



Is a variance or special exception required from any town regulation or ordinance?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach required size of plan (22" x 17" or 36" x 24")

*Applicant' Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

If Agent, a signed letter of authorization is required from all current owners.

**FEES:**

Note: Payable to the Town of Moultonborough and must accompany complete application.

|                       |              |
|-----------------------|--------------|
| Complete Site Plan    | \$100.00     |
| Site Plan Amendment   | \$ 50.00     |
| Signature Only        | \$ 15.00     |
| Time Extension Review | \$ 25.00     |
| Abutter Letter's      | \$ 2.00 each |

Note: Postage, Certified Mail/Return Receipt is additional and the responsibility of the applicant.

|                  |                |         |
|------------------|----------------|---------|
| Recording Fees   | 18" x 24" Plat | \$20.00 |
|                  | 24" x 36" Plat | \$30.00 |
| Postage for Plat |                | \$ 5.00 |

**TOTAL FEES:**        \$ \_\_\_\_\_

*Note:            L-CHIP FEE Surcharge \$25.00            Separate check for L-CHIP made payable to  
The Carroll County Registry of Deeds*

## Abutters List

Name of Applicant: \_\_\_\_\_

Property Concerned: Tax Map \_\_\_\_\_

Lot Number \_\_\_\_\_

**All abutters must be notified of the scheduled hearing by certified mail / return receipt. Said notices to be mailed by the Planning Board at the expense of the applicant not less than ten (10) days prior to the scheduled hearing.**

### Definition of "Abutter" (RSA 672:3)

"Abutter" 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. 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.

---

The following area abutters to the property: (Attach additional sheets with page numbers as needed.)

1. **OWNER/APPLICANT** Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

2. **AGENT(S)**

Name: \_\_\_\_\_

Address \_\_\_\_\_

3. Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

-DATE-

**Certified Mail - Return Receipt Requested**

Dear Abutter,

The Moultonborough Planning Board will hold a *Submission Hearing* on \_\_\_\_\_ on a proposed \_\_\_\_\_ for \_\_\_\_\_ located on \_\_\_\_\_, Tax Map \_\_\_\_\_ Lot \_\_\_\_\_. This *Submission Hearing* will be the \_\_\_\_\_ hearing scheduled at this meeting which begins at 7:30 P.M.

A Public Hearing possibly could be scheduled to immediately follow the *Submission Hearing* if the application is accepted as complete for Board action.

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**

\*If the *New Submission* is not accepted as complete, the Applicant is responsible for the re-notification of Abutters.

**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



**PLEASE INSURE YOU RETURN A COMPLETED  
CHECK LIST COMPLETE WITH WAIVER  
LETTER IF REQUIRED!**

### **SITE PLAN APPLICATION CHECKLIST**

ALL PROPOSED SITE PLANS MUST BE SUBMITTED TO THE MOULTONBOROUGH PLANNING BOARD ACCOMPANIED BY A SITE PLAN REVIEW APPLICATION FORM AND CHECKLIST AVAILABLE FROM THE PLANNING BOARD OFFICE. BOTH FORMS MUST BE COMPLETED BY THE APPLICANT AND FILED WITH THE PLANNING BOARD OFFICE ALONG WITH ALL REQUIRED SUBMITTALS, NO LATER THAN 14 BUSINESS DAYS PRIOR TO A SCHEDULED HEARING. A COMPLETE APPLICATION WILL NOT BE ACCEPTED BY THE BOARD UNLESS IT MEETS ALL THE APPLICABLE REQUIREMENTS OUTLINED BELOW. IF ALL DATA IS NOT AVAILABLE, PLEASE CONTACT THE PLANNING BOARD TO RESCHEDULE YOUR HEARING. ALL SITE PLAN APPLICATIONS MUST COMPLY WITH SECTION 3 OF THE REGULATIONS.

