

TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275 Tel: 603-485-4747

SUBDIVISION AND SITE PLAN REVIEW APPLICATION For New and Amended Applications

General Information

This application form is required by the Pembroke Planning Board in order to process the planning actions listed in Part I. The Town of Pembroke Subdivision and Site Plan Review Regulations require that the specific material listed on the Subdivision and Site Plan Review Checklists be submitted with this application form in order for an application to be considered complete. Appropriate fees, property owner authorization letters, large and reduced-size plan sets, relevant studies, permits and approvals, and written requests for waivers must be submitted with this application form.

Please be advised that it is the applicant's responsibility to submit a complete and accurate application package. The Planning Board will not take jurisdiction over incomplete applications. Only after applications are deemed complete by the Board can a public hearing be held.

Deadline Information

All completed applications, plans and any additional information must be submitted 30 days prior to the next regularly scheduled Planning Board meeting. The Planning Board meets on the fourth (4th) Tuesday of the month. A schedule of Planning Board meeting dates and application deadlines is available from the Planning Department.

Please contact the Town of Pembroke Planning & Land Use Department at (603) 485-4747 with any questions.

<i>Town Use Only</i>
MAP: _____
LOT: _____
APP #: _____

PART 1. APPLICATION TYPE

Please check the appropriate Planning Board action:

Major Subdivision (4 or more lots)	
Minor Subdivision (up to 3 lots, lot line adjustments)	
Major Site Plan Review (all new development, 10% or greater expansion of use or structure, change in use resulting in changes to the building or site plan)	
Minor Site Plan Review (all other site plans not defined as major)	

PART 2. PROJECT INFORMATION

Please type or print clearly.

Date	
Project Name <i>Example: Smith Major Subdivision</i>	
Site Address or Location	
Tax Map Number	
Tax Lot Number	
Zoning District(s)	
Zoning Overlay District(s)	
Special Use Permit Required?*	
ZBA Variance or Special Exception Required?**	
Total Acres	
Total Frontage	
Purpose of Plan	

**If special use permits are required, complete the separate application(s) and submit with this Application.*

***If ZBA variances or special exceptions are required, please obtain them first from the ZBA and attach to this Application.*

PART 3. APPLICANT INFORMATION

The applicant is usually a professional (surveyor, engineer, developer, architect, attorney, etc) representing a property owner before the Board.

Name	
Company	
Address	
Phone Number	
Email (required)	
Fax	
Signature	

PART 4. PROPERTY OWNER INFORMATION

If the applicant (above) will be representing the property owner(s) before the Planning Board, submit a **notarized** letter of authorization from all of the property owner(s). You may attach additional sheets if there are more than four (4) owners.

Owner 1

Owner 2

Name		
Address		
Day Phone Number		
Email		
Date		
Signature		

Owner 3

Owner 4

Name		
Address		
Day Phone Number		
Email		
Date		
Signature		

PART 5. OTHER APPLICATION REQUIREMENTS

The following items are required for a complete application. The Board will make a determination at its next regular meeting, after the project has been publicly noticed, whether the application is complete.



Certified Notification and Certified Notice of Decision Lists	
Notarized Letter(s) of Authorization	
Application Checklist	
Project Narrative Letter describing the project in detail, existing conditions, etc.	
Waiver requests in writing, if applicable.	
Application, Escrow, and LCHIP Fees (please refer to the appropriate fee schedule(s))	
Inspection Escrow in the Amount of 2% of the Construction Cost	
Three full sets of 22"x34" plans, folded to 8.5"x11" with original signatures and stamps	
Copies of the plan reduced to 11" x 17", folded to 8.5"x11", as follows: *15 for the Planning Board *10 for Technical Review Committee and other Town Departments *1 copy per each address for certified notice	
Three (3) copies of any drainage, hydrologic, or other studies and associated plans if applicable	
Copies of any local, State, Federal or other approvals or applications waiting for approval	

PART 6. ESCROW BALANCES AND RETURNS

All applications for subdivision and site plan review require a positive balance in escrow accounts set up by the Town which are used for engineering, consulting, and legal fees. Along with application fees, an escrow check will be supplied by the applicant or property owner(s). The property owner(s) acknowledges that when escrow funds are depleted, all Town work on the project will stop until the fund is replenished. The Town will notify the applicant, on behalf of the property owner(s), when the escrow balance is low.

In the review of applications, the Planning Board may contract with consultants to review all or portions of any application. This review shall be at the applicant's expense. The Planning Board, at its discretion, may request an applicant to prepare special studies at the applicant's expense, or contract with a consultant to perform these studies at the applicant's expense.

