

Applicant: _____

Application for:	<i>(Choose one)</i>	Type of Hearing:	<i>(Choose one)</i>
Site Plan Review	_____	Preliminary Consultation	_____
Subdivision	_____	Design Review Public Hearing	_____
Minor Lot Line Adjustment	_____	Public Hearing	_____
Condominium Conversion	_____		

Please submit Eight (8) copies of the application and plans along with a brief cover letter explaining the project. Please complete this form along with the accompanying Submittal Checklist. All applicable items must be submitted by the submission deadline for consideration.

Name of Applicant: _____ (phone) _____

Address	City/Town	Zip code
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Email Address: _____

Owner of Record and address if different from applicant: _____

Address	City/Town	Zip code
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Complete address of Property for Application:

Address	City/Town	Zip code
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Leased Land: Is this property now or was this property ever leased land? ___ Yes ___ No (If yes, please attach a copy of the original Deed from the Town and schedule an appointment with the Town Planner).

Name of person/firm that designed the plan: _____ (phone) _____

Address	City/Town	Zip code
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Contact to receive ALL communications: _____ (phone) _____

Address	City/Town	Zip code
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Email Address: _____

List any variances granted by ZBA: _____

Map # _____ Lot # _____ Zoning District(s): _____

Aquifer Protection District: YES* / NO (Refer to Section 2.5.4 of the Hampton Zoning Regulations)

*If "YES" are you also applying for a Conditional Use Permit as required per Section 2.5.4.F? _____

***Please provide a written findings of fact for the requirements listed in Section 2.5.4.F on a separate page.**

List any waivers being requested **AND** include a separate written request **OR** list. N/A if not applicable: _____

Area (square feet) of entire lot(s): _____

Portion proposed for development: _____

SITE PLAN REVIEW:

Type of project proposed: _____

Description of proposal (please specify) _____

Is public sewer service available? _____ Is public water service available? _____

For non-residential proposals list the square feet of the floor area: _____

For multi-family, how many units are proposed? _____ How many buildings? _____

SUBDIVISION:

TOTAL number of lots in proposed subdivision: _____

Is public sewer service available: Yes _____ No _____

Is public water service available: Yes _____ No _____

Is a new roadway proposed? Yes _____ No _____

(If yes, submit Request for Naming of Street form to Board of Selectmen)

NOTICE: I certify that this application and the accompanying plans and supporting information have been prepared in conformance with the Hampton Site Plan and Subdivision Regulations, Zoning Ordinance, and all other applicable regulations. Furthermore, in accordance with RSA 676:4, I agree to pay all costs associated with the review of this application.

Signature of applicant or agent (*if agent, provide letter of authorization*) Date

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 =	\$
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	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		\$
<i>*Note – Applications are subject to the Notification Fees in Section 1 above.</i>		

2020 DEADLINE DATES FOR SUBMITTING APPLICATION	
DEADLINES	2020 MEETING DATES
December 4, 2019	January 15, 2020 (1 st is Holiday)
January 8, 2020	January 15, 2020
January 2, 2020 (Wed is Holiday)	February 5, 2020
February 12, 2020	February 19, 2020
February 5, 2020	March 4, 2020
March 11, 2020	March 18, 2020
March 4, 2020	April 1, 2020
April 8, 2020	April 15, 2020
April 1, 2020	May 6, 2020
May 13, 2020	May 20, 2020
May 6, 2020	June 3, 2020
June 10, 2020	June 17, 2020
June 3, 2020	July 1, 2020
July 8, 2020	July 15, 2020
July 1, 2020	August 5, 2020
August 12, 2020	August 19, 2020
August 5, 2020	September 2, 2020
September 9, 2020	September 16, 2020
September 2, 2020	October 7, 2020
October 14, 2020	October 21, 2020
October 7, 2020	November 4, 2020
November 11, 2020	November 18, 2020
November 4, 2020	December 2, 2020
December 9, 2020	December 16, 2020
December 2, 2020	January __, 2021

2020 DEADLINE DATES FOR SUBMITTING APPLICATIONS

- **Applications that require a PUBLIC HEARING and PUBLIC NOTICE:** *Special Permits, Subdivision, Lot Line Adjustment, Condominium Conversions, Site Plan Review, Design Review, or Conditional Use Permit/Conditional Use Permit for ADU.*

*The Board will hear the application on the **FIRST WEDNESDAY** of each month. The **DEADLINE** for submitting the application is **12:00 PM at least 19 BUSINESS DAYS (excluding Holidays)** prior to the meeting date.*

- **ATTENDING TO BE HEARD or OTHER BUSINESS:** Use Change application, Parking Lot applications, Preliminary Consultation, or any item of business that does NOT require a Public Hearing or Public Notification, the Board will attempt to hear these at any of their regularly scheduled meetings. **DEADLINE** for submittal of information or application is **12:00 PM 7 DAYS prior to the meeting.**
- Application Forms are available on-line at *hamptonnh.gov* under *Departments/Planning/Forms* or call the Planning Office @ (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, 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"/>	
<ul style="list-style-type: none"> • Abutters (as defined in RSA 672:3); (Labels in Triplicate per Regs) * 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Applicant(s); (Labels in Triplicate per Regs) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Owner(s); (Labels in Triplicate per Regs) * 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Holders of conservation, preservation and/or agricultural preservation restrictions; (Labels in Triplicate per Regs) * 	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> • 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.

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

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Eight (8) copies <input type="checkbox"/> Sheet size in conformance with the requirements of the Registry of Deeds of Rockingham County <input type="checkbox"/> Scale (1" = 100', 1" = 80', 1" = 60', 1" = 50', 1" = 40', 1" = 30', 1" = 20', or 1" = 10') <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"/> Proposed sub layout and improvements including streets, pavement, buildings, and storm drainage facilities <input type="checkbox"/> Proposed subdivision name, plan number, date of plan and any revision dates <input type="checkbox"/> Current owner(s) of record (and applicant, if different) <input type="checkbox"/> All abutters key to the plan <input type="checkbox"/> All holders of conservation, preservation, or agricultural preservation restrictions keyed to plan <input type="checkbox"/> Name, license number, seal and address of the NH registered Land Surveyor (<input type="checkbox"/> Name, license number, seal and address of the NH registered professional engineer | <ul style="list-style-type: none"> <input type="checkbox"/> North arrow <input type="checkbox"/> Location (locus) map <input type="checkbox"/> Tax map and parcel numbers for the existing and proposed lots, as determined by the Tax Assessor <input type="checkbox"/> Zoning district(s) and lines <input type="checkbox"/> Lot line and other setbacks as listed in current Zoning Ordinance <input type="checkbox"/> Adequate space for the necessary endorsement by the proper authorities <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"/> Metes and bounds <input type="checkbox"/> Existing and proposed monuments <input type="checkbox"/> Title and deed references <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)

- 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 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

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

Reviewed by: _____ Date: _____

Detail Plan Continued:

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