC
- FENCE LINE
- STONE WALL
- BOUNDARY LINE
- BOUNDARY-ABUTTER
- IRON ROD FOUND
- IRON PIPE FOUND
- IRON PIPE FOUND
- MONUMENT TO BE SET

LOT INFORMATION

LOT#	EXISTING AREA	EXISTING FRONTAGE	PROPOSED AREA	PROPOSED FRONTAGE	BUILDING AREA	CALCULATED LOT DEPTH
162-1	8,447 S.F.± (0.194 AC±)	55.13'	8,901 S.F.± (0.204 AC±)	55.13' (UNCHANGED)	1,919 S.F.±	150.7'±
162-2	11,054 S.F.± (0.254 AC±)	74.15'	10,600 S.F.± (0.243 AC±)	74.15' (UNCHANGED)	1,271 S.F.±	151.6'±



NOTES:

- OWNER OF RECORD: JEFFREY PAUL MCMAHON & LISA HAGERTY-MCMAHON
ADDRESS: 245 THORNTON ST, PORTSMOUTH, NH 03801
DEED REFERENCE: BK: 6214 PG: 1016
TAX SHEET / LOT: 162 / 1

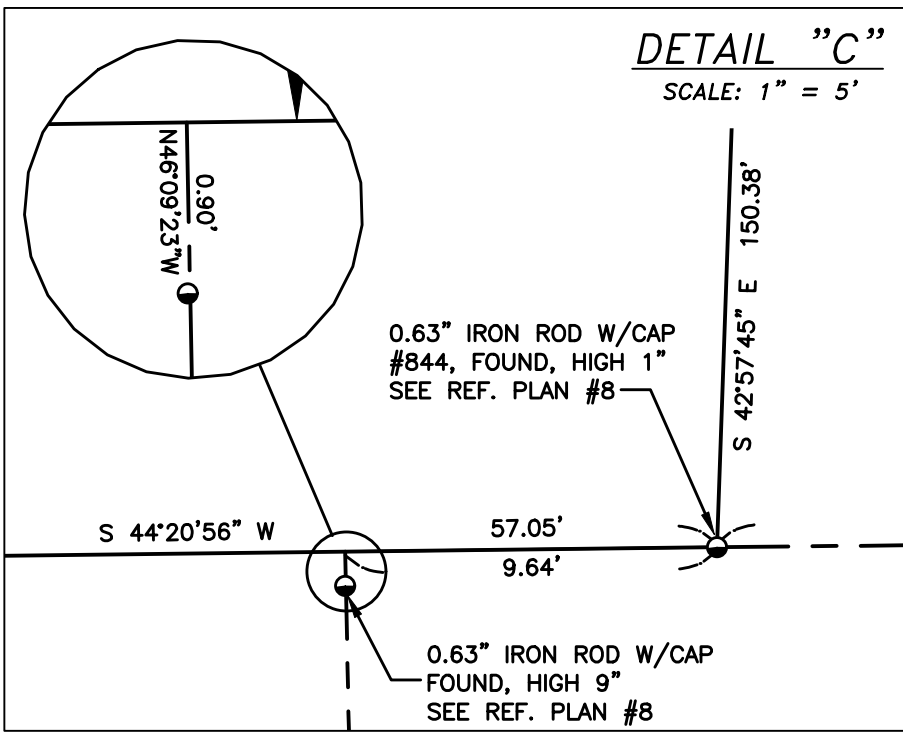
OWNER OF RECORD: THE WELBY-LONG FAMILY REVOCABLE TRUST, U/T/D AUGUST 5, 2011,
AARON G. LONG & TARA A. WELBY TRUSTEES
ADDRESS: 255 THORNTON ST, PORTSMOUTH, NH 03801
DEED REFERENCE: BK: 6411 PG: 2124
TAX SHEET / LOT: 162 / 2
- ZONED: GENERAL RESIDENCE A (GRA)

MIN. LOT AREA: 7,500 SF
FRONTAGE: 100'
BUILDING COVERAGE: 25%
LOT COVERAGE: 30%
HEIGHT: 35'

