

Complete the form by filling in the requested information and multiplying by the amount listed for each item. If an item does not pertain to your application, leave blank. Please refer to the current Fee Schedule (Appendix B of Site Plan and Subdivision Regulations) for complete fee information and applicability.

Call (929-5913) or visit the Planning Office if you need assistance.

SECTION 1 – NOTIFICATION FEES		
Legal Notice Fee	\$50.00	\$
# Abutters (If Aquifer--Aquarion noticed)	_____ x \$10.00 =	\$
# Owners & applicants	_____ x \$10.00 =	\$
# Professionals with stamp on plans or application	_____ x \$10.00 =	\$
*PRC-Public Notification Fee Note: Need one extra label for all abutters	_____ x \$2.00/abutter	\$
TOTAL SECTION 1 =		\$

SECTION 2 – SITE PLAN FEES *		
Site Plan Application Base Fee	Enter \$200 =	\$
Additional Fee for Non-residential (Maximum \$5,000)	square feet of floor area _____ /1000 s.f. x \$100 =	\$
Additional Fee for Multi-family (Maximum \$5,000)	# new units _____ x \$200 =	\$
Amended Site Plan (No additional dwelling units or square foot floor area)	Enter \$200 =	\$
Optional Preliminary Conceptual Consultation	No Charge	
Optional Design Review	No Charge	
Plan Review (PRC) Process Fee (*Note: See Public Notification Fee above & one extra label for abutters)	Enter \$100	\$
TOTAL SECTION 2 =		\$

SECTION 3 – SUBDIVISION FEES *		
Lot Line Adjustment	Enter \$200 =	\$
Condominium Conversion	\$100 Base Fee, plus # units x \$100 =	\$
Other Subdivisions	Base Fee of \$100 if no new road or \$300 if new road, plus \$100 per lot =	\$
Optional Preliminary Conceptual Consultation	No Charge	
Optional Design Review	No Charge	
Plan Review (PRC) Process Fee	Enter \$100	\$
TOTAL SECTION 3 =		\$

SECTION 4 – OTHER FEES		
Wetlands Permit *(\$100 additional Fee Charged for After-the-Fact Permit)	Enter \$100 =	\$
Conditional Use Permit for Accessory Dwelling Unit *(\$100 additional Fee Charged for After-The Fact Permit)	Enter \$100 =	\$
School Impact Fee Waiver Request *	Enter \$100 =	\$
Parking Lot Review	Enter \$50 =	\$
Use Change Application	Enter \$50 =	\$
Driveway Permit Appeal Abutter Fee \$10.00 per Abutter		
TOTAL SECTION 4 =		\$
ADD TOTALS FROM SECTIONS 1 – 4		\$
<p><i>*Note – Applications are subject to the Notification Fees in Section 1 above.</i></p>		

2019 DEADLINE DATES FOR SUBMITTING APPLICATION	
DEADLINES	2019 MEETING DATES
December 5, 2018	January 2, 2019
January 9, 2019	January 16, 2019
January 2, 2019	February 6, 2019
February 13, 2019	February 20, 2019
February 6, 2019	March 6, 2019
March 13, 2019	March 20, 2019
March 6, 2019	April 3, 2019
April 10, 2019	April 17, 2019
April 3, 2019	May 1, 2019
May 8, 2019	May 15, 2019
May 1, 2019	June 5, 2019
June 12, 2019	June 19, 2019
June 5, 2019	July 3, 2019
July 10, 2019	July 17, 2019
July 3, 2019	August 7, 2019
August 14, 2019	August 21, 2019
August 7, 2019	September 4, 2019
September 11, 2019	September 18, 2019
September 4, 2019	October 2, 2019
October 9, 2019	October 16, 2019
October 2, 2019	November 6, 2019
November 13, 2019	November 20, 2019
November 6, 2019	December 4, 2019
December 11, 2019	December 18, 2019
December 4, 2019	January , 2020

APPLICATIONS REQUIRING PUBLIC NOTICE & PUBLIC HEARING:

(Deadline is 12:00 p.m. New public hearings are held on the first Wednesday of each month).

