

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

Date filed \_\_\_\_\_

\_\_\_\_\_  
(signed – PB)

## **APPLICATION FOR SUBDIVISION APPROVAL**

TAX MAP(S): \_\_\_\_\_ LOT NUMBER(S): \_\_\_\_\_

THE UNDERSIGNED OWNER(S) OR AUTHORIZED AGENT(S) REQUEST APPROVAL TO SUBDIVIDE OR DEVELOP A PARCEL OF LAND IN THE TOWN OF MOULTONBOROUGH AS FOLLOWS:

NOTE: A LETTER OF AUTHORIZATION IS REQUIRED FROM ALL CURRENT OWNERS.

1) NAME OF ALL CURRENT OWNERS OF RECORD:

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2) NAME AND ADDRESS OF AGENT(S), IF ANY:

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3) PROPOSED NAME OF SUBDIVISION, IF ANY:

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4) TYPE OF SUBDIVISION AND BRIEF DESCRIPTION:

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5) TAX MAP(S): LOT NUMBER(S):

A SKETCH OR PLAN IS ATTACHED AS REQUIRED SHOWING PUBLIC ROADS AND OTHER INFORMATION AS REQUIRED IN THE SUBDIVISION REGULATIONS. A LOCUS MAP IS ALSO REQUIRED IN THE SPACE PROVIDED.

LOCUS MAP

6) SECTION 6.6 OF THE MOULTONBOROUGH SUBDIVISION REGULATIONS

SPECIAL INVESTIGATIVE STUDIES:

"PURSUANT TO RSA 36:23 (AS AMENDED), IT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, IF THE BOARD DEEMS IT NECESSARY, TO PAY REASONABLE FEES FOR THE REVIEW OF DOCUMENTS, THE COST OF SPECIAL INVESTIGATIVE STUDIES, INCLUDING LEGAL FEES, BOARD ADMINISTRATIVE FEES AND OTHER MATTERS WHICH MAY BE REQUIRED BY PARTICULAR APPLICATIONS."

THE UNDERSIGNED HEREBY APPLIES FOR APPROVAL OF SAID SUBDIVISION AND COVENANTS AND AGREES WITH THE TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE, THAT UPON APPROVAL OF THE FINAL PLAN, TO INSTALL SUCH FACILITIES AS ARE REQUIRED AND TO COMPLETE THE APPLICABLE ROADS TO TOWN SPECIFICATIONS.

UNDER PENALTIES OF PERJURY, I/WE REPRESENT THAT TO THE BEST OF MY/OUR KNOWLEDGE, THE DATA AND INFORMATION HEREBY SUBMITTED TO OBTAIN APPROVAL FOR SUBDIVISION FROM THE TOWN OF MOULTONBOROUGH'S PLANNING BOARD IS TRUE AND CORRECT. IT IS UNDERSTOOD THAT AN APPROVAL BASED ON INCORRECT DATA MAY BE SUBJECT TO REVOCATION. THE PLANNING BOARD MAY REQUEST THAT POSITIVE WRITTEN PROOF OF OWNERSHIP BE PRESENTED WITH AN APPLICATION FOR SUBDIVISION.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

HAVE ALL THE NECESSARY FEES BEEN PAID BY THE APPLICANT?

YES NO

## **FEE SCHEDULE FOR APPLICATIONS**

NOTE: ALL CHECKS SHOULD BE MADE PAYABLE TO THE TOWN OF MOULTONBOROUGH AND SHOULD BE ATTACHED WITH THE APPLICATION FOR SUBDIVISION APPROVAL.

**HEARINGS:**

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

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

Boundary Line Adjustment  
\$200

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

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

**ADVERTISEMENT:** \$50

NOTE: THE FEES LISTED ABOVE MUST BE RECEIVED BEFORE THE BOARD WILL CONSIDER AN APPLICATION. ALL ABUTTER LETTERS SHALL BE RECEIVED AT THE TIME OF APPLICATION WITH THE FORM LETTERS FILLED OUT READY FOR SIGNATURE, POSTAGE APPLIED AND ALL CERTIFIED MAIL CARDS AND RECEIPTS PREPARED. POSTAGE WILL BE THE RESPONSIBILITY OF THE APPLICANT. FEES PAYABLE TO THE CARROLL COUNTY REGISTRY OF DEEDS ARE THE RESPONSIBILITY OF THE APPLICANT.