FRONT YARD SETBACK: 15'
SIDE YARD SETBACK: 10'
REAR YARD SETBACK: 20'
MINIMUM DEPTH: 70'
- THE INTENT OF THIS PLAN IS TO DEPICT A PROPOSED LOT LINE REVISION BETWEEN EXISTING TAX MAP 162, LOTS 1 AND 2, LOCATED AT 245 AND 255 THORNTON STREET IN PORTSMOUTH, NEW HAMPSHIRE. THE PURPOSE OF THIS LOT LINE REVISION IS TO ELIMINATE THE EXISTING COMMON INTERIOR LOT LINE AND ESTABLISH A REVISED BOUNDARY CONFIGURATION THAT REALLOCATES LAND AREA BETWEEN THE TWO EXISTING LOTS. THE REVISION ALSO RESULTS IN A PORTION OF AN EXISTING 15"-20" DIAMETER DOUBLE MAPLE TREE BEING LOCATED ON LOT 162-1. THIS LOT LINE REVISION IS FURTHER INTENDED TO RESOLVE A BOUNDARY DISPUTE BETWEEN RECORD TITLE LINES OF LOTS 162-1 AND 162-2 VS. OWNERSHIP OF LAND. NO NEW BUILDING LOTS ARE BEING CREATED, AND NO CHANGES TO EXISTING FRONTAGE ALONG THORNTON STREET ARE PROPOSED. EXISTING STRUCTURES AND IMPROVEMENTS WILL REMAIN ON THEIR RESPECTIVE LOTS FOLLOWING THE REVISION.
- THE LOCATION OF ALL UNDERGROUND UTILITIES SHOWN HEREON ARE APPROXIMATE AND ARE BASED UPON THE FIELD LOCATION OF ALL VISIBLE STRUCTURES (IE CATCH BASINS, MANHOLES, WATER GATES ETC.) AND INFORMATION COMPILED FROM PLANS OF RECORD, AND PLANS PROVIDED BY UTILITY COMPANIES AND GOVERNMENTAL AGENCIES. ALL CONTRACTORS SHOULD NOTIFY, IN WRITING, SAID AGENCIES PRIOR TO ANY EXCAVATION WORK AND CALL DIG-SAFE @ 1-888-DIG-SAFE.
- HORIZONTAL DATUM: NAD83, VERTICAL DATUM: NAVD88. ESTABLISHED BY SURVEY GRADE GPS OBSERVATIONS. UNITS: US SURVEY FOOT.
- THE PLAN IS BASED UPON A FIELD SURVEY COMPLETED IN AUGUST OF 2025 AND ADDITIONAL FIELD SURVEY TO LOCATE 15"-20" DOUBLE MAPLE TREE ON NOVEMBER 26, 2025 WITH TRIMBLE S5 ROBOTIC TOTAL STATION, CARLSON BRX7 RTK GPS UNITS, PANASONIC FZ-M1/TRIMBLE TSC7 DATA COLLECTORS.
- THE PARCEL SHOWN HEREON LIES WITHIN ZONE X (AREA OF MINIMAL FLOOD HAZARD) AS IDENTIFIED ON FLOOD INSURANCE RATE MAP, ROCKINGHAM COUNTY, NEW HAMPSHIRE, MAP NUMBER 33015C0259F, EFFECTIVE DATE 1/29/2021 BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.
- EXISTING LOTS ARE BOTH SERVICED BY MUNICIPAL WATER AND SEWER AND ARE TO REMAIN AS-IS.

REFERENCE PLAN:

- "PLAN OF LAND OWNED BY WELBY-LONG FAMILY REVOCABLE TRUST PORTSMOUTH, NEW HAMPSHIRE." PREPARED BY KNIGHT HILL LAND SURVEYING SERVICES, INC. DATED JUNE 26, 2023. ON THIS FILE WITH THIS OFFICE, FILE #2279, PLAN # 2279LONG.
- "PLAN OF LOT PORTSMOUTH, NEW HAMPSHIRE. FOR DENBRY CORP." PREPARED BY JOHN W. DURGIN, C.E. DATED AUGUST 1963. ON THIS FILE WITH THIS OFFICE, FILE #1874, PLAN # L-379.
- "STREET PLAT OF SPARHAWK, BURKITT, STARK, CLINTON, AND PINE STREETS ON PORTSMOUTH, NEW HAMPSHIRE." PREPARED BY JOHN W. DURGIN, C.E. DATED JULY 1980. ON THIS FILE WITH THIS OFFICE, FILE #108CD, PLAN #5874-SP.
- "LOT LINE REVISION PINE STREET, PORTSMOUTH, NEW HAMPSHIRE FOR JOYCE M. MAYO & CITY OF PORTSMOUTH." PREPARED BY DURGIN, VERRA AND ASSOCIATES, INC. DATED JUNE 9, 1993. ON THIS FILE WITH THIS OFFICE, FILE #20320, PLAN #20320. R.C.R.D. PLAN D-22643.
- WORKSHEETS AND FIELD NOTES OF JOHN W. DURGIN. ON THIS FILE WITH THIS OFFICE, JWD FILE #108.
- "PLAN OF ELM PLACE PORTSMOUTH, NEW HAMPSHIRE." DATED 1856. R.C.R.D. PLAN #008.
- "SUBDIVISION PLAN. 2 LOT SUBDIVISION. 77 MEREDITH WAY. PORTSMOUTH, NEW HAMPSHIRE. COUNTY OF ROCKINGHAM. OWNED BY RANDI & JEFF COLLINS." PREPARED BY TFMORAN, INC. DATED SEPTEMBER 27, 1992. R.C.R.D. PLAN #0-43717.
- "PLAN OF LAND PREPARED FOR EVON MAYO. PORTSMOUTH, NH." PREPARED BY TFMORAN INC. DATED DECEMBER 14, 1981. ON THIS FILE WITH THIS OFFICE, FILE #108, PLAN #M2139-02.



