

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:	