

TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

Planning Board Checklist for Site Plan, Subdivision, Excavation Applicants

*Complete application and documentation is due to the Building Inspector
no later than Noon the day of the Deadline
as posted on the Planning Board/ZBA schedule at the Town Hall.*

1. Obtain Application Packet from Building Inspector *and* Contact Glenn Coppelman, Circuit Rider Planner, at the Rockingham Planning Commission 770-5355.

Signature _____ date

Schedule appointment to review application process and plans to determine whether Preliminary Consultation or Final Public Hearing is needed before the Planning Board. If Circuit Rider Planner determines the applicant is ready to submit an application, leave or later provide a copy of the Plan, as submitted to the Town, for the Circuit Rider Planner's use.

2. **Initial Contact -- Town Departments (copies of proposal, to include a plan, are to be provided to the following as recommended by Circuit Rider Planner):**

____ Volunteer Fire Department 926-5752 (Jay Lord, Fire Chief) _____

Signature _____ date

____ Conservation Comm. (Shawn Hanson, Chair)

Signature _____ date

____ Highway Safety Comm. 926-5752 (Jay Lord, Chair)

Signature _____ date

____ Road Agent 926-4618 x3 (Russ Hilliard)

Signature _____ date

3. **Building Inspector to contact and review proposed Application/plans with Circuit Rider Planner.**

Signature _____ date

4. **Submission of Complete Application to Building Inspector in conjunction with Application Deadline dates/time (Noon). Building Inspector to review following items with the applicant to determine whether proper documentation is available and application is complete.**

Map ____, Lot ____, Applicant: _____

Application Fee \$ _____
 Abutters # _____ x 10.85 = \$ _____
 Other _____ \$ _____
TOTAL (Ck # _____) \$ _____

Application to include:

____ Completed checklist, application form, 3 sets
 mailing labels and signed Site Plan or Subdiv. checklist,
 ____ Appropriate number of full plan sets,
 plus one 11"x17" copy,
 ____ Listing of abutters to include applicant(s), owner(s),
 professionals, other
 ____ Letter of authorization,
 ____ Notification if transmission lines
 (PSNH 634-2477)

Receives:

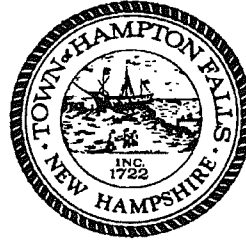
____ Proper fees (using fee schedule(s) and.
 ____ Informs of future billing of legal notice fee.

Other information as may be required. _____

5. **Application is processed by Planning Board Secretary for meeting preparation.** Please see Meeting Deadline Schedule for Planning Board Agenda Close date. Any additional documentation to be considered by the Planning Board is to be submitted to the Secretary before this date.

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NEW HAMPSHIRE 03844

MEMO TO: Applicants to the Hampton Falls Planning Board
FROM: Hampton Falls Planning Board Chairman
DATE: December 16, 2019
SUBJECT: INFORMATION PACKAGE FOR SUBDIVISION, SITE PLAN REVIEW AND
CONDITIONAL USE PERMIT APPLICANTS TO THE PLANNING BOARD

To assist people that will be appearing before the Hampton Falls Planning Board, a package of important and useful material has been assembled to form this application package. Included as part of the application package are the following materials:

1. Application Forms
2. A User's Guide to the Hampton Falls Land Use Regulations
3. Checklists

It is strongly recommended that all applicants review a current copy of Hampton Falls Zoning Ordinance, Building Code, Land Use Regulation and Excavation Regulation books, which can be viewed at hamptonfalls.org; see Regulations drop down menu at the bottom of the home page.

The application package contains information to help you prepare a complete application and to appear before the Planning Board. In addition, the names, phone numbers and addresses of people you may need to contact before or during the land development process are listed below, along with a short explanation of their role.

Todd Santora Planning Board Chair
Role: Head of the Planning Board

Andrew Brubaker Planning Board Vice Chair

Karen Anderson Planning Board/Zoning Board of Adjustment Secretary,
Hampton Falls, NH, (603) 926-4618 ext 2
Role: Works with the Planning Board and ZBA, prepares legal notices, applicant and abutter notices, agenda, minutes, and letters, attends Planning Board/ZBA meetings