LOT LINE REVISION
245 & 255 THORNTON STREET
PORTSMOUTH, NEW HAMPSHIRE

TAX MAP 162 LOT 1 & 2
PREPARED FOR AND LAND OF:
JEFFREY PAUL MCMAHON & LISA HAGERTY-MCMAHON
AND
THE WELBY-LONG FAMILY REVOCABLE TRUST, U/T/D AUGUST 5, 2011
AARON G. LONG & TARA A. WELBY TRUSTEES

No.	DATE	REVISION DESCRIPTION	BY	APPR

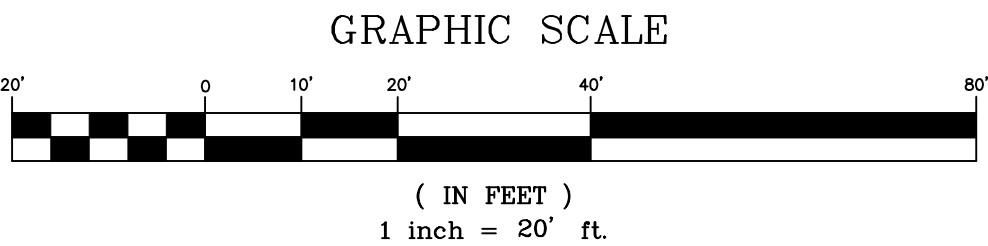
SURVEYOR'S CERTIFICATION

"I HEREBY CERTIFY THAT THIS SURVEY AND PLAT WERE PREPARED BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND IS THE RESULT OF AN ACTUAL FIELD SURVEY MADE ON THE GROUND AND HAS AN ERROR OF CLOSURE OF GREATER ACCURACY THAN ONE PART IN FIFTEEN THOUSAND (1:15,000)."

James Verra
LICENSED LAND SURVEYOR

1/21/26
DATE

STATE OF NEW HAMPSHIRE
No. 1054
RYAN M. FOWLER
LAND SURVEYOR
SIGNATURE



APPROVED BY THE PORTSMOUTH PLANNING BOARD

CHAIRMAN _____ DATE _____



DATE: 1/21/2026	JOB NO. 25-2014
DRWN BY: DK/REL	CHK'D BY: RMF
DWG NAME: 25-2014 LLA.DWG	SCALE: 1" = 20'
SHEET: V-1	



City of Portsmouth, New Hampshire

Subdivision Application Checklist

This subdivision application checklist is a tool designed to assist the applicant in the planning process and for preparing the application for Planning Board review. A pre-application conference with a member of the planning department is strongly encouraged as additional project information may be required depending on the size and scope. The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision review requirements. Please refer to the Subdivision review regulations for full details.

Applicant Responsibilities (Section III.C): Applicable fees are due upon application submittal along with required number of copies of the Preliminary or final plat and supporting documents and studies. Please consult with Planning staff for submittal requirements.

