

**Town of Gilmanton, New Hampshire
Planning Board
Academy Building
503 Province Road
PO Box 550**

**Gilmanton, New Hampshire 03237
planning@gilmantonnh.org**

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Roy Buttrick, Member
Brett Currier, Member
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Nicolas Peterson, Member
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INSTRUCTIONS FOR SUBMISSION OF SITE PLAN REVIEW APPLICATION

In accordance with NH RSA 676:4,I(b), all materials required to constitute a complete application ***shall*** be submitted to the Planning Board Staff in accordance with the application deadlines provided.

All filing is to be done at the Gilmanton Town Offices, located in the Academy Building, 503 Province Road, Gilmanton, NH 03237. If you require assistance, please call the Planning Administrator (267-6700 ext. 29) and schedule time to address your questions. Staff hours are Mon/Wed/Thur/Fri 9:00 am – 4:30 pm. Town offices are closed on Tuesday.

Prior to formally submitting an application, applicants may request an informal 'Preliminary Discussion' meeting with the Planning Administrator and Town Planner by submitting a Preliminary Discussion Request Form. A non-binding meeting will be scheduled to review ordinance & regulation requirements and discuss the proposal in conceptual terms only.

When submitting a formal application, the completed application must be accompanied by all other required information and applicable fees are paid in full. Planning Staff will then review the information submitted to make the determination as to whether or not the application is administratively complete.

When an application is administratively complete, a Technical Review Meeting will be scheduled on any applicable proposals. The Technical Review Meeting is attended by but not limited to; the Planning Administrator, Town Planner, Code Enforcement Officer, Fire Chief, Police Chief, Road Agent, and a member of the Conservation Commission. Applicants, land agents, legal counsel or others who would provide technical information pertaining to the application are encouraged to attend to answer questions during the review. The Applicant and Agent then receive written technical recommendation shortly following the review.

If a Technical Review is not required, or following the completion of such; the application is then scheduled on the Planning Board's Agenda for the applicable meeting. The Planning Board meetings are held on the second Thursday of each month at 7:00pm; unless otherwise posted.

Applications found to be administratively deficient will be returned to the applicant with written explanation of the deficiencies and what is required to complete the application. Application deficiencies will delay processing and may cause a delay in scheduling the hearing.

You and/or your agent **MUST** attend the hearing to formally present the proposal. If no representation is present at the scheduled hearing, the application will be denied without prejudice. All fees paid are non-refundable and a new application with all applicable fees would then be required to proceed.

*By submission of this application, the applicant grants permission to the Planning Board or its agents to conduct a site inspection without notice to the applicant.

*The Town of Gilmanton Zoning Ordinance, Site Plan Review Regulations, and appropriate applications may be obtained through the Selectmen's office.

SITE PLAN REVIEW PROCEDURES

PRELIMINARY CONCEPTUAL CONSULTATION – Town Staff:

1. The applicant should arrange a meeting with Town Planning Staff to discuss a proposal in conceptual form and in general terms. Although this phase is strictly optional, the Board strongly suggests that the applicant avail him/herself of the opportunity to resolve any issues at this early stage that might become a problem later on. Such pre-application consultation shall be informal and directed toward:
 - a. Reviewing the basic concepts of the proposal
 - b. Reviewing the proposal with regard to the Gilmanton Master Plan and Zoning Ordinance.
 - c. Explaining the state and local regulations that may apply to the proposal.
 - d. Determination of the proposal as a major or minor Site Plan Review, and of the submission items that would be required.
2. Preliminary conceptual consultation shall not bind the Applicant or the Board. Such discussions may occur without formal public notice.

DESIGN REVIEW PHASE:

1. Prior to submission of an application for Board action, an applicant may request to meet with the Board or its designee for non-binding discussions at the conceptual and general stage, prior to the specific design and development of engineering details of the potential application. If an applicant chooses to proceed to the Final application stage without first completing the Design Review Phase, they do so at the risk of potential revisions and re-engineering at an additional expense to the applicant.
2. The design review phase may proceed only after proper notification, as set forth in RSA 676:4, I(d).
3. Statements made by Board Members shall not be the basis for disqualifying said member(s) or invalidating any action eventually taken on the application.
4. A rough sketch of the site should be provided, showing:
 - a. Location of lot lines;
 - b. Lot measurements;
 - c. The streets surrounding the site.

