



PLANNING AND DEVELOPMENT
 14 NORTH STREET
 CLAREMONT, NH 03743
 PH: (603) 542-7008 FAX: (603) 542-7033
 EMAIL: cityplanning@claremontnh.com

PLANNING BOARD
APPLICATION FOR SUBDIVISION APPROVAL
Abutters List Must Accompany This Application

Application Received By:		Scheduled Planning Board Meeting Date:		Case #:
Application Fee:		Date Submitted:	Tax Map:	Lot:
Legal Notice Fee:				Zone:
# of Abutters @\$4/each				
Total Due:		Date Paid:	Ck#	

Applicant:		
Name:	Address:	Telephone:
Applicant's Agent:		
Name:	Address:	Telephone:

Present Property Owner: <i>(All applications must be signed by owner of record or by the agent authorized in writing by the owner to sign on his/her behalf.)</i>		
Name:	Address:	Telephone:

Location of Proposed Project:
Address:

Class of Subdivision:			
Major	Minor	Annexation	Lot Line Adjustment
Number of Lots:			Zoning District:

Description of Subdivision (include lot sizes):

Is this Proposed Subdivision Located Within Any of the Following?		
Floodplain	Floodway	Stream bank

I hereby request that this application be considered at the scheduled meeting:	
For Discussion Only	Preliminary/Final Review

I certify that this application meets all requirements of the City's land use regulations. I herein agree to pay any special engineering costs incurred as a result of review of this subdivision. I also hereby grant to the City of Claremont and its agents permission to enter upon this property for the purposes of inspection regarding this application.

Applications along with all supporting material must be filed at least seventeen (17) days prior to the above meeting date and also must be reviewed internally by staff to determine completeness of application before scheduling on the requested agenda. Additional information for the Planning Board must be received by the Boards and Commissions Coordinator at least seven (10) days prior to the public hearing/meeting.

Signature (Owner/Agent): _____ **Date:** _____

SUBDIVISION FINAL PLAT CHECKLIST

Owner's Name: _____
Subdivision Location: _____ Map: _____ Lot: _____ Zone: _____

Plat Requirements

Y N NA

- Final Plat and Design Plan(s) submitted seventeen (17) days prior to meeting.
- 3"x3" portion of upper right hand corner of Plat reserved for the recording of information entered by the Registry of Deeds (in accordance with RSA 478:1 – a Sec II).
- Parcel tax map and lot number.
- Zoning District boundaries and designations.
- Land use designations.
- Name of the proposed subdivision.
- name and address of the applicant and owner of record (if different than applicant).
- Abutters names and addresses.
- Designer name and address.
- Boundaries of entire parcel.
- Area of entire parcel.
- Reference to public street intersection or USGS Bench Mark.
- North point, bar scale, date and revision dates.
- General location map.

Existing and proposed:

- street(s) right-of-way lines.
- street(s) width(s).
- street(s) name(s).
- location of street signs.
- lot lines.
- easements.
- buildings.
- building setback lines.
- parks and other open space.
- watercourses.
- flood prone areas large trees.
- foliage lines significant natural and man-made features
- water mains
- sanitary sewers.
- storm water drainage lines, structures and ways.
- telephone lines.
- electricity service.
- gas service.
- Soils mapping from USDA SCS
- Statement of soil suitability for development.
- Statement of existing street deficiencies
- Statement of zoning compliance.
- Existing and future subdivisions in or adjacent to proposed subdivision.
- Statement and contours in sufficient detail to indicate clearly the method of storm water drainage on and off the subdivision.
- Watershed areas, preliminary drainage analysis and computations.
- Preliminary road profiles.
- Other required municipal, state or federal approvals.

Plat Requirements (continued)

Y N NA

- Map(s) to be drawn at not more than 100 ft/in unless Planning Board specified otherwise and to include:**
- Boundary Survey by licensed land surveyor.
- contours at 5' intervals if required by Planning Board.
- soil test data, sewage disposal plan and approval as required in Article 9.07.
- existing and proposed lot lines and building sites, angles and dimensions, lot sizes in square feet and acres, and consecutive number of lots.
- existing and proposed street right-of-way lines, dimensions of tangents, chords and radii, location of monuments to be set, and names of existing and proposed streets.
- if "Special Flood Hazard Area" applies, and submission of state and federal permits and base flood elevation data.

