



# 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	

TOWN OF PEMBROKE SPECIAL USE PERMIT APPLICATION

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**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	
Activity within Aquifer Conservation District 143-68.E	
Shared Driveway 143-53	
Farm Stand 143-44.B(1)	
Shoreland Protection District 143-71 (E)	

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:



Two (2) full sets of 22"x 34" plans with original signatures	
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	
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 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: \_\_\_\_\_

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.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

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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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Property Owner:

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*Please attach additional sheets as necessary*

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

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

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

	FEE	PER UNIT	QUANTITY	TOTAL
<b>APPLICATION &amp; REVIEW FEES</b>				
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		
<b>ADMINISTRATION FEES</b>				
Certified Notices of Hearing	10	per address		
Certified Notice of Decision	10	per applicant		
Newspaper Legal Notice	120	minimum per notice, subject to adjustment based upon actual cost via legal escrow account		
			CHECK #1 TOTAL:	
<b>ENGINEERING &amp; LEGAL ESCROW FEES</b>				
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.