THE FOLLOWING MUST BE SUBMITTED AS PART OF YOUR APPLICATION:

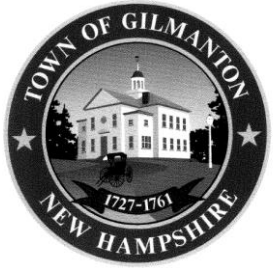
- A. **Completed Application Form:** Applications are available online at the Town of Gilmanton Webpage: www.gilmantonnh.org or at the Planning Office/Selectmen's Office located at the Academy Building, 503 Province Road, Gilmanton, NH 03237. (The forms provided by the Town must be used. Applications must be **COMPLETE** and **LEGIBLE**. Either typed or printed in ink.

- Incomplete or illegible applications will be returned and must be resubmitted. Zoning district information may be obtained in the planning office.

- B. **List of ALL Abutters, their mailing address and Tax Map/Lot Number:** A list of all abutting land owners, complete mailing address and Tax Map/Lot Numbers as indicated in the Town Records not more than 5 days before the date of filing must accompany the application form. This information is available upon request at the Selectmen's Office or online at: (www.caigisonline.com/gilmantonnh).
- **Abutter:** As defined by RSA 672:3, as amended, Means: any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board.
- C. **Mailing Labels:** The Applicant(s) **MUST** submit three (3) mailing labels for all Property Owner(s) of record, Applicant(s), Abutters, Land Agent(s), Legal Counsel, et al to be notified as required or requested. Applications submitted without mailing labels will be considered incomplete and will **NOT** be processed until such time as all required labels have been received. Mailing labels may be computer generated or handwritten. Handwritten labels **MUST** be legible and written in ink.
- D. **Authorization Letter:** If the Applicant is not the Owner, the Applicant must submit a letter from the Owner of Record authorizing the Applicant to apply for the necessary approvals.
- E. **Site Plan:** (7) copies (22" x 34") of the proposed site plan which includes all information required by the Regulations. (Complete Site Plan Checklist)
- F. **Filing Fees:** Please make checks payable to: Town of Gilmanton
- Application Fee \$200.00
 - Abutter Fee (\$7.00 per notice sent) Abutters and others according to the Regulations or as Requested. (Wetland Scientists, Agents, Owner(s) of Lot)
 - Public Notice Fee (part of application fee)
 - Advertising Fee (determined after submitted to newspaper)
 - Mapping Fee \$25.00

Please make checks payable to: Belknap County Registry of Deeds (BCRD).

- Notice of Decision \$18.00/Plan: Recording Fee \$26.00/LCHIP Fee \$25.00
- G. **Request for Waiver:** If, because of certain unique characteristics of the proposal, the applicant wishes to request that the Board waive any of the requirements of Site Plan Review, the request must be in writing and submitted with the application.



Application Site Plan Review

_____ Minor Site Plan
_____ Major Site Plan
_____ Design Review
_____ Insignificant Change of Use
_____ Conditional Use Permit

Application: PB # _____

Submission Date: ____/____/____

Hearing Date: ____/____/____

Fees Paid

Application Fee: \$ _____

Abutter Fee: \$ _____

Public Notice Fee: \$ _____

Recording Fee: \$ _____

Total Fees Paid: \$ _____

For Municipal Use Only

APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN

Applicant Information

Property Owner(s) of Record: _____

All Owner(s) of Record Must Be Listed and REQUIRED Sign the Application

Property Address: _____ **Private Road or Class V**

Mailing Address: _____, _____, _____, _____

If Different than the subject property Street or PO Box City/Town State Zip

Home # _____ **Cell #** _____ **E-mail** _____

Applicant(s): _____

Mailing Address: _____, _____, _____, _____

If Different than the property Owner(s) Street or PO Box City/Town State Zip

Home # _____ **Cell #** _____ **E-mail** _____

Land Agent: _____

Mailing Address: _____, _____, _____, _____

Street or PO Box City/Town State Zip

Business # _____ **Cell #** _____ **E-mail** _____

Please describe in detail ALL existing uses on the subject property. Include primary use and all accessory uses:

