

## 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	_____	_____
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:	=====
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.)	_____	_____

Check #1

Check #2

- Two separate checks must be paid to the Town. One is for application and administration fees and the other is for escrow fees.
- 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.
- 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.
- 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.