



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 50' of Wetlands 143-72.D	
Activity within Aquifer Conservation District 143-68.E	
Farm Stand 143-44.B(1)	
Shoreland Protection District 143-71 (E)	
Temporary Office or Storage Trailer 143-39.C	

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 - Special Use Permit Fees
Planning Board Fee Worksheet

NAME: _____

CASE #: _____

✓

APPLICATION & REVIEW				
FEES	FEE	PER UNIT	QUANTITY	TOTAL

Special Use Permit 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 120 minimum per notice, subject to adjustment based upon actual cost via legal escrow account

CHECK #1 TOTAL: _____

Check #1

ENGINEERING & LEGAL ESCROW FEES				TOTAL
	FEE	PER UNIT		

Special Use Permit 100 * per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)

Check #2

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