- Mark Sikorski** Building Inspector/CEO/Health Officer, Town Hall, 1 Drinkwater Road, Hampton Falls, NH, (603) 926-5269 (W); Office hours in the Town Hall Monday, Tuesday and Thursday 8:00 a.m. – Noon.
Role: Issues building permits; inspects building construction; inspects electrical and plumbing work; often the first person to speak with when considering development; reviews and processes Planning Board/ZBA application documents with applicants as well as submissions for completeness.
- Rockingham County Conservation (RCCD)** Test Pit Inspector, 118 North Road, Brentwood, NH 03833-6614, (603) 679-2790
Role: Consultant to the Town hired to inspect septic systems and witness test pits. The RCCD reviews and approves submitted plans (4) on behalf of the Town of Hampton Falls and forwards to NH Department of Environmental Services – Subsurface Bureau for State approval. The Building Inspector performs basil area (bed bottom) inspections; the State inspects construction before back filling along with Town Building Inspector final inspection to assure stabilization. Witness of Test Pit Applications are available from the Building Inspector.
- Shawn Hanson** Conservation Commission Chair, Drinkwater Road, Hampton Falls, NH, (603)926-4618
Role: Conservation Commission reviews wetland permits and inventories natural resources
- John DeLeire** Board of Adjustment Chair, 34 Nason Road, Hampton Falls, NH, (603) 926-4618 ZBA Secretary (Town Hall)
Role: Board of Adjustment rules on applications for special exceptions and variances to the Zoning Ordinance and relief to the Building Code
- Lori Ruest** Town Administrator, 1 Drinkwater Road, Hampton Falls, NH, (603) 926-7101 (W), Fax: (603) 926-1848
Role: Works for the Board of Selectmen and is often the person available to speak with at the Town Hall
- Glenn Coppelman** Rockingham Planning Commission, 156 Water Street, Exeter, NH, (603) 770-5355, Fax (603) 778-9183
Role: Planner who is available to meet with applicants prior to appearing before the Planning Board, to review the application and plan for completeness; attends Planning Board meeting to provide assistance.

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**APPLICANT IS RESPONSIBLE TO FILE A COMPLETE APPLICATION
BY NOON ON THE DEADLINE DATE.**

2020 PLANNING BOARD APPLICATION DEADLINES

<u>MEETING DATE</u>	<u>APPLICATION / LEGAL NOTICE DEADLINE*</u>	<u>AGENDA DEADLINE**</u>
January 28	January 6	January 20
February 25	February 3	February 17
March 24	March 2	March 16
April 21	March 31	April 10
May 26	May 4	May 18
June 23	June 1	June 15
July 28	June 29	July 20
August 25	August 3	August 17
September 22	August 31	September 14
October 27	October 5	October 19
November 17(3 rd Tues.)	October 26	November 9
December 15(3 rd Tues.)	November 30	December 7

2020 BOARD OF ADJUSTMENT APPLICATION DEADLINES

<u>MEETING DATE</u>	<u>APPLICATION / LEGAL NOTICE DEADLINE</u>	<u>AGENDA DEADLINE</u>
January 23	January 6	January 13
February 27	February 3	February 17
March 26	March 2	March 16
April 23	April 6	April 13
May 28	May 1	May 14
June 25	June 1	June 15
July 23	June 29	July 13
August 27	August 3	August 17
September 24	August 31	September 14
October 22	October 5	October 12
November 19(3 rd Thurs.)	October 26	November 9
December 17(3 rd Thurs.)	November 30	December 7

*Closing date for any business REQUIRING legal notice in newspaper & certified mailings to abutters.

**Closing date for any business NOT requiring legal or abutter notices.

Applications not called & in progress by 10 p.m. will be continued to next meeting.

HAMPTON FALLS

SUBDIVISION PLAN CHECKLIST

Applicant: _____

A subdivision plan shall contain the following information, where applicable, to be considered complete:

- | | |
|--|--|
| _____ Five paper copies of plan | _____ Existing water courses or ponds |
| _____ Sheet size 22" x 34" maximum | _____ Rock ledges, tree lines and other essential features |
| _____ Original on mylar in permanent ink | _____ Wetlands and appropriate setbacks |
| _____ Name and address of owner of record | _____ 100-year floodplains per FEMA |
| _____ Name and address of applicant | _____ Title and deed references |
| _____ Names of abutting landowners, keyed to plan | _____ Variances and/or special exceptions granted to parcel and dates granted |
| _____ Name, license number and seal of N.H. registered land surveyor | _____ Location, name and width of existing and proposed streets |
| _____ Name, license number of seal of N.H. registered engineer | _____ Proposed road profiles, street cross-sections, and centerline stationing |
| _____ North arrow | _____ Size and locations of existing and proposed utilities, including sewer, water, gas, fire hydrants, electric, telephone, cable TV and street lights |
| _____ Scale (not more than 1" = 100') | _____ Topographic contours at two foot intervals |
| _____ Date | _____ Location and results of test pits |
| _____ Location (locus) map | _____ Location of primary and secondary leach bed sites |
| _____ Subdivision name or identifying title and plan number | _____ High Intensity Soil Survey data provided by certified soil scientist |
| _____ Tax map and parcel number | _____ Existing culverts, drains and proposed surface drainage |
| _____ Zoning district(s) and lines | _____ Bridge or culvert designs |
| _____ Space for Planning Board Chair's signature | |
| _____ Location of property lines and their dimensions and bearings | |

