

## HAMPTON PLANNING BOARD APPLICATION

<b>Application for:</b>	<i>(Choose one)</i>	<b>Type of Hearing:</b>	<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. 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 \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner of Record and address if different from applicant: \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip code \_\_\_\_\_

Complete address of Property for Application:

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip code \_\_\_\_\_

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 \_\_\_\_\_

Contact to receive ALL communications: \_\_\_\_\_ (phone) \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip code \_\_\_\_\_

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 & easement holders (If Aquifer--Aquarion noticed)	_____ x \$10.00 =	\$
# Owners & applicants	_____ x \$10.00 =	\$
# Professionals with stamp on plans or application	_____ x \$10.00 =	\$
<b>TOTAL SECTION 1 =</b>		<b>\$</b>

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	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		\$

<b>2016 DEADLINE DATES FOR SUBMITTING APPLICATION</b>	
<b>DEADLINES</b>	<b>2016 MEETING DATES</b>
December 2, 2015	January 6, 2016
January 13, 2016	January 20, 2016
January 6, 2016	February 3, 2016
February 10, 2016	February 17, 2016
February 3, 2016	March 2, 2016
March 9, 2016	March 16, 2016
March 2, 2016	April 6, 2016
April 13, 2016	April 20, 2016
April 6, 2016	May 4, 2016
May 11, 2016	May 18, 2016
May 4, 2016	June 1, 2016
June 8, 2016	June 15, 2016
June 1, 2016	July 6, 2016
July 13, 2016	July 20, 2016
July 6, 2016	August 3, 2016
August 10, 2016	August 17, 2016
August 3, 2016	September 7, 2016
September 14, 2016	September 21, 2016
September 7, 2016	October 5, 2016
October 12, 2016	October 19, 2016
October 5, 2016	November 2, 2016
November 9, 2016	November 16, 2016
November 2, 2016	December 7, 2016
December 14, 2016	December 21, 2016
December 7, 2016	January __, 2017

**2016 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 PUBLIC NOTICE: Conditional Use Permit.*

*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/Downloads* 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, 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); <b>(Labels in Triplicate per Regs)</b>	<input type="checkbox"/>	
• Applicant(s); <b>(Labels in Triplicate per Regs)</b>	<input type="checkbox"/>	
• Owner(s); <b>(Labels in Triplicate per Regs)</b>	<input type="checkbox"/>	
• Holders of conservation, preservation and/or agricultural preservation restrictions; <b>(Labels in Triplicate per Regs)</b>	<input type="checkbox"/>	N/A
• Every engineer, architect, land surveyor or soils scientist whose professional seal appears on the plan. <b>(Labels in Triplicate per Regs)</b>	<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

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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

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- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Eight (8) copies</li> <li><input type="checkbox"/> Sheet size in conformance with the requirements of the Registry of Deeds of Rockingham County</li> <li><input type="checkbox"/> Scale (1" = 100', 1" = 80', 1" = 60', 1" = 50', 1" = 40', 1" = 30', 1" = 20', or 1" = 10')</li> <li><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</li> <li><input type="checkbox"/> Proposed sub layout and improvements including streets, pavement, buildings, and storm drainage facilities</li> <li><input type="checkbox"/> Proposed subdivision name, plan number, date of plan and any revision dates</li> <li><input type="checkbox"/> Current owner(s) of record (and applicant, if different)</li> <li><input type="checkbox"/> All abutters key to the plan</li> <li><input type="checkbox"/> All holders of conservation, preservation, or agricultural preservation restrictions keyed to plan</li> <li><input type="checkbox"/> Name, license number, seal and address of the NH registered Land Surveyor</li> <li><input type="checkbox"/> Name, license number, seal and address of the NH registered professional engineer</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow</li> <li><input type="checkbox"/> Location (locus) map</li> <li><input type="checkbox"/> Tax map and parcel numbers for the existing and proposed lots, as determined by the Tax Assessor</li> <li><input type="checkbox"/> Zoning district(s) and lines</li> <li><input type="checkbox"/> Lot line and other setbacks as listed in current Zoning Ordinance</li> <li><input type="checkbox"/> Adequate space for the necessary endorsement by the proper authorities</li> <li><input type="checkbox"/> Property lines of the entire and divided lot, angles or bearings &amp; dimensions and the area of the entire lot and divided lots</li> <li><input type="checkbox"/> Metes and bounds</li> <li><input type="checkbox"/> Existing and proposed monuments</li> <li><input type="checkbox"/> Title and deed references</li> <li><input type="checkbox"/> Easements and other encumbrances</li> <li><input type="checkbox"/> List all variances and the dates granted by the Board of Adjustment for the parcel</li> <li><input type="checkbox"/> Name(s) of proposed streets within a project, as approved by the Board of Selectmen</li> </ul> |
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### DETAILED PLANS (can be separate or combined with Subdivision Plan)

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*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

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**

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- 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 Study 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.*