Please describe in detail the proposed development:

Subject Property

Zoning District: _____ **Total Acreage:** _____

Has the subject property received previous Site Plan Approval? Yes or No

If yes, when: _____

Previously Approved Development: _____

If denied, state the reason for the denial: _____

Is the property subject to:

Deeded Covenants or Restrictions	Yes or No
Current Use	Yes or No
Conservation Easement	Yes or No
Private Easement(s) Existing	Yes or No
Public Utility Easements Granted (Electric or Telephone)	Yes or No
Right-of-Way Granted	Yes or No
State Driveway Permit	Yes or No
Local Driveway Permit	Yes or No

Facility Data

State Approved Private Septic

Existing

Yes or No

Proposed

Yes or No

Private Well/Water Supply

Yes or No

Yes or No

Other Considerations

Yes or No Does the proposal meet all Zoning Ordinance Requirements of Article IV, Table 2?

Yes or No If no, have you received or applied for a Variance from the ZBA? If yes, when? _____ Approved/Denied/Pending

Yes or No If ZBA approval is required; would you like to request a Joint Meeting?

Yes or No Is a Conditional Use Permit in conjunction with this application required according to Zoning Ordinance Requirements of Article IV, Table 1?

Yes or No Are there specific conditions set forth by the ZBA? Please list: _____

Yes or No Does the proposal require the development of a road(s)?

Yes or No If a new road is proposed, are sidewalks or streetlights, culverts and other improvements included on the plan?

Yes or No Does the proposal require that a Right-of-Way be provided?

Certification & Signature Page

1. The Applicant and/or owner, and/or agent, certifies that this application is correctly completed with all required attachments and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Gilmanton in the final application process of this property shall be borne by the following party: (Please initial the line of the respective party)

_____ Applicant _____ Owner _____ Agent

*** Failure to indicate a responsible party for fees associated costs will result in the denial of the application without a public hearing in accordance with NH RSA 676:4 I(e)(2) - (As amended)*

2. The Owner/Agent hereby authorizes the Gilmanton Planning Board and its agents to access the subject land for the purpose of reviewing this site plan, performing road inspections and any other inspections deemed necessary by the Board or its Agents, to insure conformance of the on-site improvements with the approved plan and all Town of Gilmanton Ordinances and Regulations.
3. The undersigned Owner/Agent hereby submits to the Gilmanton Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:
- To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions, which become apparent during construction.
 - To provide and install standard street signs as approved by the Town for all street intersections.
 - To give the Town on demand, proper deeds for land or rights of ways reserved on the plat for streets, drainage or other purposes as agreed upon during the public hearing.
 - To save the Town harmless from any obligation it may incur or repairs it may make, because of my failure to carry out any of the foregoing provisions.
 - To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Planning Board.
 - To construct improvements or post the Planning Board's Performance Guarantee to insure completion of the improvements shown on the plat and related drawings.
 - There are no known violations of the Town of Gilmanton Zoning Ordinance or Gilmanton Planning Board Regulations present on the property that have not been disclosed as part of this application.
 - To insure proper boundary monumentation at the project's completion in accordance with the Town of Gilmanton Site Plan Review Regulations.


Authorization to Act as Agent

Mr./Mrs./Ms. _____ (Please Print) is hereby designated as the person who is authorized to act as my agent in securing any and all permits necessary from the Gilmanton Planning Board for the development of my property, all communications to the owner may be addressed to the agent with copy provided to the property owner.

