

**Planning Board
SITE PLAN APPLICATION**

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:

1. Location of Proposed Project:
Address:

Describe In Detail All the EXISTING Uses of Subject Property:
Existing Uses(indicate separate uses by square footage of floor area): _____

Describe In Detail All the PROPOSED Uses, Construction, and/or Modification:
Proposed Uses (indicate separate uses by square footage of floor area): _____

2. The Following Plans Shall Be Submitted (unless otherwise waived):
<p>a) Proposed Site Plan _____ showing existing conditions.</p> <p>_____ showing proposed improvements (including utilities and streets)</p> <p>b) Architectural Plan _____</p> <p>c) Property Survey Plan _____</p> <p>d) Landscape Plan _____</p> <p>e) Completed Site Plan check list _____</p> <p>Please indicate what waivers (if any) will be requested. Cite specific reference:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

SITE PLAN MAP CHECKLIST

Article V: Application requirements.

A. Four (4) sets of prints shall be submitted. The site plan map shall be drawn to a scale of one (1) inch equals twenty (20) feet or other suitable scale. If the plan drawn to this scale will not fit on a twenty-eight (28) inch by forty (40) inch sheet of paper, the board may authorize an appropriately suitable scale. The site plan map shall be stamped and prepared by a New Hampshire registered land surveyor or registered professional engineer. The site plan map shall show:

Thirteen 11x17 copies of the site plan map shall also be submitted.

Applicant	City Reviewer	Application Requirements (per Article V of City Site Plan Regulations)
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Title of drawing, including name and address of applicant as well as city tax map and lot number.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Appropriate signature block for the signature of the planning board chairperson, director of public works, police chief and fire chief.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	The boundary lines of the area included in the site including angles of bearings or lines, dimensions and the lot area
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Names and addresses of owners of record and abutting landowners
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	A site location map, shown as an inset on the site plan map, which shall show the proposed development in relation to major roads of the city
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	North point, bar scale, date of preparation and dates of any revisions
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Name, address and seal of person or firm preparing the map
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	The shape, size and location of existing and proposed structures
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Existing and proposed grades shown by contours at intervals of not more than 5 feet of elevations if grades exceed 3%, or portions of the site have moderate to high susceptibility to erosion, or a moderate to high susceptibility to flooding and ponding;
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Any existing streams or wetlands, marshes, lakes or ponds, whether natural or man-made
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Existing and proposed streets, driveways, parking spaces and sidewalks with indications of direction of travel for one-way streets or driveways.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Layout of sewage disposal system, including septic tank(s), leach field and associated piping or tie-in to the city sewer
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Proposed landscaping plan including buffering plans along adjacent properties and public highways
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Plans for water supply, fire protection, power and telephone, including location of wells, water supply pipes, power and telephone lines, including the location and size of all existing and proposed utility lines and easements
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Exterior lighting plan and proposed signs to be located on the site
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Drainage design showing location and size of existing and proposed drainage structures incl. culverts, pipes, catch basins, manholes, ditches, holding basins, etc.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Right-of-way and travel surface of all fronting streets
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Location of any retaining walls, fences, and outside storage areas
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	A notation on the site plan outlining the proposed use(s) and area of building(s) in square feet devoted to each use.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Base flood elevation (BFE) data shall be included for all site plans in proximity to flood ways and/or flood plains. (Amended, 6-12-00)

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

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.