Owner: Welby Long Family Rev. Trust / Jeff & Lisa McMahon Date Submitted: 1/26/2026

Applicant: Aaron Long & Tara Welby, Trustees of the Welby Long Family Rev. Trust

Phone Number: (508) 212 8395 E-mail: aaron.long.ma@gmail.com

Site Address 1: 255 Thornton Street Map: 162 Lot: 1

Site Address 2: 245 Thornton Street Map: 162 Lot: 1

Application Requirements			
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)	Waiver Requested
<input checked="" type="checkbox"/>	Completed Application form. (III.C.2-3)	via Viewpoint	N/A
<input checked="" type="checkbox"/>	All application documents, plans, supporting documentation and other materials provided in digital Portable Document Format (PDF) on compact disc, DVD or flash drive. (III.C.4)	via Viewpoint	N/A

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input checked="" type="checkbox"/>	Name and address of record owner, any option holders, descriptive name of subdivision, engineer and/or surveyor or name of person who prepared the plat. (Section IV.1/V.1)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A

Requirements for Preliminary/Final Plat				Waiver Requested
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	
<input checked="" type="checkbox"/>	Preliminary Plat Names and addresses of all adjoining property owners. (Section IV.2) Final Plat Names and addresses of all abutting property owners, locations of buildings within one hundred (100) feet of the parcel, and any new house numbers within the subdivision. (Section V.2)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	North point, date, and bar scale. (Section IV.3/V3)	Required on all Plan Sheets	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Zoning classification and minimum yard dimensions required. (Section IV.4/V.4)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Preliminary Plat Scale (not to be smaller than one hundred (100) feet = 1 inch) and location map (at a scale of 1" = 1000'). (Section IV.5) Final Plat Scale (not to be smaller than 1"=100'), Location map (at a scale of 1"=1,000') showing the property being subdivided and its relation to the surrounding area within a radius of 2,000 feet. Said location map shall delineate all streets and other major physical features that may either affect or be affected by the proposed development. (Section V.5)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Location and approximate dimensions of all existing and proposed property lines including the entire area proposed to be subdivided, the areas of proposed lots, and any adjacent parcels in the same ownership. (Section IV.6)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	Dimensions and areas of all lots and any and all property to be dedicated or reserved for schools, parks, playgrounds, or other public purpose. Dimensions shall include radii and length of all arcs and calculated bearing for all straight lines. (Section V.6/ IV.7)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Location, names, and present widths of all adjacent streets, with a designation as to whether public or private and approximate location of existing utilities to be used. Curbs and sidewalks shall be shown. (Section IV.8/V.7)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input checked="" type="checkbox"/>	Location of significant physical features, including bodies of water, watercourses, wetlands, railroads, important vegetation, stone walls and soils types that may influence the design of the subdivision. (Section IV.9/V.8)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	Preliminary Plat Proposed locations, widths and other dimensions of all new streets and utilities, including water mains, storm and sanitary sewer mains, catch basins and culverts, street lights, fire hydrants, sewerage pump stations, etc. (Section IV.10) Final Plat Proposed locations and profiles of all proposed streets and utilities, including water mains, storm and sanitary sewer mains, catchbasins and culverts, together with typical cross sections. Profiles shall be drawn to a horizontal scale of 1"=50' and a vertical scale of 1"=5', showing existing centerline grade, existing left and right sideline grades, and proposed centerline grade. (Section V.9)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	When required by the Board, the plat shall be accompanied by profiles of proposed street grades, including extensions for a reasonable distance beyond the subject land; also grades and sizes of proposed utilities. (Section IV.10)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	Base flood elevation (BFE) for subdivisions involving greater than five (5) acres or fifty (50) lots. (Section IV.11)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	For subdivisions of five (5) lots or more, or at the discretion of the Board otherwise, the preliminary plat shall show contours at intervals no greater than two (2) feet. Contours shall be shown in dotted lines for existing natural surface and in solid lines for proposed final grade, together with the final grade elevations shown in figures at all lot corners. If existing grades are not to be changed, then the contours in these areas shall be solid lines. (Section IV.12/ V.12)		<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input type="checkbox"/>	Dates and permit numbers of all necessary permits from governmental agencies from which approval is required by Federal or State law. (Section V.10)		<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	For subdivisions involving greater than five (5) acres or fifty (50) lots, the final plat shall show hazard zones and shall include elevation data for flood hazard zones. (Section V.11)		<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	Location of all permanent monuments. (Section V.12)		<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