Certification:

Owner of Record signature: _____ Date: _____

Owner of Record signature: _____ Date: _____

Plan Checklist for Site Plan Review								
		Town of Gilmanton						
		Planning Board						
	A completed application accompanied by a plan with:					Yes	No	N/A
1)	Names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing.							
2)	Names and addresses of all persons whose name and seal appears on the plat.							
3)	Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions.							
4)	Payment in full of all applicable application fees.							
5)	One (1) Mylar, seven (7) paper copies of the Plat, one (1) 11" x 17" copy prepared according to the standards of the NH Land Surveyors Association and the County Registry of Deeds as follows:							
	a) Plats shall be at any scale between 1"=20' and 1"=400';							
	b) The outside dimensions of the plat shall be 22" x 34", or as other wise specified by the County Registry of Deeds;							
	c) The material composition shall be suitable for electronic scanning and archiving by the Registry of Deeds;							
	d) All plats shall have a minimum 1/2" margin on all sides;							
	e) All title blocks should be located in the lower right hand corner, and shall indicate:							
	i) Type of survey;							
	ii) Owner of record;							
	iii) Title of the plan;							
	iv) Name of the town(s);							
	v) Current Tax Map and Lot Number;							
	vi) Plan date and revision dates;							
6)	A letter of authorization from the owner(s), if the applicant is not the owner(s) of record.							
7)	A statement of whether the application is intended to qualify as workforce housing under RSA 674:58-61.							
	The plat shall show the following information:							
1)	Proposed site plan name or identifying title; name and address of the applicant and of the owner, if other than the applicant.							
2)	North arrow, scale-written and graphic, date of the plan; name license number and seal of the surveyor or other person whose seal appears on the plan.							

		Yes	No	N/A
3)	Signature block for Planning Board endorsement and date of approval; 2-signature lines: PB Chair and the Administrator.			
4)	Locus plan showing general location of the total tract within the town and the zoning district.			
5)	Boundary Survey including bearings, horizontal distances and the location of permanent markers. Curved boundary lines shall show radius.			
6)	Names of all abutting subdivisions, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties.			
7)	Location of all property lines and their dimensions; lot areas in square feet and acres. Lots numbered according to the Town tax map numbering system.			
8)	Location and amount of frontage on public right-of-way.			
9)	Location of building setback lines, including 50 ft wetland setback for buildings.			
10)	Location of all parcels of land proposed to be dedicated to public use.			
11)	Location of all existing and proposed buildings and other structures.			
12)	Location & description of any existing or proposed easements.			
13)	Existing and proposed wells, culverts, drains, sewers; proposed connections or alternative means of providing water supply supply and disposal of sewage and surface drainage.			
14)	Existing and proposed streets with names, classification, travel surface widths, right-of-way widths.			
15)	Final road profiles, center line stationing and cross sections.			
16)	Location and width of existing and proposed driveways.			
17)	Water courses, ponds, standing water, rock ledges, stone walls; existing and proposed foliage lines; open space to be preserved; and any other man-made or natural features.			
18)	Existing and proposed topographic contours based upon the USGS topographical data, w/ spot elevations where necessary.			
19)	Soil and wetland delineation.			
20)	Location of percolation tests and test results; certification of Town officials witnessing the tests; and outline of 4,000 sf septic area with any applicable setback lines.			
21)	Location of existing and proposed well, with 75-foot well radius on its own lot.			
22)	Base flood elevations and flood hazard areas, based on the FEMA maps. (Available in the Planning Office)			

		Other Information					
1)	Plan for Stormwater Management and Erosion Control.						
2)	State approval for septic systems; septic design.						
3)	Alteration of Terrain Permit from NH DES.						
4)	State/Town driveway permit, as applicable.						
5)	Any deed restrictions; and all deeds covering land to be used						
	for public purposes, easements & rights-of-way over property						
	to remain in private ownership.						
6)	Any other state and/or federal permits.						
7)	Any additional reports or studies deemed necessary by the						
	Board to make an informed decision, including but not limited						
	to: traffic, school, fiscal and environmental impact analyses.						
	The Board reserves the right to request such information						
	an application has been accepted as complete, as well as before						
	acceptance.						
8)	The Board reserves the right to request peer review by a						
	company of the Boards choosing at the Applicants expense.						