

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, Condominium Conversion & Conditional Use Permit for ADU. 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:	

*** NOTE:** It is the responsibility of the applicant to verify ownership, title, and deed references, independent of assessment records. Inaccurate or insufficient information may result in delays in the application review and decision process.