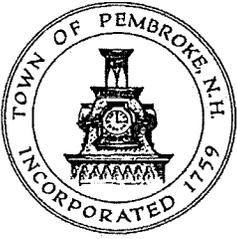


## GUIDELINES FOR DESIGN REVIEW CONSULTATION

### In a Design Review:

- A. A completed Design Review application with required administrative and escrow fees, site location maps, site survey maps, site layout maps, and the checklist shall be **submitted at least 28 days in advance of the next meeting**. See the Planning Board Meeting Schedule and the aforementioned forms available in the Planning Department.
- B. At the meeting, the applicant and the Board can engage in discussions that describe the site so the Board has an opportunity to understand what is proposed and so the applicant learns the concerns of the Board, and possibly the concerns of the abutters and the public. The Planning Board will offer suggestions to resolve problems that might arise during formal review. The Board shall explain the state and local regulations that may apply to the proposal, and should inform the applicant of any special studies required. The Board can discuss whether the proposal has the potential to qualify as a development of regional impact. **No decisions will be made by the Board**. The Board shall not give any indication of approval or disapproval of the proposal.
- C. The design review process will not bind either the Applicant or the Board, and statements made by members of the Planning Board will not be the basis for disqualifying the members or invalidating any subsequent action on the application.
- D. The time limits for Board action under RSA 676:4, I(c) shall not apply to design review.
- E. The Board shall not accept any site plan, subdivision, or other application by the applicant under this procedure.
- F. Notification of abutters and the public is required, although **no hearing is required to be held**.
- G. Public comment may be received during the design review at the discretion of the Board.
- H. The Technical Review Committee will meet to review the materials submitted and provide a list of concerns to the applicant and the Board. Town Engineer will review the proposal in the Committee and also provide a list of concerns. These items along with Board and staff comments will better enable the applicant to prepare the final design which will be in accordance with regulations and best management practices.
- I. A design review may last for more than one meeting and the Board has the discretion to end the design review process at any time.



# TOWN OF PEMBROKE

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

## DESIGN REVIEW APPLICATION

### General Information

This application form is required by the Pembroke Planning Board in order to process your application. The Town of Pembroke Subdivision and Site Plan Review Regulations require that the specific material be submitted with this application form in order for an application to be considered complete. A checklist has been developed for this purpose. Appropriate fees, property owner authorization letters, large and reduced-size plan sets, relevant studies, permits or approvals applied for or received, the checklist, 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.

### 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 (4<sup>th</sup>) Tuesday of the month. A schedule of Planning Board meeting dates and application deadlines is available from Town Hall.

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

<p><i>Town Use Only</i></p> <p>MAP: _____</p> <p>LOT: _____</p> <p>APP #: _____</p>
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**PART 1. APPLICATION TYPE**

Please check the appropriate Planning Board action:

Major Subdivision (4 or more lots)	
Open Space Development Major Subdivision	
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)	

**PART 2. PROJECT INFORMATION**

Please type or print clearly.

Date	
Project Name	
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, applications will need to be submitted with the Subdivision and Site Plan Review Application.*

*\*\*If ZBA variances or special exceptions are required, the ZBA Notices of Decision must be submitted with the Subdivision and Site Plan Review 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 before the Planning Board, please submit a **notarized** letter of authorization from the property owner(s).

	Owner 1	Owner 2
Name(s)		
Address		
Phone Number(s)		
Email(s)		
Signature(s)		

	Owner 3	Owner 4
Name(s)		
Address		
Phone Number(s)		
Email(s)		
Signature(s)		

