

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254
(603) 476-2347

Date filed _____

(signed – PB)

REQUEST FOR DESIGN REVIEW PHASE

1. Name, mailing address and telephone number of applicant

2. Name, mailing address and telephone number of owner of record
if other than subdivider

3. Location of Proposed Submission _____

4. Tax Map _____ Lot Number _____

5. Type of Development _____ Site Plan _____ Subdivision

6. Abutters: Attach a separate sheet listing the Moultonborough Tax Map, Lot Number, Name and mailing address of all abutters, including those across a street, brook or stream. Names should be those of current owners of record in Town records, not more than five (5) days before the day of filing this application.

Notification Fees _____

Abutters Notices (\$2 per Abutter + postage, certified mail, return receipt requested)
(Including applicant and / or owner and any agents involved)

Owner/Agent

Date

Abutters list continued

4. Tax Map _____ Lot Number _____
Name: _____
Address _____

5. Tax Map _____ Lot Number _____
Name: _____
Address _____

6. Tax Map _____ Lot Number _____
Name: _____
Address _____

7. Tax Map _____ Lot Number _____
Name: _____
Address _____

8. Tax Map _____ Lot Number _____
Name: _____
Address _____

9. Tax Map _____ Lot Number _____
Name: _____
Address _____

**Moultonborough Planning Board
PO Box 139
Moultonborough, NH 03254
(603) 476-2347**

-DATE-

Certified Mail - Return Receipt Requested

Dear Abutter,

The Moultonborough Planning Board will hold a hearing on _____ on a proposed **Design Review Phase** for _____ located on _____, **Tax Map** _____ **Lot** _____. This Hearing will be held after all regularly scheduled hearings on the agenda for this meeting which begins at 7:00 P.M.

This hearing will be held at the **Moultonborough Town Offices**. You are an abutter to this land and if you wish to be heard, please either attend the hearing or send a letter or representative.

For further information you may call the Land use Office Monday - Thursday 8:00 AM - Noon & 12:30 PM - 4:00 PM, Friday 8:00 AM - Noon. The telephone number is (603) 476-2347.

Yours truly,

**Bonnie L. Whitney
Administrative Assistant**

**Moultonborough Planning Board
P.O. Box 139
Moultonborough, New Hampshire 03254**

Authority for Inspection or Examination of Land

The undersigned hereby authorizes the Town of Moultonborough's Planning Board, its members, officers, agents, employees, advisors or other in their company, to enter upon the property of _____ Tax Map _____ Lot # _____.

This property is the subject of an application presently pending before the Planning Board. The purpose of the inspection is to conduct an examination or gather information in connection with said application.

The source of my authority to allow access to this property is:

Sole Owner: _____

Co-Owner: _____

Other (Explain): _____

I understand and agree that such inspection or examination may take place on more than one occasion, and may be conducted by more than one person.

Notice(s) regarding this inspection may be given to me by regular mail at the following address:

Date _____

Signature _____

Certified Mail Procedure

- 1.** Address and apply appropriate fee for certified mail on one business size envelope for each abutter, with return address as:

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254.

- 2.** Fill out one abutter letter as shown in application package.
- 3.** Fill out "Receipt for Certified Mail" as shown.
- 4.** Fill out the Return Receipt Post Card as shown.
- 5.** Place "Receipt for Certified Mail" and Return Receipt Post Card for each abutter under flap of envelope and submit to the Land Use Office with your application and check for fees.

Apply proper postage for current US Postal rates for First Class Mail, Certified Mail Fee and Return Receipt Fee.

Certified Return

1. Abutter's Name and Address
2. Record Article Number
(Transfer sticker number from top portion of certified mail receipt)
3. Service Type: Check box for Certified Mail
4. Address front of card "Sender" with the following address:

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254

Moultonborough Planning Board And Zoning Board of Adjustment

Office Hours

Monday through Thursday	7:30 A.M. To 12:00 P.M. 12:30 P.M. To 4:00 P.M.
Friday	7:30 A.M. To 11:30 A.M.

Meetings

Zoning Board

First and Third Wednesday of Each Month
7:30 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified

Planning Board

Second and Fourth Wednesday of Each Month
7:00 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified



Town of Moultonborough Planning and Zoning Fee Schedule

Planning Board Fees (Effective August 1, 2010)

Major Subdivision (3 or more lots)
\$300 + \$100 per newly created lot

Minor Subdivision (2 lots w/no further subdivision)
\$275

Site Plan Review
\$250

Boundary Line Adjustment
\$200

Voluntary Merger
\$0

Special/Conditional Use Permit (fee waived if part of concurrent application)
\$100

Plat Registration

Applicants are responsible for all recording fees.

All Plans, Plats and Notices of Decision are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

Abutters Notices
\$2 per Abutter + postage, certified mail, return receipt requested.

Advertisement Fee
\$50