

TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Town Use Only

MAP: _____

LOT: _____

APP #: _____

SPECIAL USE PERMIT APPLICATION

Please submit this application with the applicable fees (see Special Use Permit fee schedule). A certified notification list must be provided. If the special use permit is applied for in conjunction with a Subdivision or Site Plan Review application, you may submit the two together so the abutter fees will be combined, but newspaper notification fees will still be separate.

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.

PART 1. APPLICANT INFORMATION

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

Date	
Name	
Company	
Address	
Phone Number	
Email (required)	
Fax	
Signature	

PART 2. PROPERTY OWNER INFORMATION

If the applicant (above) will be representing the property owner before the Planning Board, please submit a **notarized** letter of authorization from the property owner(s).

	Owner 1	Owner 2
Name		
Address		
Phone Number		
Email		
Signature		
Date		

	Owner 3	Owner 4
Name		
Address		
Phone Number		
Email		
Signature		
Date		

PART 3. SPECIAL USE PERMIT INFORMATION

Permit Type:

Activity Within 20' of Wetlands 143-72.D(2)	
Activity within Aquifer Conservation District 143-68.E	
Shared Driveway 143-53	
Farm Stand (143-44.B(1))	
Other:	

Open Space Development Permits

OSD Height Limits	
OSD Building Envelopes	
OSD Reduction in Specification Standards	
OSD Reduction in Buildable / Open Space Area	
Other:	

PART 3. SPECIAL USE PERMIT INFORMATION, continued

Property Address	
Map	
Lot	
Size of Lot (acres/sf)	
Frontage of Lot (ft)	
What is Your Project?	
Why is Permit Necessary ?	
Is this Permit Connected with a Subdivision or Site Plan Review application? If yes, provide detail.	

PART 4. OTHER APPLICATION REQUIREMENTS

The following items are required for a complete application.



Certified Notification and Certified Notice of Decision Lists	
Notarized Letter(s) of Authorization	
Project Narrative Letter describing the project in detail, existing conditions, etc.	
Application and Escrow Fees (please refer to the appropriate fee schedule(s))	

PART 4. OTHER APPLICATION REQUIREMENTS, continued

If Special Use Permit is not connected with a Subdivision or Site Plan Review application, then submit the following as needed:



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 5. 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.

PART 5. ESCROW BALANCES AND RETURNS, continued

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	

-----For Town Use Only-----

For Aquifer permits only:

HEALTH OFFICER SIGNATURE: _____

WATER WORKS SIGNATURE: _____

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: _____

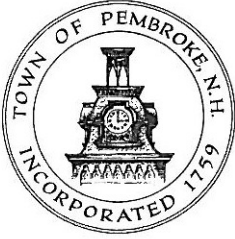
Property Owner: _____

Property Owner: _____

Property Owner: _____

Property Owner: _____

Please attach additional sheets as necessary



TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

SPECIAL USE PERMIT CHECKLIST

This checklist has been included as part of the Board's operating rules to assist the applicant. 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.

For Special Use Permit Applications **related to** an active Site Plan Review or Subdivision application, submit the requirements according to the appropriate checklist.

_____ 1. Checklist requirements for a Site Plan Review or Subdivision application have been submitted.

For Special Use Permit Applications **not related to** an active Site Plan Review or Subdivision application, the following information is to be submitted:

_____ 2. If the presenter of the application is not the owner of record, provide a notarized letter from the owner(s) of record stating that the presenter has the authority and permission of the owner(s) of record to act on their behalf.

_____ 3. Submit copies of local, state, or federal permit applications, as appropriate, and copies of approvals received.

_____ 4. Submit three (3) 22x34" plans and twenty-five (25) 11x17" reduced plans plus one (1) 11x17" for each person on the certified notification list.

_____ 5. Follow the Minor Site Plan Review Checklist items to add to the plans submitted under 4. above.

For ALL Special Use Permit applications, please **complete Part A, Part B, Part C, Part D, or Part E** depending on what type of application you are submitting. This is the minimum of what is required and the Planning Board may require more information.

PART A – FARM STAND, Zoning 143-44.B

- _____ A. Submit a detailed narrative description of the business, including the hours, days, and months of operation; numbers of employees; parking; the types of products to be sold; estimated number of cars per day; and percentage of products sold that are grown on site.

- _____ B. Submit a copy of the sign permit application and a drawing of the sign detail with dimensions.

PART B – SHARED DRIVEWAY, Zoning 143-53

- _____ A. Submit a detailed narrative description of the driveway, including dimensions, surface type, location, and Map number and Lot number affected.

- _____ B. Submit a copy of the driveway permit application.

PART C – AQUIFER, Zoning 143-68.E

- _____ A. Submit a detailed narrative description of the activity being undertaken, the use of the site, including how the aquifer may be affected, and potential contamination sources.

- _____ B. Submit a letter from Pembroke Water Works discussing their position on the activity.

PART D – WETLANDS, Zoning 143-72.D(2)

The Conservation Commission and Town Engineer have 30 days from the date of submittal to review and provide a report to the Planning Board on your application.

- _____ A. Submit a detailed narrative description of the activity being undertaken, including how the water body and surrounding wetland areas may be affected.

PART E – OPEN SPACE DEVELOPMENT, Zoning 143, Article X

The applicant must appear before the Planning Board for a conceptual consultation about the project prior to visiting the Zoning Board of Adjustment or Conservation Commission.

- _____ A. Submit a detailed narrative description of the open space development, including the number of open space lots versus the number of traditional lots, Map and Lot number, property characteristics and constraints, and property location.

- _____ B. Submit a letter from Conservation Commission discussing their position on the activity.

Town of Pembroke - Special Use Permit Fees Planning Board Fee Worksheet

NAME: _____

CASE #: _____

APPLICATION & REVIEW FEES	FEE	PER UNIT	QUANTITY	TOTAL
Special Use Permit (Aquifer, Driveway)	25	per permit	_____	_____
Special Use Permit (Wetlands)	25	per permit	_____	_____
Special Use Permit OSRD (Lot Sizing, Lot Specifications, Roadway Reduction, Open Space/Buildable Area Reduction)	25	per permit	_____	_____
ADMINISTRATION FEES	FEE	PER UNIT	QUANTITY	TOTAL
Certified Notices of Hearing	10	per address	_____	_____
Certified Notice of Decision	10	per applicant	_____	_____
Newspaper Legal Notice	90	minimum per notice, subject to adjustment based upon actual cost via legal escrow account	_____	_____
CHECK #1 TOTAL:				_____
ENGINEERING & LEGAL ESCROW FEES	FEE	PER UNIT	QUANTITY	TOTAL
Special Use Permit	100 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)	_____	_____

Check #1

Check #2

1. Two separate checks must be paid to the Town. One is for application and administration fees and one is for escrow.
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 applicants 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.