If an escrow balance is in the negative, the property owner will be invoiced by the Town to bring the balance into compliance. **Balances must be in the positive before the next Planning Board public hearing or the Board may disapprove the application.** Mylars of approved projects will not be registered without a \$0 balance or positive balance in the project’s escrow accounts. Unused project escrow balances will be returned within 90 days of application denial or plan registration to ensure that outstanding invoices from consultants have been paid. You may attach additional sheets if there are more than four (4) owners.

Property Owner Name PRINT		Date:
Signature		
Property Owner Name PRINT		Date:
Signature		
Property Owner Name PRINT		Date:
Signature		
Property Owner Name PRINT		Date:
Signature		

Escrow balances are to be returned to (one name/address only):

Name	
Address	

Please Type for Project/Public Hearing Notification

Applicant: _____

Map: _____

Lot: _____

Property Owner (if different than the applicant):

Map: _____

Lot: _____

Property Owner (if different than the applicant):

Map: _____

Lot: _____

Surveyor: _____

Engineer: _____

Soil/Wetland Scientist: _____

Architect: _____

Please attach additional sheets as necessary

TOWN OF PEMBROKE CERTIFIED NOTIFICATION LIST

Abutters: All property owners adjoining the subject parcel either directly, at the corners, or across a street or stream must be notified. Please obtain the most current list of abutters from the Assessors' Office a maximum of 5 days prior to submission of the application per RSA 676:4.I.(b).

1.	_____	Map:	_____

	_____	Lot:	_____
2.	_____	Map:	_____

	_____	Lot:	_____
3.	_____	Map:	_____

	_____	Lot:	_____
4.	_____	Map:	_____

	_____	Lot:	_____
5.	_____	Map:	_____

	_____	Lot:	_____
6.	_____	Map:	_____

	_____	Lot:	_____
7.	_____	Map:	_____

	_____	Lot:	_____

TOWN OF PEMBROKE CERTIFIED NOTIFICATION LIST

8.	_____ _____ _____	Map:	_____
		Lot:	_____
9.	_____ _____ _____	Map:	_____
		Lot:	_____
10.	_____ _____ _____	Map:	_____
		Lot:	_____
11.	_____ _____ _____	Map:	_____
		Lot:	_____
12.	_____ _____ _____	Map:	_____
		Lot:	_____
13.	_____ _____ _____	Map:	_____
		Lot:	_____
14.	_____ _____ _____	Map:	_____
		Lot:	_____
15.	_____ _____ _____	Map:	_____
		Lot:	_____

Please attach additional sheets as necessary

Please Type for Notice of Decision Notification

Applicant: _____

Surveyor/Engineer: _____

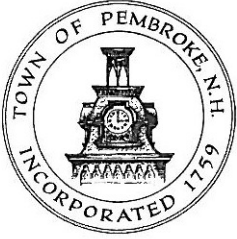
Property Owner: _____

Property Owner: _____

Property Owner: _____

Property Owner: _____

Please attach additional sheets as necessary



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MAJOR SUBDIVISION REVIEW CHECKLIST

This checklist has been included as part of the Board's operating rules to assist the applicant. However, the applicant is responsible for reviewing the Town's Subdivision Regulations and Zoning Ordinance to ensure that all required information is submitted or addressed. At a minimum, the application must contain all of the information described in this section. The checklist must be completed and submitted as part of the application. Issues not included on the checklist may be raised during the review process. Waivers to any of these requirements must be requested in writing with an explanation of why the waiver should be granted.

Most of the information described in this section must appear on the plat. The rest of the information may appear on the plat or in separate documents.

PART A – REQUIRED INFORMATION

- _____ A. The plat and the cover sheet of any documents submitted with it must show the names, addresses and telephone numbers of the applicant, the land surveyor or engineer, and anyone owning an interest in the property. The plat must also show the seal of the surveyor, the engineer, wetland scientist and the signatures of all owners.

- _____ B. The applicant must provide the names and addresses of all abutters, and the citation of the most recent instrument conveying title to each parcel of the property to be subdivided, giving the names of grantor and grantee, the date and the Registry of Deeds recording reference by book and page. Please note that any engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan is considered an abutter and must be notified as such.

- _____ C. The plat must show the proposed names of the subdivision and of any proposed streets. These names may not be so similar to existing names as to be likely to create confusion. The Board of Selectmen reserves the right to approve all street names. Proper names are not accepted.

- _____ D. The applicant must state the dates and the outcome of any applications to subdivide any part of the parcel in the prior ten years.