General Requirements ¹			
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input checked="" type="checkbox"/>	1. Basic Requirements: (VI.1)		
<input checked="" type="checkbox"/>	a. Conformity to Official Plan or Map		
<input type="checkbox"/>	b. Hazards		
<input type="checkbox"/>	c. Relation to Topography		
<input type="checkbox"/>	d. Planned Unit Development		
<input checked="" type="checkbox"/>	2. Lots: (VI.2)		
<input checked="" type="checkbox"/>	a. Lot Arrangement		
<input checked="" type="checkbox"/>	b. Lot sizes		
<input type="checkbox"/>	c. Commercial and Industrial Lots		
<input checked="" type="checkbox"/>	3. Streets: (VI.3)		
<input checked="" type="checkbox"/>	a. Relation to adjoining Street System		
<input checked="" type="checkbox"/>	b. Street Rights-of-Way		
<input checked="" type="checkbox"/>	c. Access		
<input type="checkbox"/>	d. Parallel Service Roads		
<input type="checkbox"/>	e. Street Intersection Angles		
<input type="checkbox"/>	f. Merging Streets		
<input type="checkbox"/>	g. Street Deflections and Vertical Alignment		
<input type="checkbox"/>	h. Marginal Access Streets		
<input type="checkbox"/>	i. Cul-de-Sacs		
<input type="checkbox"/>	j. Rounding Street Corners		
<input type="checkbox"/>	k. Street Name Signs		
<input checked="" type="checkbox"/>	l. Street Names		
<input type="checkbox"/>	m. Block Lengths		
<input type="checkbox"/>	n. Block Widths		
<input type="checkbox"/>	o. Grade of Streets		
<input type="checkbox"/>	p. Grass Strips		
<input checked="" type="checkbox"/>	4. Curbing: (VI.4)		
<input checked="" type="checkbox"/>	5. Driveways: (VI.5)		
<input type="checkbox"/>	6. Drainage Improvements: (VI.6)		N/A
<input type="checkbox"/>	7. Municipal Water Service: (VI.7)		N/A
<input type="checkbox"/>	8. Municipal Sewer Service: (VI.8)		N/A
<input type="checkbox"/>	9. Installation of Utilities: (VI.9)		N/A
<input type="checkbox"/>	a. All Districts		
<input type="checkbox"/>	b. Indicator Tape		
<input type="checkbox"/>	10. On-Site Water Supply: (VI.10)		N/A
<input type="checkbox"/>	11. On-Site Sewage Disposal Systems: (VI.11)		N/A
<input checked="" type="checkbox"/>	12. Open Space: (VI.12)		
<input type="checkbox"/>	a. Natural Features		
<input type="checkbox"/>	b. Buffer Strips		
<input type="checkbox"/>	c. Parks		
<input type="checkbox"/>	d. Tree Planting		
<input type="checkbox"/>	13. Flood Hazard Areas: (VI.13)		N/A
<input type="checkbox"/>	a. Permits		
<input type="checkbox"/>	b. Minimization of Flood Damage		
<input type="checkbox"/>	c. Elevation and Flood-Proofing Records		
<input type="checkbox"/>	d. Alteration of Watercourses		
<input type="checkbox"/>	14. Erosion and Sedimentation Control (VI.14)		N/A

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	15. Easements (VI.15)		
<input type="checkbox"/>	a. Utilities		
<input type="checkbox"/>	b. Drainage		
<input checked="" type="checkbox"/>	16. Monuments: (VI.16)		
<input type="checkbox"/>	17. Benchmarks: (VI.17)		
<input checked="" type="checkbox"/>	18. House Numbers (VI.18)		

Design Standards			
	Required Items for Submittal	Indicate compliance and/or provide explanation as to alternative design	Waiver Requested
<input type="checkbox"/>	1. Streets have been designed according to the design standards required under Section (VII.1). <ul style="list-style-type: none"> a. Clearing b. Excavation c. Rough Grade and Preparation of Sub-Grade d. Base Course e. Street Paving f. Side Slopes g. Approval Specifications h. Curbing i. Sidewalks j. Inspection and Methods 	N/A: no change to street design	
<input type="checkbox"/>	2. Storm water Sewers and Other Drainage Appurtenances have been designed according to the design standards required under Section (VII.2). <ul style="list-style-type: none"> a. Design b. Standards of Construction 	N/A: no change to drainage features	
<input type="checkbox"/>	3. Sanitary Sewers have been designed according to the design standards required under Section (VII.3). <ul style="list-style-type: none"> a. Design b. Lift Stations c. Materials d. Construction Standards 	N/A: no change to sewer designs	
<input type="checkbox"/>	4. Water Mains and Fire Hydrants have been designed according to the design standards required under Section (VII.4). <ul style="list-style-type: none"> a. Connections to Lots b. Design and Construction c. Materials d. Notification Prior to Construction 	N/A: no change to existing mains or hydrants	

Applicant's/Representative's Signature: Darcy Peyser Digitally signed by Darcy Peyser
Date: 2026.01.25 13:08:44
-05'00' Date: 1/26/2026

¹ See City of Portsmouth, NH Subdivision Rules and Regulations for details.
 Subdivision Application Checklist/January 2018