### Site Plan Review Checklist

|                        |
|------------------------|
| Project Name:          |
| Tax Map ____, Lot ____ |

| <u>SP Reg.</u>  | <u>General Requirements</u>  | <u>Y</u> | <u>N</u> | <u>N/A</u> |
|-----------------|--|----------|----------|------------|
| SPR 5(A)(3)     | 5 copies of application  |          |          |            |
| SPR 5(A)(3)     | 4 copies of all other plans  |          |          |            |
| SPR 5(A)(3)     | 1 copy to Fire Dept.   |          |          |            |
| SPR 5 C         | Names and mailing addresses of all abutters                                    |          |          |            |
| SPR 9           | Fee  |          |          |            |
| SPR 10(A)(1)    | Bearings and Lengths of boundaries of the parcel                               |          |          |            |
| SPR 10(A)(2)    | Contours in 5' or less intervals, 2' for construction area                     |          |          |            |
| SPR 10(A)(2)    | Existing contours as dashed lines  |          |          |            |
| SPR 10(A)(3)    | Ref. to est. USGS bench mark, Town approved datum                              |          |          |            |
| SPR 10(A)(4)    | Loc. And names of approved ROWs and easements                                  |          |          |            |
| SPR 10(A)(5)    | Boundaries of natural features (rivers, lakes, wetlands, swamps, ledges, etc.) |          |          |            |
| SPR 10(A)(6)    | Surface cover of total area (cleared, gravel areas, etc.)                      |          |          |            |
| SPR 10(A)(7)    | Any important specimen trees   |          |          |            |
| SPR 10(A)(8)    | Existing features within 50' of lot lines                                      |          |          |            |
| SPR 10(A)(8)    | Existing features within 100' of lot lines near NH Highway                     |          |          |            |
| SPR 10(A)(8)    | Existing features 100' back from ROW/easements                                 |          |          |            |
| SPR 10(B)(1)    | Sheet Size 36" x 24" w/ 1" borders and 2" border on left side                  |          |          |            |
| SPR 10(B)(2)    | 1" = 20 Scale (Preferred)  |          |          |            |
| SPR 10(B)(3)    | Title block in lower right corner w/name and loc.                              |          |          |            |
| SPR 10(B)(3)    | Survey by info/seal  |          |          |            |
| SPR 10(B)(3)    | Design by info   |          |          |            |
| SPR 10(B)(3)    | Engineer's or Architect's seal   |          |          |            |
| SPR 10(B)(3)    | Legend   |          |          |            |
| SPR 10(B)(4)    | North Arrow  |          |          |            |
| SPR 10(B)(5)    | Locus  |          |          |            |
|                 | Planned Roads with the following:  | N/A      | N/A      | N/A        |
| SPR 10(C)(1)(a) | All horizontal and vertical alignment data                                     |          |          |            |
| SPR 10(C)(1)(b) | Planned road width (with shoulders) with cross sections                        |          |          |            |
| SPR 10(C)(1)(c) | Access - Driveways and openings  |          |          |            |
| SPR 10(C)(1)(d) | ROW location   |          |          |            |
| SPR 10(C)(2)    | Parking areas with dimensions  |          |          |            |
| SPR 10(C)(2)    | Indication of what type of parking (parallel, etc.)                            |          |          |            |

| <u>SP Reg.</u>  | <u>General Requirements</u>                              | <u>Y</u> | <u>N</u> | <u>N/A</u> |
|-----------------|--|----------|----------|------------|
| SPR 10(C)(2)    | Type of parking surface                                  |          |          |            |
| SPR 10(C)(2)    | Parking capacity   |          |          |            |
|                 | <i>Structures and Special Facilities including:</i>      | N/A      | N/A      | N/A        |
| SPR 10(C)(3)(a) | Location - to scale                                      |          |          |            |
| SPR 10(C)(3)(b) | Proposed finish grade elevation at foundation            |          |          |            |
| SPR 10(C)(3)(c) | Floor elevations   |          |          |            |
| SPR 10(C)(4)    | Finished contours - solid lines for finished grades      |          |          |            |
| SPR 10(C)(5)    | Proposed and existing water lines                        |          |          |            |
| SPR 10(C)(5)    | Proposed and existing wells                              |          |          |            |
| SPR 10(C)(5)    | Proposed and existing sewage lines, systems              |          |          |            |
| SPR 10(C)(5)    | Proposed and existing surface drainage                   |          |          |            |
| SPR 10(C)(5)    | Proposed and existing utility lines                      |          |          |            |
| SPR 10(C)(5)    | Proposed and existing loading areas                      |          |          |            |
| SPR 10(C)(5)    | Proposed and existing Size of pipes, source, poles, etc. |          |          |            |
| SPR 10(C)(6)    | Limit of lawn areas, location and type of landscaping    |          |          |            |
| SPR 10(C)(7)    | Location of walks, fences and screening                  |          |          |            |
| SPR 10(C)(8)    | Location of signs and lighting                           |          |          |            |
| SPR 10(C)(9)    | Site lighting  |          |          |            |
| SPR 10(C)(10)   | Ingress and emergency egress, incl. handicapped access   |          |          |            |
| SPR 10(D)(1)    | NHWSPCC Approval for Construction (for septic only)      |          |          |            |
| SPR 10(D)(2)    | NHDOT Approved Driveway Permit (if Appl.)                |          |          |            |
| SPR 10(D)(2)    | Town Driveway Permit (if Appl.)                          |          |          |            |
| SPR 10(D)(3)    | Sight distance   |          |          |            |