Planning Board May Require Any or All of the Following Additional Information:

- Subdivision grading and drainage plan, including erosion control and slope stabilization plans.
- Subdivision street and utility plan, including construction details and specification.
- Fire protection and emergency access plan.
- Subdivision required to be tied to at least one GIS control point.

Developer shall also submit:

- All requests for waivers to requirements.
- Amount of any bonds required.
- Estimate of full cost of all improvements if security is to be requested by the developer.
- A written impact assessment that shall demonstrate that the subdivision is not scattered or premature, or will necessitate an excessive expenditure of public funds and will address the following areas:**
- Water service
- Sewer service
- Schools
- Fire protection service
- Parks and recreation facilities
- Streets and access
- Police protection service
- Solid waste disposal service
- Visual impact of land clearing and construction
- Impact on conservation land
- Storm water Management
- Impact on wetlands if any

Access

- Access from frontage.
- Stations, radii, curve data, slopes and paving widths for proposed streets or fire lanes (note 8% grade and 4 foot cut and fill requirements).
- Driveways serving three or more lots designed to fire lane standards.
- Waiver request for shared driveways serving three or more lots.
- School bus stops and areas shown on plans. The Claremont School Board should be contacted for assistance.

Other

- New Hampshire Water Supply and Pollution Control Commission Subdivision Subsurface Sewage Disposal Approval (permit # to be noted on the plat).
- New Hampshire Water Supply and Pollution Control Commission Site Specific Approval (permit # to be noted on the plat).
- New Hampshire Wetlands Board Dredge and Fill Approval (permit # to be noted on the plat).
- Army Corp. of Engineers Dredge and Fill Approval (permit # to be noted on the plat).
- New Hampshire Department of Transportation Curb Cut Approval (permit # to be noted on the plat).
- Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.
- The City requests a computerized (.dxf) file of the lot lines after final approval. This can be emailed to: cityplanner@claremontnh.com .

ABUTTERS LIST

The abutter list shall identify:

- All properties adjoining or directly across the street or water body from the property in question.
- Where the subject property is near a river or stream the applicant shall identify the nearest upstream dam, if any, and include the upstream dam owner and the NHDES Dam Bureau.
- For properties abutting a municipal boundary, the applicant shall list all abutting land owners in that neighboring municipality.

The City tax maps records are the accepted authority for map and lot numbers but may not current record owner information.

Applicant Information:

Printed Name: _____ Contact Telephone: _____

Address: _____

Owner/Agent Information <i>(\$4 fee per abutter including owner and agent)</i>				
Map:	Lot:		Name:	Address:

Abutter(s) Information				
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:

I, the undersigned _____, certify that to the best of my knowledge, the above is an accurate and complete abutters list.

Applicant Signature

Date

New Material. Any information pertaining to a matter and not submitted at the time of the application for review of a matter by the Board must be submitted to the Planning Department no less than 10 day prior to the Board meeting at which the matter will be heard. Failure to submit such additional information may result in the additional information not being considered at the meeting at which the matter is to be heard.