TOWN OF PEMBROKE MAJOR SUBDIVISION REVIEW CHECKLIST

- _____ E. The plat must be prepared with pen and ink, and be on mylar or similar material, which may be recorded at the Merrimack County Registry of Deeds. It must show the date of preparation, the true north point and the magnetic north point. It must state the purpose of the subdivision (e.g. to create six (6) lots for single-family dwellings, etc.)

- _____ F. The plat must include a vicinity map depicting the location of the property with respect to surrounding property and streets. It must show names of adjoining streets and any zoning district lines on this or adjacent property.

- _____ G. The plat must include the location, bearings to the nearest minutes, and dimensions of all boundary lines and lot lines, expressed in feet and hundredths of a foot.

- _____ H. The plat must show the use, total area and buildable area (according to Subdivision Regulations and Zoning Ordinance) of each lot.

- _____ I. The plat must show the existing topography of the entire parcel to be subdivided at these intervals:

<u>Grade</u>	<u>Contour Intervals</u>
0-2%	2 foot plus spot elevations
2+%-5%	2 foot
5+%	10 foot

Low points, high points, and other areas needing spot elevations must be shown.

Existing contours shall be shown with dashed lines and proposed contours shall be shown with solid lines.

- _____ J. The plat must show the locations and approximate dimensions of all of the following, both existing and proposed, whether located on this parcel or within sixty (60) feet of its boundaries: streets (width and names, on this or adjoining property), easements, rights-of-way, bridges, paved areas, water courses, bodies of water, wetlands, drainage ditches, 100 year floodplain, parks, playgrounds or other recreational areas, cemeteries, monuments, buildings, building set-back lines, ledges, boulders, wooded areas, proposed landscaping, areas with slopes greater than fifteen percent (15%) and environmentally significant areas.

- _____ K. The plat must show the location, size, elevation and slope of existing sewer and water lines, culverts, catch basins, utility lines, or other underground structures beneath this property or within sixty (60) feet of its boundary lines.

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- _____ L. The applicant must submit a proposal for connection with existing water and sewer lines, or alternative means for providing those services, specifying locations. The 4,000 sq. ft. receiving area for on-site septic systems must be located within the building set-back lines. Issuance of a permit by the New Hampshire Department of Environmental Services, Water Supply and Pollution Control Division will be considered by the Board, but is not binding on the Board.

- _____ M. The plat must show how surface water shall be collected and discharged so as to minimize and control erosion and sedimentation.

- _____ N. The plat must show soils types and boundaries based on Soil Conservation Service data. If sewage or other waste water is to be discharged on-site, or if wetland must be identified, an intensive soils survey by a qualified soil scientist is required. Soil boundaries shall be shown on the plat by dotted lines.

- _____ O. The plat must show the location of actual or proposed soil test pits, test borings, and percolation test pits.

- _____ P. Blocks, including those in subsequent additions to subdivisions shall be numbered consecutively, or lettered in alphabetical order. All lots in each block shall be numbered consecutively. Large remaining parcels to be subdivided in the future shall be lettered in alphabetical order.

- _____ Q. The applicant must verify the classification of abutting roads.

- _____ R. The applicant must provide full legal descriptions of all existing and proposed easements, rights-of-way, covenants, reservations or other restrictions on the use of the property, with notations of each on the plat.

- _____ S. The plat must show the location, dimensions, area, and purpose of any existing or proposed open space. The applicant must describe any restrictions on its use and any conditions on its dedication or reservation.

- _____ T. If development is phased, the plat must show the proposed schedule.

- _____ U. The applicant must disclose the existence of any environmentally sensitive, significant, or unique areas within or abutting the parcel. Each applicant must affirm that the applicant consulted with the New Hampshire Natural Heritage Inventory, Department of Resources and Economic Development, concerning the significance of the parcel and abutting property.

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- _____ V. The applicant must disclose whether the parcel is designated as prime agricultural land on the town map designed for that purpose, and whether the parcel abuts such land.

- _____ W. Applications for open space development must supply the information required by Article IX of the Town of Pembroke Zoning Ordinance.

- _____ X. The applicant must submit any available certifications of approval required by any other Federal, State or Local Government Agency, and sufficient information to demonstrate compliance with the Zoning Ordinance and these regulations.

- _____ Y. The plat must show the following form for the Board approval in the lower right corner above the title block.

Under the provisions of RSA 674:35 and 674:37, the Town of Pembroke Planning Board, in accordance with the Board vote dated _____, hereby approves this plat. Approval is limited to the lots as shown.