**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.\*\***



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 in writing, if applicable.	
Application, Escrow, and Engineering Fees (refer to the appropriate fee schedule)	
Two full sets of 22"x34" plans, folded with original signatures and stamps. <b>**Rolled plans will not be accepted unless the plan set contains ten(10) sheets or more**</b>	
<p>Twenty-Five (25) copies of the application (not including the certified notification lists), checklist, and/or waiver requests.</p> <p style="text-align: center;"><b>ABUTTER NOTIFICATION shall be pursuant to RSA 672:3 and 676:4.I.(b)</b></p> <p style="text-align: center;"><b>ABUTTER NOTIFICATION REQUIREMENTS</b></p> <p>If there are more than ten (10) abutters it shall be the <u>responsibility of the applicant</u> to complete the abutter notification envelopes and pre-pay the certified and return receipt postage costs for the notifications to the abutters and for the Notice of Decision. The abutter envelopes shall be business style submitted with the correct mailing address labels affixed to the envelope, the Certified Notice Receipt and the Return Receipt Notice, and include the "Town of Pembroke, Planning Department, 311 Pembroke St" as the return mailing address on the envelope and the Return Receipt Notice. It is recommended that Avery 5160 labels be used for the mailing label address information.</p> <p><b>**There are no certified notification fees charged when there are ten (10) or more abutters.**</b></p> <p>If there are less than ten (10) abutters it shall be the <u>responsibility of the applicant to submit correct and complete mailing labels completed in triplicate, for each Certified Notice Receipt and the Return Receipt Notice for the abutters and for each certified Notifications of</u></p>	

<p><b>Decision. It is recommended that Avery 5160 labels be submitted with the application.</b></p> <p><b>**Fees for certified notification will be charged when there are less than ten (10) abutters.**</b></p> <p>Copies of the plan reduced to 11" x 17", folded to 8.5"x11", as follows:</p> <p>*15 for the Planning Board</p> <p>*10 for Technical Review Committee</p>	
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 four (4) owners.

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

PRINT		
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	

TOWN OF PEMBROKE CERTIFIED NOTIFICATION LIST

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**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

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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 676:4.1.(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

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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:

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Surveyor/Engineer:

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---

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Property Owner:

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*Please attach additional sheets as necessary*

## Town of Pembroke - Design Review Fees Planning Board Fee Worksheet

NAME: \_\_\_\_\_

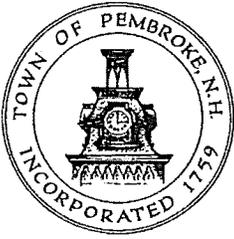
CASE #: \_\_\_\_\_

APPLICATION & REVIEW FEES	FEE	PER UNIT	QUANTITY	TOTAL
Subdivision Plan	50% of appropriate Application and Review Fee			
Site Plan	50% of appropriate Application and Review Fee			
ADMINISTRATION FEES	FEE	PER UNIT	QUANTITY	TOTAL
Certified Notices of Hearing	10	per address		
Newspaper Legal Notice	120	minimum per notice, subject to adjustment based upon actual cost via legal escrow account		
TECHNICAL REVIEW COMMITTEE ENGINEERING ESCROW FEES	FEE	PER UNIT		TOTAL
Subdivision or Site Plan	500	flat fee to be placed into project escrow, to be returned to the applicant after 30 months of non-use		

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. Technical Review Committee escrow fees shall be placed in an account which will be used to pay for engineering review fees for review of the plans. 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, may be placed into the Engineering escrow account of the application for Subdivision or Site Plan or will be returned to the applicant within 30 months to ensure that all outstanding consultant invoices have been paid.
5. Fifty-percent (50%) of the Design Review Fee will be credited toward any Planning Board application fees at the time of formal application submittal if the formal application is submitted within 30 months. If the applicant chooses not to submit a formal application, no amount of the Design Review Fee will be refunded or credited to the applicant.



# TOWN OF PEMBROKE

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

Tel: 603-485-4747

## DESIGN REVIEW 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.

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.

Applicants shall submit the following materials at least 30 days in advance of the design review meeting with the Planning Board. Materials shall be submitted to the Planning Department according to the posted Planning Board filing schedule. All materials, including a list of all abutters and all required filing fees, must be submitted before design review can be scheduled.