CITY OF
CLAREMONT
2010 PLANNING AND ZONING FEES

Historic District Commission Specific:			
Certificate of Appropriateness	Application Fee	\$50.00	
	Legal Notice	\$50.00	
	Abutter's Notice	\$4.00 per abutter	
Planning Board Specific:			
Subdivision	Major and Minor	Application Fee	\$100.00 per lot
		Legal Notice	\$50.00
		Abutter's Notice	\$4.00 per abutter
		Registry Recording	\$50.00 per plan + \$25.00 LCHIP fee
	Lot Line Adjustment	Application Fee	\$50.00
		Legal Notice	\$50.00
		Abutter's Notice	\$4.00 per abutter
		Registry Recording	\$50.00 per plan + \$25.00 LCHIP fee
Site Plan Review	Residential	Application Fee	\$100 + \$25 ea. new or redeveloped dwelling unit (\$100 min, \$5,000 max)
		Legal Notice	\$50.00
		Abutter's Notice	\$4.00 per abutter
		Registry Recording	\$50.00 per plan + \$25.00 LCHIP fee
	Nonresidential	Application Fee	\$200 + \$0.15 per square foot (\$200 min, \$5,000 max) of Developed or Redeveloped Property
		Legal Notice	\$50.00
		Abutter's Notice	\$4.00 per Abutter
	Personal Wireless Service Facility**	Cell Tower	\$500 + all Nonresidential Site Plan Review Fees
	<i>LCHIP Fee for any plan required to be registered with the Registry of Deeds (Land and Community Heritage Investment Program) \$25.00 per plan</i>		
	<i>** As permitted under the Provisions of RSA 673:16(II), this fee shall be in addition to all other fees paid by an applicant for a Personal Wireless Service Facility, including the Site Plan Review and Building Permit fees. This fee shall be assessed only once for each personal wireless service facility and it shall be assessed at the time of an application for Site Plan Review or at the time of the Building Permit application, whichever is first</i>		
Zoning Board Specific:			
Appeal of Administrative Decision	Application Fee	\$100.00	
	Legal Notice	\$50.00	
	Abutter's Notice	\$4.00 per Abutter	
Variance/Special Exception	Application Fee	\$100.00	
	Legal Notice	\$50.00	
	Abutter's Notice	\$4.00 per Abutter	
Continuation	Applicant is responsible for all associated costs and documentation.		
Application for Petition to Amend Zoning Ordinance	Application Fee	\$100.00	
	Legal Notice	\$50.00	
	Abutter's Notice	\$4.00 per Abutter	
Other Fees:			
Waiver Request	Site Plan Review	\$50.00	
Change of Use	Without site plan review	\$200.00	
Rehearing	Applicant is responsible for all associated costs and documentation.	\$50.00 + Related Fees	
Determination of Completeness	Request for a determination of completeness by the Board of an application which has been previously determined as incomplete	\$250 for each discrete consideration of the application by the board.	
Recording Plats	Recording of corrected or additional plats or documents subsequent to an initial recording	\$50.00 plus the cost of the recording fees charged by Sullivan County Registry of Deeds.	
Request for Further Consideration	Request for further consideration by the Board of an application which has been previously approved	\$200 for each discrete consideration of the application by the board	
Sign Permit	\$30.00 minimum per sign, \$200.00 max per sign	\$00.75 per SQ FT of sign area	
Junkyard License		\$150.00 per junkyard (RSA 236:122)	
Master Plan Copy		\$25.00	
Zoning Ordinance	Per Zone or Entire Chapter	\$5.00 per Zone, \$20.00 for Chapter 22	
Voluntary Lot Merger	Individuals seeking to merge two lots in exact same name & ownership	\$50.00 plus cost of recording fees	

**CLAREMONT PLANNING BOARD/Technical Review
SUBMISSION/MEETING DATES**

2010

TR Submission	TR Meeting	Planning Board Deadline	Public Notice Posted	Planning Board Public Hearing
December 2	December 8	December 23	December 31	January 11
December 16	December 22	January 8	January 14	January 25
January 6	January 12	January 22	January 27	February 8
January 20	January 26	February 5	February 12	February 22
February 3	February 9	February 18	February 28	March 8
February 16	February 23	March 2	March 10	March 22
March 2	March 9	March 23	March 31	April 12
March 17	March 23	April 9	April 16	April 26
April 7	April 13	April 23	April 29	May 10
April 22	April 27	May 7	May 13	May 24
May 5	May 11	May 28	June 3	June 14
May 19	May 25	June 11	June 17	June 28
June 2	June 8	June 25	July 1	July 12
June 16	June 22	July 9	July 15	July 26
July 7	July 13	July 23	July 29	August 9
July 21	July 27	August 6	August 12	August 23
August 4	August 10	August 27	September 2	September 13
August 18	August 24	September 10	September 16	September 27
September 8	September 14	September 24	September 30	October 11
September 22	September 28	October 8	October 14	October 25
October 6	October 12	October 22	October 28	November 8
October 20	October 26	November 8	November 11	November 22
November 3	November 9	November 26	December 2	December 13
November 8	November 23	December 11	December 16	December 27
December 8	December 14	January 22	January 27	February 8
December 22	December 28			

The Technical Review (TR) is normally scheduled to meet the 2nd and 4th Tuesday of the month. Please contact the City Planner at (603) 542-7008 in order to arrange for Technical Review of your project prior to submitting a Planning Board Application.

The Planning Board is normally scheduled to meet the 2nd and 4th Monday of the month. Holiday schedules/observances will cause a change in the normal meeting dates.