**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.

**MINUTES:**

COPIES OF THE MINUTES AND OTHER PUBLIC INFORMATION WILL BE MADE AVAILABLE TO THE APPLICANT UPON RECEIPT OF \$.50 PER PAGE AND THE REQUIRED POSTAGE. APPLICANTS FOR MAJOR SUBDIVISIONS SHOULD ESTABLISH AN ACCOUNT WITH THE PLANNING BOARD FROM WHICH TO DRAW.

**TOTALS:**

HEARING FEE                      \$ \_\_\_\_\_

LETTERS TO ABUTTERS         \$ \_\_\_\_\_

ADVERTISEMENT                \$ 50.00

POSTAGE                            \$ \_\_\_\_\_

**TOTAL**                             \$ \_\_\_\_\_

**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 \_\_\_\_\_

## 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.

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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 7:00 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**

**UNIT DENSITY CALCULATION SHEET**

Subdivision Name: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>					<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	
Lot	Soil Type	Slope	Minimum Lot Size In Square Feet	Total Area In Square Feet	AREA TO BE EXCLUDED IN SQUARE FEET					Street Area	Shorefront Lot	Wet Areas	Other (Explain)	Total Excluded Area in Square Feet	Allowable Units
					Well Radii (8.4C)	Street Area (7.1C)	Shorefront Lot (8.1B)	Wet Areas (6.1C)							

1 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Column D Total: \_\_\_\_\_ ÷ 43,560 = Acres      Total Allowable Units: \_\_\_\_\_

## **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.

### **Do Not Stuff or Seal Envelopes**

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!**

### **Subdivision Application Checklist**

All proposed subdivision plans must be submitted to the Planning Board accompanied by a subdivision application form and checklist, available from the Land Use Office. All forms and checklist must be completed by the applicant and filed with the Land Use 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 Land Use Office to reschedule your hearing. All submission requirements become part of the final application according to regulation 4.6. Due to application specific conditions, the following checklist may be amended at the discretion of the Planning Board.

**Subdivision Review Checklist**

Project Name:
Tax Map____, Lot ____

<b><u>Sub.Div. Reg.</u></b>		<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>N/A</u></b>
Section 4.3 (A)	5 copies of application			
Section 4.3(A)(2)	Names and mailing addresses of all abutters			
Section 4.3 (D)	Fees Paid			
Section 4.3(A)(1)	Proposed Subdivision Name			
Section 4.3(A)(1)	Name and Address of Owner of Record			
Section 4.3(A)(1)	Name of Subdivider, surveyor or engineer			
Section 4.3(A)(1)	Date			
Section 4.3(A)(1)	North Point			
Section 4.3(A)(1)	Scale of not more than 1:100			
Section 4.3(A)(1)	Tax Map page and parcel Number			
Section 4.3(A)(2)	Abutting Subdivision Names			
Section 4.3(A)(2)	Existing and Proposed Streets, names, width			
Section 4.3(A)(2)	Easements			
Section 4.3(A)(2)	Setbacks			
Section 4.3(A)(2)	Alleys			
Section 4.3(A)(2)	Parks			
Section 4.3(A)(2)	Public Open Spaces			
Section 4.3(A)(3)	Location and dimensions of property lines			
Section 4.3(A)(3)	Existing Easements			
Section 4.3(A)(3)	Proposed Easements			
Section 4.3(A)(3)	Existing and proposed buildings			
Section 4.3(A)(3)	Water courses			
Section 4.3(A)(3)	Ponds or Standing Water			
Section 4.3(A)(3)	Wetlands			
Section 4.3(A)(3)	Rock Ledges			
Section 4.3(A)(3)	Rights-of-Way			
Section 4.3(A)(4)	Water mains			
Section 4.3(A)(4)	Sewer lines			
Section 4.3(A)(4)	Bridges, Culverts, Drains			
Section 4.3(A)(4)	Electric utilities			
Section 4.3(A)(4)	Location and results of Percolation test Pits/holes			
Section 4.3(A)(4)	Soils Info - For on-site Water and Sewer			
Section 4.3(A)(4)	Well Radius			
Section 4.3(A)(5)	Location and widths of Right-of-Ways			
Section 4.3(A)(5)	Location and widths of pedestrian ways			

