

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:				
ENGINEERING AND LEGAL ESCROW FEES	FEE	PER UNIT		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 #1

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.