



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 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. The 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.

****It is recommended applicants meet with the Town Planner prior to application submission to ensure the application contains the correct and complete information.****

TOWN OF PEMBROKE SUBDIVISION AND SITE PLAN REVIEW APPLICATION

Town Use Only

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 Adjustment	
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	

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	
<u>Purpose of Plan and project narrative. Attach additional sheets if necessary.</u>	

If special use permits are required, complete the separate application(s) and submit **concurrently with this Application. ** If ZBA variances or special exceptions are required **please refer to RSA 676:4.1(i). It is recommended, but not required, to obtain the ZBA approvals prior to Planning Board approval. If ZBA approvals are obtained first please** include with 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 an original **notarized** letter of authorization from the property owner(s). You may attach additional sheets if there are more than two (2) owners.

	Owner 1	Owner 2
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.

****It is recommended applicants meet with the Town Planner prior to application submission to ensure the application contains the correct and complete information.****

****Unless deemed unnecessary by the Planning Department, ALL applicants shall attend a Technical Review Committee (TRC) meeting prior to being placed on the Planning Board Agenda.****

Certified Abutter 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 if applicable- applicant must include written justification for waiver requests.	
Application, Administration, and Engineering Fees (refer to the appropriate fee schedule)	
<u>Two</u> full sets of 22"x 34" plans, <u>folded</u> with original signatures and stamps. <u>*ROLLED PLANS WILL NOT BE ACCEPTED UNLESS THE PLAN SET IS TEN (10) SHEETS OR MORE*</u>	
<p align="center"><u>APPLICATION SUBMISSION REQUIREMENTS</u></p> <p><u>One complete application submitted with original signatures of property owner(s) and professional agents, notarized owner authorization letter, project narrative, checklist, waivers (if applicable), and any other permits or applications, e.g. state or federal permits</u></p> <p><u>Twenty- five (25) packets shall be submitted that include copies of the application, notarized owner authorization letter, project narrative, checklist, waiver requests (if applicable), and 11x17 copy of the plan. DO NOT include the abutter list or fee sheet in the packet. If there are waiver requests, do not include the application checklist in the packets</u></p> <p align="center"><u>Only include the waiver requests in the packets.</u></p> <p align="center"><u>ABUTTER NOTIFICATION shall be pursuant to RSA 672:3 and 676:4.I.(b)</u></p> <p align="center"><u>*It is the applicant's responsibility to verify accurate abutter mailing information*</u></p> <p><u>*Property owner(s) and project professional(s) e.g. engineers, surveyors, lawyers, wetland scientists, etc. are considered abutters by NH law and are required to receive certified notification.*</u></p>	

ABUTTER NOTIFICATION REQUIREMENTS

It is recommended that Avery 5160 labels be used for the mailing labels.

If there are ten (10) or more abutters, it shall be the responsibility of the applicant to complete all the abutter notification mailing envelopes, Certified Notice slips, and Return Receipt slips, including envelopes for the certified notification(s) of the Notice of Decision(s). The abutter mailing labels shall include up to date abutter mailing address and map and lot number for the project parcel/lot.

The abutter mailing labels shall be affixed to each envelope, each Certified Notice Receipt, and each Return Receipt Notice for the abutter notification and for the Certified Notice of Decision(s) if applicable.

The applicant must use the "Town of Pembroke" as the return address on the abutter envelopes, the Return Receipt Notice for the abutter notification, and the certified notification of the Notice of Decision(s) if applicable.

The return address is: "Town of Pembroke, Planning Department, 311 Pembroke St. Pembroke NH 03275"

If there are less than ten (10) abutters it shall be the responsibility of the applicant to submit the correct abutter mailing labels for each Certified Notice Receipt and Return Receipt Notice for the abutters and for recipient(s) of the certified Notice of Decision(s) if applicable.

The mailing labels shall be in triplicate and include the map and lot number for the project parcel/lot.

Property owner(s) and project professional(s) e.g. engineers, surveyors, wetland scientists, etc. are considered abutters by NH law and are required to receive certified notification.

Two (2) 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 two (2) owners.

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	

Town of Pembroke - Site Plan Review Fees

Planning Board Fee Worksheet

NAME: _____

CASE #: _____

✓ APPLICATION & REVIEW FEES	FEE	PER UNIT	QUANTITY	TOTAL
Multifamily	\$100	per new or redeveloped unit		
New Commercial/Business/Industrial	\$100	per 1,000sf gross floor area		
New Developed Area (No Buildings)	\$25	per 1,000sf gross developed area		
Reuse of Existing Commercial/Business/Industrial or Developed Area, including Change of Use applications	\$150	flat fee		
Wireless Co-Location	\$100	per project		
New Wireless Tower	\$500	per project		
Minor Site Plans eligible for Technical Review Committee (TRC)	\$25	per project		

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/Notice of Decisions	\$25	per document (includes Town easements, etc)		
Newspaper Legal Notice	\$120	minimum per notice, subject to adjustment based upon actual cost via legal escrow account		

CHECK #1 TOTAL: _____

ENGINEERING & LEGAL ESCROW FEES	FEE	PER UNIT	TOTAL
Minor Site Plan	\$200 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)	
Major Site Plan	\$500 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)	

Minor Site Plan eligible for Technical Review Committee (TRC) Review	\$150 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)	
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1. Two separate checks must be paid to the Town. One is for application and administration fees and the other is for engineering escrow fees.
2. All fees, except State LCHIP fees, must be paid by the applicant at the time of filing the application with the designated agent of the Board. Failure to pay the expenses and fees as specified will be valid grounds for refusal to accept the application as complete or for disapproval of the application. State LCHIP fees shall be included with the submission of the final plans and Mylars. LCHIP checks shall be made out to Merrimack County Registry of Deeds.

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.

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 lot merged plus \$25.00 Administration Fee	_____	_____
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	120	minimum per notice, subject to adjustment based upon actual cost via legal escrow account	_____	_____
CHECK #1 TOTAL:				_____

Check #1

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.)	_____	_____
CHECK #2 TOTAL:				_____

Check #2

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

2. All fees, except state LCHIP 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. State LCHIP fees shall be included with the submission of the final plans and Mylars. LCHIP checks shall be made out to Merrimack County Registry of Deeds.

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.

Approved 6/22/10 - T:\Town Planner\Planning Board\Applications and Forms\Revised Subdivision Plan Fees 2015 .xls