<b><u>Sub.Div. Reg.</u></b>	<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>N/A</u></b>
Section 4.3(A)(5)			
Section 4.3(A)(6)			
Section 4.3(A)(7)			
Section 4.3(A)(8)			
Section 4.3(A)(8)			
Section 4.3(A)(9)			
Section 4.3(A)(10)			
Section 4.3(A)(10)			
Section 4.3(A)(11)			
Section 4.3(A)(11)			
	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Section 4.3(A)(12)			
Section 4.3(A)(12)			
Section 4.3(A)(12)			
Section 4.3(A)(12)			
Section 4.3(A)(12)			
Section 4.3(A)(12)			
Section 4.3(A)(12)			
Section 4.3(A)(12)			
Section 4.3 (B)			
Section 4.3 (B)			
Section 4.3 (C)			
Section 4.3 (E)			
Section 4.3 (F)			
Section 4.3 (G)			
Section 4.3 (H)			
Section 4.3 (H)			
Section 4.3 (H)			

<u>Sub.Div. Reg.</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>
Section 4.3 (H)			
Section 4.3 (I)			
Section 4.5 (A)			
Section 6.2 (B)			
Section 6.3 (A)			
Section 7.1 (A)			
Section 7.1 (B)			
Section 7.2 (D)(1)			
Section 7.2 (D)(2)			
Section 7.2 (D)(3)			
Section 7.2 (D)(4)			
Section 7.2 (D)(5)			
Section 7.2 (D)(6)			
Section 7.2 (D)(7)			
Section 7.2 (D)(8)			
Section 7.2 (D)(9)			
Section 7.2 (D)(10)			
Section 7.2 (D)(11)			
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Section 7.2 (D)(13)			
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Section 7.2 (D)(13)			
Section 7.2 (D)(14)			
Section 7.2 (D)(15)			
Section 7.2 (D)(16)			
Section 7.2 (D)(17)			
Section 7.2 (D)(18)			
Section 7.3 (B)			
Section 7.3 (C)			
Section 7.3 (D)			
Section 7.3 (D)			
Section 7.3 (D)(1)			
Section 7.3 (D)(2)			
Section 7.3 (D)(3)			
	N/A	N/A	N/A
Section 7.3 (D)(5)(1)			

<b><u>Sub.Div. Reg.</u></b>		<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>N/A</u></b>
Section 7.3 (D)(5)(2)	31-40 mph - 275'			
Section 7.3 (D)(5)(3)	41-50 mph - 350'			
Section 7.3 (D)(5)(4)	>50 mph - 400'			
Section 7.3 (E)	No more than 2 access points for <500' frontage?			
Section 7.3 (E)	No more than 3 access points for >500' frontage?			
Section 7.3 (F)	Frontage over 600' creating service road/internal street?			
Section 7.4 (C)	18" min. drainage lines (if closed system)?			
	Subdivisions w/Water Access	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Section 8.1 (A)	Meets Min. Lot size in Art. III Table I			
Section 8.1 (B)	Meets requirements if common use			
Section 8.1 (C)	Min. Lot dimensions for waterfront lots			
Section 8.1 (D)	Parking Space for water access			
Section 8.1 (E)	Meets boating/Swimming Area delineation			
Section 8.1 (E)(5)	No dock, etc. within 20' of lot lines			
Section 8.3	Meets regulations for condo conversion (if appl.)			
Section 8.4	Meets regulations for Community Water system (if appl.)			

### 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.	4.3(A) 10, 4.9, 6.5
( )	( )	2. An environmental impact Study (scope to be determined by the Planning Board).	6.5
( )	( )	3. A fiscal impact study (scope to be determined by the Planning Board).	4.9, 6.5
( )	( )	4. A traffic impact study (scope to be determined by the Planning Board).	4.9, 6.5
( )	( )	5. A landscaping plan as Proposed by the applicant.	4.3
( )	( )	6. A legal review of covenants, restrictions or easements paid for by the applicant.	4.3A(8), 4.9
( )	( )	7. Breakdown list of items Needed for bonding or letter of credit. This to be determined by the Board.	4.13





## **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.*

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\$50