- Wetlands Permits
- Subdivision
- Lot Line Adjustment
- Condominium Conversions
- Site Plan Review
- Design Review
- Conditional Use Permit
- Conditional Use Permit for Accessory Dwelling Unit

APPLICATIONS NOT REQUIRING PUBLIC NOTICE

(Deadline is 12:00 p.m. seven ((7) days prior to the meeting date)

- Change of Use
- Temporary Parking Lot
- Preliminary Consultation
- Any other Item of Business

*See also the Schedule of Deadlines for Applications that require Plan Review by the Plan Review Committee (PRC).

Application Forms are available on line at hamptonnh.gov under "Planning", Downloads/Forms, or call the Planning Office at (603) 929-5913 for assistance.

TOWN OF HAMPTON – PLANNING BOARD

Submittal Checklist

The following items are required for submittal of a Planning Board Application for Site Plan Review, Subdivision, Lot Line Adjustment, or Condominium Conversion. If the items are not submitted, your application may not be scheduled for Public Hearing. NOTE: Completion of this list does not constitute a complete plan or acceptance by the Planning Board.

Eight (8) copies of the COMPLETED application form, using the most current form available. You must submit a separate form for each application.	<input type="checkbox"/>	
Eight (8) copies of completed plans, stamped and signed, conforming to all applicable regulations.	<input type="checkbox"/>	
Eight (8) copies of floor plans and architectural renderings.	<input type="checkbox"/>	
Three (3) copies of a traffic study, if applicable.	<input type="checkbox"/>	N/A
Three (3) copies of a stormwater study, and plans.	<input type="checkbox"/>	
Separate page of addresses for the following:	<input type="checkbox"/>	
• Abutters (as defined in RSA 672:3); (Labels in Triplicate per Regs)	<input type="checkbox"/>	
• Applicant(s); (Labels in Triplicate per Regs)	<input type="checkbox"/>	
• Owner(s); (Labels in Triplicate per Regs)	<input type="checkbox"/>	
• Holders of conservation, preservation and/or agricultural preservation restrictions; (Labels in Triplicate per Regs)	<input type="checkbox"/>	N/A
• Every engineer, architect, land surveyor or soils scientist whose professional seal appears on the plan. (Labels in Triplicate per Regs)	<input type="checkbox"/>	
Application and abutter fees (refer to fee schedule).	<input type="checkbox"/>	
Letter of authorization if applicant is not owner or is represented by an agent.	<input type="checkbox"/>	N/A
Copies of ZBA decisions.	<input type="checkbox"/>	N/A
A copy of any other permits (applications) as they apply to the proposed project.	<input type="checkbox"/>	N/A
Waiver requests in writing.	<input type="checkbox"/>	N/A
OTHER:		

Hampton Planning Board Subdivision Checklist

Subdivision Regulations – Section V Submission Requirements

The following items **must** be submitted in order for the Board to consider it a complete application. An applicant must submit a written waiver request for any information not provided with the application.

- Eight (8) copies of the Application
- Notification List (Abutter(s) as defined in RSA 672:3, Applicant(s), Holders of conservation, preservation, and/or agricultural preservation restrictions, Every engineer, architect, land surveyor or soils scientist whose professional seal appears on the plan)~**Labels in triplicate per Regulations.**
- Fees
- Written waiver request(s)