- _____ Area of each lot and total parcel
- _____ Existing and proposed easements
- _____ Location and size of mailbox/bank
- _____ Location and type of monumentation
- _____ Existing buildings

Other items required as applicable:

State and Federal Permits Required as Applicable:

- _____ NH Water Supply and Pollution Control Division subdivision approval
- _____ NH Wetlands Board "Dredge & Fill" permit
- _____ NH Department of Transportation driveway access permit
- _____ NH Water Supply & Pollution Control Division Major Alteration Permit (RSA 485:17)
- _____ Any other state or federal permits required

Local Items Required as Applicable:

- _____ Traffic impact analysis, as outlined in Article 7.6
- _____ Soil erosion and sedimentation control plan, as outlined in Article 7.7
- _____ High Intensity Soil Mapping, including the seal of the licensed Soil Scientist
- _____ Wetlands Conservation District Special Use Permit, per Article III, Section 8 of the Zoning Ordinance
- _____ Drainage analysis
- _____ Sketch of prospective future street system on remaining land
- _____ Letter of authorization from property owner
- _____ Letter from Postmaster confirming compliance with mail box/bank location
- _____ Any other applicable local permit required

This checklist is intended to be only a guide. Refer to Subdivision Regulations for complete requirements.

Reviewed by: _____ Date: _____

TOWN OF HAMPTON FALLS

Pursuant to RSA 676:7, the State law of New Hampshire, the Town of Hampton Falls is required to notify the applicant and every abutter of the public hearing by certified mail, return receipt requested. The cost of required publication or posting of notice, and the cost of mailing said notices, shall be paid by the applicant.

THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE APPLICANT

Abutter – Is defined as “Any property owner whose property is located in New Hampshire and adjoins or is directly across the street or stream, from the land under consideration by the Board. For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a Board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.”

<u>TAX MAP</u>	<u>LOT #</u>	<u>OWNER(S) of RECORD</u>	<u>MAILING ADDRESS</u>
		Applicant:	
		Property Owner:	
		Engineer:	
		Other Engineer(s):	
		Dept. of Transportation: If Property Fronts State Road	

Applicant's Signature

Date

Continue abutter listing on reverse, if needed.

HAMPTON FALLS PLANNING BOARD

APPLICATION FOR SUBDIVISION

TO BE FILED WITH THE BUILDING INSPECTOR, Hampton Falls, New Hampshire

(Please type or print legibly)

Application is hereby made for approval of a subdivision, hereinafter described.

Type of Hearing:
(Choose One)

Type of Subdivision or other permit:
(Choose One)

Preliminary Consultation _____
Design Review Public Hearing _____
Final Public Hearing _____

Lot Line Adjustment _____
Subdivision creating 3 or less lots _____
Subdivision creating 4 or more lots _____
Private Road Subdivision _____
Condominium Conversion _____
Scenic Road Alteration Permit _____
(Two notices required)
Wetlands Special Use Permit _____

Applying for Expedited Review?
Yes ____ No ____
(See Section 5.4 of the Subdivision Regulations)

1. Name of Applicant: _____ Telephone: _____
(If not owner, written authorization from owner required)

Mailing Address: _____

2. Owner's Name: _____ Telephone: _____
(If different than applicant)

Mailing Address: _____

3. Name, address, and profession of person designing plan:

Name: _____ Telephone: _____

Address: _____ Profession: _____

4. Indicate which person listed above should receive all communications: _____

5. Interest (legal right) of applicant, if other than owner: _____

6. Location of Property:

Street Address of Property Proposed for Development: _____

Tax Map #: _____

Lot #: _____

7. Description of Property:

Area (sq. ft.) of entire lot(s): _____ Portion proposed for development: _____

Frontage of Property: _____ Zoning District(s): _____

Deed Information – Book and Page (if recorded): _____

8. Name of Proposed subdivision: _____

9. Number of new building lots proposed: _____

10. Is a new road proposed? _____ If yes, how many feet long is the road? _____

11. Give brief description of proposal: _____

12. List any Special Exceptions or Variances that have been previously granted or are being requested from the Board of Adjustment for this property: _____