| <u>SP Reg.</u> | <u>Design Standards Checklist</u>                         | <u>Y</u> | <u>N</u> | <u>N/A</u> |
|----------------|---|----------|----------|------------|
|                | <b>Off Street Parking and Loading:</b>                    | N/A      | N/A      | N/A        |
| SPR 11(A)(1)   | Adequate Provision for Parking, orderly flow of traffic   |          |          |            |
| SPR 11(A)(1)   | Min. Noise, dust, glare upon neighboring properties       |          |          |            |
| SPR 11(A)(2)   | Parking and loading provided for new/changed use          |          |          |            |
| SPR 11(A)(3)   | Properly drained parking and loading area                 |          |          |            |
| SPR 11(A)(3)   | Parking number and size of spaces conforms to Zoning Ord. |          |          |            |
| SPR 11(A)(4)   | On-site parking unless off-street public parking avail.   |          |          |            |
| SPR 11(A)(4)   | Calculations for parking shown                            |          |          |            |
| SPR 11(A)(5)   | There shall be adequate parking for the handicapped       |          |          |            |
| SPR 11(A)(6)   | Consideration for plowing and storage or removal of snow  |          |          |            |

|                       |   |                 |                 |                 |
|-----------------------|---|-----------------|-----------------|-----------------|
|                       | Signs to include the following:   | N/<br>A         | N/<br>A         | N/<br>A         |
|                       |   |                 |                 | N/<br>A         |
| <b><u>SP Reg.</u></b> | <b><u>Design Standards Checklist</u></b>                                | <b><u>Y</u></b> | <b><u>N</u></b> | <b><u>A</u></b> |
| SPR 11(B)(1)          | Designs for signs submitted   |                 |                 |                 |
| SPR 11(B)(1)          | Size and location of existing signs on plan                             |                 |                 |                 |
| SPR 11(B)(2)          | Size, type, location height and illumination conforms to Zoning         |                 |                 |                 |
| SPR 11(B)(4)          | Maintained in good condition and repair at all times                    |                 |                 |                 |
|                       | <b>Landscaping:</b>   | N/<br>A         | N/<br>A         | N/<br>A         |
| SPR 11(C)(1)          | Landscape Plan submitted  |                 |                 |                 |
| SPR 11(C)(1)(a)       | Location, size, type, common name of all new plants to be installed     |                 |                 |                 |
| SPR 11(C)(1)(b)       | Location of existing plant material to be retained on site              |                 |                 |                 |
| SPR 11(C)(1)(c)       | Location, width and material of walkways, paths and handicapped access  |                 |                 |                 |
| SPR 11(C)(1)(d)       | Location, material dimensions of fences, walls, outdoor rec. facilities |                 |                 |                 |
| SPR 11(C)(2)          | Wood chips/stone not acceptable where green areas required              |                 |                 |                 |
| SPR 11(C)(3)          | Landscaped buffer when non-res. abuts residential lot                   |                 |                 |                 |
| SPR 11(C)(4)          | Coverage of lot incl... Builds., parking and imp. Surfaces not <50%     |                 |                 |                 |
|                       | <b>Building Design and Layout:</b>                                      | N/<br>A         | N/<br>A         | N/<br>A         |
| SPR 11(D)(4)(a)       | All roofs pitched or gabled   |                 |                 |                 |
| SPR 11(D)(4)(b)       | Materials appear like natural wood, brick, stone                        |                 |                 |                 |
| SPR 11(D)(4)(b)       | No cinder block, corrugated steel, sheet plastic or metal, fiberglass   |                 |                 |                 |
| SPR 11(D)(4)(c)       | Architectural details in proportion with remainder of build.            |                 |                 |                 |
| SPR 11(D)(4)(d)       | Subtle, neutral colors - no bright colors                               |                 |                 |                 |
| SPR 11(D)(5)          | (Above may be waived in Commercial Zone B - With Screening)             |                 |                 |                 |
|                       | <b>Documentation:</b>   | N/<br>A         | N/<br>A         | N/<br>A         |
| SPR 12(A)(1)          | Narrative describing dev. with use(s)                                   |                 |                 |                 |
| SPR 12(A)(2)          | If staged/phased, description. of phasing                               |                 |                 |                 |
| SPR 12(A)(3)          | Deeds of easements and ROWs   |                 |                 |                 |