Chairperson

PART B – CONSTRUCTION PLAN SUBMITTAL INFORMATION

Construction plans shall be prepared for all required improvements whether private or public improvements. Map sheets shall be no larger than 22"x34". The following shall be shown:

- _____ A. Plans – Plans of all areas to be disturbed for construction of streets, drainage ways, and structures, sewer, water and electric lines, erosion and sediment control structures, and other areas to be disturbed for the construction of improvements shall be made showing existing topography shown in dashed lines and proposed contours shown in solid lines at a contour interval no greater than two (2) feet plus spot elevations, soil types and boundaries shown in dotted lines, existing tree lines and proposed trees and all other plantings, edge of all paved areas, location and size of all structures, piping and other materials, center line stationing of all proposed roads at fifty (50) foot intervals, and the location of all lot lines with the lot numbers. Plans shall be drawn at a scale of not more than one (1) inch equals fifty (50) feet.

- _____ B. Profiles. Profiles of all proposed roadways, showing existing and proposed elevations along the center lines of all proposed roads and all structures, piping and other materials. Profiles shall be drawn at a scale of one (1) inch equals fifty (50) feet horizontal scale and one (1) inch equals five (5) feet vertical scale.

- _____ C. Cross-sections. Cross-sections of all proposed roadways at one-hundred-foot stations and at all catch basins or culverts showing the roadway and all areas to be disturbed for the construction of all proposed roadways, existing grades, proposed subgrades, proposed final grades and all utilities and other structures. Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet, both the horizontal and vertical scales shall be the same.

- _____ D. Details. Construction details of all roadways, curbing, sidewalks, drainage structures, sediment and erosion control structures and any other required improvements shall be shown at a convenient scale.

- _____ E. Erosion and sediment control. Plans and other information indicating how increased runoff, sedimentation and erosion shall be controlled during and after construction or required improvements.

- _____ F. Impact from Site – Potential impact to abutting lots including but not limited to drainage, access, traffic, noise shall be described in plan Notes and offer mitigation options as appropriate for Board consideration.

Town of Pembroke - Subdivision Review Fees Planning Board Fee Worksheet

NAME: _____

CASE #: _____

APPLICATION & REVIEW FEES	FEE	PER UNIT	QUANTITY	TOTAL
Subdivision	175	per lot	_____	_____
Lot Line Adjustment	200 plus 100	per first two lots per each additional lot	_____	_____
Lot Merger per RSA 674:39	25	per project	_____	_____
CONDOMINIUM FEES	FEE	PER UNIT	QUANTITY	TOTAL
Conversion of Existing Development	300 plus 50	per project per dwelling unit	_____	_____
New Condominium Declaration	300 plus 100	per project per dwelling unit	_____	_____
ADMINISTRATION FEES	FEE	PER UNIT	QUANTITY	TOTAL
Certified Notices of Hearing	10	per address	_____	_____
Certified Notice of Decision	10	per applicant	_____	_____
Recording Fee for Plans	50	per sheet	_____	_____
Recording Fee for Plans (for each additional attempt)	25	per sheet	_____	_____
Recording Fee for Documents	25	per document (includes Town easements, etc)	_____	_____
Newspaper Legal Notice	90	minimum per notice, subject to adjustment based upon actual cost via legal escrow account	_____	_____
			CHECK #1 TOTAL:	=====
ENGINEERING AND LEGAL ESCROW FEES	FEE	PER UNIT	QUANTITY	TOTAL
Lot Line Adjustment	100 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)	_____	_____
Minor Subdivision	300 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)	_____	_____
Major Subdivision	500 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)	_____	_____
STATE LCHIP SURCHARGE	FEE	PER UNIT	QUANTITY	TOTAL
Any Recorded Plan Sheet (make check out to Merrimack County Registry of Deeds)	25	per plan set	_____	_____

Check #1

Check #2

Check #3

1. Three separate checks must be paid to the Town. One is for application and administration fees, one is for escrow, and the other is for the State LCHIP fee.
2. All fees must be paid by the applicant at the time of filing the application with the designated agent of the Board. Failure to pay all these expenses and fees as specified will be valid grounds for refusal to accept the application as complete or for disapproval of the application.
3. In the review of applications, the Planning Board may contract with consultants to review all or portions of any application. This review shall be at the applicant's expense. The Planning Board, at its discretion, may request an applicant to prepare special studies at the applicant's expense, or contract with a consultant to perform these studies at the applicant's expense.
4. Regular escrow fees shall be placed in an account which will be used to pay for engineering and legal review and notification fees, if required. If at any time the account needs to be replenished, the applicant will do so by the date of the next public hearing or the application may be denied because of a negative balance. Any funds remaining in the account, including interest, will be returned to the applicant within 90 days of Planning Board denial or plan registration to ensure that all outstanding consultant invoices have been paid.