13. List any waivers being requested from the Subdivision Regulations: _____

NOTICE: I certify that this application and the accompanying plans and supporting information have been prepared in conformance with the Hampton Falls Subdivision Regulations, the Hampton Falls Zoning Ordinance, and all other applicable regulations. Furthermore, in accordance with Section 5.9 of the Subdivision Regulations, I agree to pay all costs associated with the review of this application.

Applicant's Signature: _____ Date: _____

This form must be accompanied by a separate list of names and addresses of abutters (including owner and other professionals), mailing labels in triplicate, five copies of required plans, and a check payable to the Town of Hampton Falls for the appropriate fee (see regulations for details). Planning Board application submission deadlines are posted on the Town Hall bulletin board.

PLANNING BOARD USE ONLY

Date Received: _____ Time Received: _____ am/pm

Received by: _____ Check Number: _____

Application Number: _____ Application Fee Submitted: _____

Public Hearing/Consultation Scheduled For: _____

APPENDIX II
SCHEDULE OF FEES

1.	Subdivision Regulation*	
1.1	Application Processing Fee	\$50.00
1.2	Newspaper Notice	Actual Cost
1.3	Abutter Notices - including landowner, applicant and others as required by statute	\$4.00 per notice, plus postage
1.4	Per lot or housing unit fee - based on the final number of lots approved	\$125.00 per lot or housing unit
1.5	Technical/Assessment/Legal Review or Other special studies (See Subdivision Reg. Section 5.9.2.2 for required pre-funding)	Actual Cost
1.6	Recording and Filing Fee	\$35.00 plus Registry of Deeds fees
1.7	Tax Map and Record Changes Fee	\$15.00 per lot
	<i>* Design Review only 1.1, 1.2, and 1.3 are required</i>	
2.	Lot Line Adjustments	
2.1	Application Processing Fee	\$50.00
2.2	Newspaper Notice	Actual Cost
2.3	Abutter Notices - including landowner, applicant and others as required by statute	\$4.00 per notice, plus postage
2.4	Recording and Filing Fee	\$35.00 plus Registry of Deeds fees
2.5	Technical/Assessment/Legal Review or other special studies (See Subdivision Reg. Section 5.9.2.2 for required pre-funding)	Actual Cost
3.	Scenic Road Alteration Permits	
3.1	Application Processing Fee	\$50.00
3.2	Newspaper Notices (two required by statute)	Actual Cost
4.	Wetland Special Use Permit	
4.1	Application Processing Fee	\$100.00
4.2	Newspaper Notice	Actual Cost
4.3	Technical/Assessment/Legal Review or other Special studies (See Subdivision Reg. Section 5.9.2.2 for required pre-funding)	Actual Cost

SCHEDULE OF FEES cont.**5. Site Plan Review ****

5.1	Application Processing Fee	\$100.00
5.2	Newspaper Notice	Actual Cost
5.3	Abutter Notices - including landowner, postage applicant and others as required by statute	\$4.00 per notice, plus postage
5.4	Hearing Fee	
	5.4.1 Site Plans with no new structures or additions to existing structures	\$100.00
	5.4.2 Site Plans involving new structures or additions to existing structures	\$25.00 per 1,000 square foot of new area -Minimum \$100 to maximum of \$1,000
5.5	Technical/Assessment/Legal Review or other special studies (see Site Plan Reg. Section 5.8.2.2 for required pre-funding)	Actual Cost
5.6	Record and Filing Fee	\$35.00 plus Registry of Deeds fees
5.7	Bed and Breakfast	See Section 6.7
5.8	Tax Map and Record Charge	\$15.00 per lot

**** Design Review only 5.1, 5.2 and 5.3 are required.**

General Notes

1. If two approvals are needed and are applied for simultaneously (example, lot line adjustment and subdivision) certain fees such as newspaper or abutters notices may be reduced.
2. Questions to or general correspondence with the RPC Circuit Rider is done at no fee.
3. Plan review is required before the application is considered for acceptance of jurisdiction.
4. Informal, conceptual or preliminary consultations do not require fees and are non-binding upon the Board and the Applicant.
5. All fees or other charges are required to be prepaid (or pre-funded) and failure to do so may result in the application being denied or not being processed.