Discussions held about the project during the design review process are non-binding.

1. **Site Context Map.** The site context map shall be drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties and to locate the development within the municipality, e.g., 1 inch = 400 feet. The site context map shall include the following:
  - \_\_\_\_\_ a. Existing subdivisions in the proximity of the proposed development, including building locations.
  - \_\_\_\_\_ b. Locations and names of existing streets.
  - \_\_\_\_\_ c. Boundaries and designations of zoning districts.
  - \_\_\_\_\_ d. Watershed and sub-watershed boundaries.
  - \_\_\_\_\_ e. An outline of the subject parcel and the proposed development.

**2. Site Inventory and Map(s).** The site inventory map(s) shall be at a scale of one inch equals 100 feet (unless another scale is mutually agreed upon for larger projects), the preparation of which shall involve an individual or team with the necessary training in natural resources, who shall certify the information submitted. The inventory and map(s) shall include, at a minimum, the following (unless a waiver request has been submitted):

- \_\_\_\_\_ a. The north arrow (true meridian), date, and scale.
- \_\_\_\_\_ b. The boundaries of the parcel based upon a standard boundary survey prepared by a registered land surveyor and giving the bearings and distances of all property lines.
- \_\_\_\_\_ c. Existing structures or easements on the site; if none, so state.
- \_\_\_\_\_ d. The topography of the site at an appropriate contour interval depending on the nature of the use and the character of the site.
- \_\_\_\_\_ e. The major natural features of the site and on lands within 500 feet of the site, including wetlands, vernal pools, streams, ponds, rivers, riparian areas, floodplains, stratified drift aquifers, areas of significant wildlife habitat (i.e., areas identified by the NH Wildlife Action Plan as the highest condition habitat in the state or region; habitats of endangered or threatened wildlife, other habitats of local significance as identified by the conservation commission or other conservation organization), boundary trees, noteworthy tree specimens, scenic views or areas, significant geologic features, ridgelines, slopes in excess of 15 percent, agricultural soils of local and statewide significance, high quality forest soils, meadows, and any other important natural features. Wetlands on the site shall be identified and delineated by a New Hampshire Certified Wetlands Scientist and certified by the person performing the delineation. Information on adjacent properties may be from published sources and available state, regional, and local data.
- \_\_\_\_\_ f. Visible or known human-made features of the site and within 500 feet of the site, including historic or cultural features, stone walls, roads, driveways, fences, trails, historic structures or remnants, archeological resources, graveyards, cemeteries, historic or current waste disposal sites, and any other important features; if none, so state.
- \_\_\_\_\_ g. Soils on the site based on a soil survey. The Planning Board may require the submission of a high intensity soil survey if it determines that a HISS is necessary to determine if the proposed density of development conforms to the zoning requirements or to evaluate the appropriate use(s) of the property.
- \_\_\_\_\_ h. Vegetative cover conditions on the property.
- \_\_\_\_\_ i. Views onto and off of the property, with accompanying photographs.
- \_\_\_\_\_ j. Watershed and sub watershed boundaries.

TOWN OF PEMBROKE DESIGN REVIEW CHECKLIST

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- \_\_\_\_\_ k. Location of drinking water supplies (public and private) and protective radii.
- \_\_\_\_\_ l. All areas subject to covenant, easement or other restriction limiting the potential development and/or use of such areas, including resource boundaries and buffer areas subject to local, state, and/or Federal regulation. The nature of the restriction shall also be noted.
- \_\_\_\_\_ m. Location, type, and size of existing utilities or potential improvements to the site; if none, so state.
- \_\_\_\_\_ n. If not served by public water, any potential sources of fire protection water supply within one half mile of the site, including public water mains, existing fire ponds, or other possible sources.
- \_\_\_\_\_ o. Preliminary identification of those areas of the site with the most significant conservation value based on the assessment of the site.