SUBDIVISION PLAN WITH THE FOLLOWING

- | | |
|---|--|
| <input type="checkbox"/> Eight (8) copies | <input type="checkbox"/> North arrow |
| <input type="checkbox"/> Sheet size in conformance with the requirements of the Registry of Deeds of Rockingham County | <input type="checkbox"/> Location (locus) map |
| <input type="checkbox"/> Scale (1" = 100', 1" = 80', 1" = 60', 1" = 50', 1" = 40', 1" = 30', 1" = 20', or 1" = 10') | <input type="checkbox"/> Tax map and parcel numbers for the existing and proposed lots, as determined by the Tax Assessor |
| <input type="checkbox"/> Margin of at least ½" outside rules border lines on three sides and at least 2" along the left side for bindings | <input type="checkbox"/> Zoning district(s) and lines |
| <input type="checkbox"/> Proposed sub layout and improvements including streets, pavement, buildings, and storm drainage facilities | <input type="checkbox"/> Lot line and other setbacks as listed in current Zoning Ordinance |
| <input type="checkbox"/> Proposed subdivision name, plan number, date of plan and any revision dates | <input type="checkbox"/> Adequate space for the necessary endorsement by the proper authorities |
| <input type="checkbox"/> Current owner(s) of record (and applicant, if different) | <input type="checkbox"/> Property lines of the entire and divided lot, angles or bearings & dimensions and the area of the entire lot and divided lots |
| <input type="checkbox"/> All abutters key to the plan | <input type="checkbox"/> Metes and bounds |
| <input type="checkbox"/> All holders of conservation, preservation, or agricultural preservation restrictions keyed to plan | <input type="checkbox"/> Existing and proposed monuments |
| <input type="checkbox"/> Name, license number, seal and address of the NH registered Land Surveyor (| <input type="checkbox"/> Title and deed references |
| <input type="checkbox"/> Name, license number, seal and address of the NH registered professional engineer | <input type="checkbox"/> Easements and other encumbrances |
| | <input type="checkbox"/> List all variances and the dates granted by the Board of Adjustment for the parcel |
| | <input type="checkbox"/> Name(s) of proposed streets within a project, as approved by the Board of Selectmen |

DETAILED PLANS (can be separate or combined with Subdivision Plan)

Detail Plan Continued:

- Existing topographic contours at two-foot intervals
- Proposed contours after grading
- Benchmark and datum
- Natural features such as water courses, ponds, rock ledges, tree lines and other essential features
- Wetlands and appropriate setbacks
- FEMA FIRM flood zone and 100-year flood elevation contour
- Location and width of existing and proposed streets and roads, with grades, typical cross-sections, and road profiles for proposed streets
- Typical pavement sections and details
- Utilities on and adjacent to the tract including location, size and invert elevation of sanitary and stormwater sewers; location and size of water mains; location of gas mains, fire hydrants, electric and telephone poles and street lights
- If water mains and sewer are not on or adjacent to the tract, indicate the direct and distance to, and the size of the nearest one
- Stormwater drainage control plan, including location of catch basins, culverts and drains; method of storage and disposal; and three (3) copies of

OTHER ITEMS REQUIRED AS APPLICABLE

- Location and results of test pits and location of primary and secondary leach bed sites as required by NH DES
- High Intensity Soil Mapping
- Wetland analysis/report, stamped by a NH licensed Soils or Wetland Scientist

- calculations of volume and frequency of run-off
- Location of existing and proposed fire hydrants
- Location of existing and proposed fencing and street lights. Details of the streetlights, if other than those approved by the electric company, must be shown
- A landscaping plan that includes the type, extent, and location of proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained
- The location, size and design of any proposed signs
- Where the layout submitted covers only a part of the subdivider's entire holding, provide a sketch of the prospective future street system of the unsubmitted part
- The centerline of all streets shall be shown on the plan together with the centerline stationing
- The provision for the extension of roads and utilities onto adjacent properties, if necessary
- Soil erosion and sedimentation control plan

- Any State or Federal permits required for the project
- Written waiver request
- Traffic Impact Analysis (if necessary)
- Drainage Study and plans

Reviewed by: _____ Date: _____

This checklist is intended to be only a guide. Refer to Subdivision Regulations and Zoning Ordinance for complete requirements.