|                     |   |                 |                 |                 |
|---------------------|---|-----------------|-----------------|-----------------|
|                     | <b><i>Building Design and Layout:</i></b>                                   | <i>N/<br/>A</i> | <i>N/<br/>A</i> | <i>N/<br/>A</i> |
| <i>SPR 12(A)(4)</i> | <i>Covenants or restrictions</i>  |                 |                 |                 |
| <i>SPR 12(A)(5)</i> | <i>Art. of Incorporation of Landowners Assoc. &amp; Bylaws</i>              |                 |                 |                 |
| <i>SPR 12(A)(6)</i> | <i>If Condo, Copy of Condo Doc. To be submitted to NH Atty.<br/>General</i> |                 |                 |                 |

## DISCRETIONARY INFORMATION

The following items may be required by the Planning Board for any application. All such applicants should: (a) be prepared to provide any or all of the items if requested by the Planning Board during the acceptance review, or; (b) submit a written request for a waiver with the application giving reasons for this waiver. All applicants for subdivisions are encouraged to request preliminary review procedures prior to the formal submission of an application to determine the need for discretionary studies.

| Applicant | Planning Board |   | Reference |
|-----------|----------------|---|-----------|
| ( )       | ( )            | 1. A high intensity soil survey of the property conducted by a (qualified or certified) soil scientist. | 3         |
| ( )       | ( )            | 2. An environmental impact Study (scope to be determined by the Planning Board).                        | 3         |
| ( )       | ( )            | 3. A traffic impact study (scope to be determined by the Planning Board).                               | 3         |
| ( )       | ( )            | 4. A soil erosion and sediment control plan.  | 3         |
| ( )       | ( )            | 5. A landscaping plan as Proposed by the applicant.   | 3         |
| ( )       | ( )            | 6. Breakdown list of items Needed for bonding or letter of credit. This to be determined by the Board.  | 3         |



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

(Minor Subdivision - 2 Lots)

(Major Subdivision - 3 or More Lots)

**Planning Board Fees**

|              |   |  |
|--------------|---|--|
| <b>\$300</b> | - | Major Subdivision<br>(For Every 5 Units/Lots And<br>\$50 Per Unit/Lot Thereafter.) |
| <b>\$100</b> | - | Minor Subdivision  |
| <b>\$ 50</b> | - | Re-subdivision   |
| <b>\$ 50</b> | - | Subdivision Amendment  |
| <b>\$ 50</b> | - | Boundary Line Adjustment   |
| <b>\$100</b> | - | Site Plan Review   |
| <b>\$ 50</b> | - | Site Plan Amendment  |
| <b>\$ 25</b> | - | Time Extension Review  |
| <b>\$25</b>  | - | Voluntary Merger   |
| <b>\$25</b>  | - | Revocation of Subdivision  |

**PLAT REGISTRATION**

|             |   |         |
|-------------|---|---------|
| <b>\$20</b> | - | 18 X 24 |
| <b>\$30</b> | - | 24 X 36 |
| <b>\$ 5</b> | - | Postage |

**Notification Fees**

|             |   |  |
|-------------|---|--|
| <b>\$ 2</b> | - | Abutter Letters<br>(Each - Exclusive Of Postage) |
|-------------|---|--|

**Abutter Notification**

Current US Postal Rates for First Class Mail Postage, Certified Mail Fee, and Return Receipt Fee.