



Moultonborough Planning Board Application Worksheet

Required Items – Subdivision Permit Application:

- ☐ Signed application – 9 copies
- ☐ Signed/stamped plan sheet(s) – 9 copies
- ☐ Application fee(s) paid – 1 original
- ☐ Signed authorization for Board, Agents, Employees to inspect the site – 1 original
- ☐ Abutters Notice – 1 original
- ☐ List of addresses of all Abutters - 1 original
- ☐ Addressed envelopes to abutters with postage affixed – all applicable properties
- ☐ PDF copies of all above information – 1 of each sent via email to tkelleher@moultonboroughnh.gov

When applicable, also include:

- ☐ Signed Authorization to Represent Applicant (if not Owner) – 1 original
- ☐ Notice to NH Dams Bureau (if project is near river, stream or dam) – 2 copies
- ☐ Notice to Upstream Dam Owners (if project is near river, stream or dam) – 2 copies

For major subdivisions:

- ☐ Signed/Stamped Traffic Study – 9 copies
- ☐ Signed/Stamped Drainage Report – 9 copies
- ☐ Signed/Stamped Proposed Bond Estimate for All Infrastructure Items – 9 copies

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): _____

Check all that apply to subdivision

- ☐ New Street ☐ Septic System ☐ Bay Sewer ☐ Well
☐ Waiver Request to Planning Board ☐ ZBA Special Exception or Variance

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:

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

- 3) PROPOSED NAME OF SUBDIVISION, IF ANY:

- 4) TYPE OF SUBDIVISION AND BRIEF DESCRIPTION:

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 (affixed to envelopes).

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

ADVERTISEMENT: \$75

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 ENVELOPES ADDRESSED TO EACH ABUTTER. 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 FEE \$ 75.00 _____

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 verified mail. 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. For purposes of receipt of notification by a municipality of a local land use 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. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

The following area abutters to the property: (Attach additional sheets with page numbers as needed.) Please note: You MUST also notify the Owner/Applicant and the Agent(s).

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: _____

Verified Mail – Confirmed sent by the Moultonborough USPS

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 Department Monday - Thursday 7:30 AM - Noon & 12:30 PM - 4:00 PM, Friday 7:30 AM – 11:30 AM. The telephone number is (603) 476-2347.

Yours truly,

**Tina Kelleher
Land Use Administrator**

*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: _____

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

1 _____

2 _____

3 _____

4 _____

5 _____

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

Verified Mail Procedure

1. Address a 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. Apply proper postage for current US Postal rates for First Class Mail.

Do Not Stuff or Seal Envelopes

Apply proper postage for current US Postal rates for First Class Mail.



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 Department. 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 19 business days prior to a scheduled hearing. A complete application will not be accepted by the board unless it meets all the applicable requirements per the Subdivision Regulations. This checklist is only a guide and does NOT list every requirement. 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 4.4. Due to application specific conditions, the following checklist may be amended at the discretion of the Planning Board.

Project Name

<u>Tax Map</u>	<u>Lot #</u>	<u>Date</u>	Waiver Requested= WR			
Sub.Div.Reg. Section	Owner:	Y	N	N/A	WR	
4.3.1	6 Copies of application & one PDF file					
4.3.1.1	Proposed Subdivision Name					
4.3.1.1	Name and address of Owner(s) of Record					
4.3.1.1	Name of Subdivision Surveyor and/or Engineer					
4.3.1.1	Date of Application					
4.3.1.1	North Arrow					
4.3.1.1	Scale of not more than 1 inch to 100 ft.					
4.3.1.1	Tax Map page and parcel number					
4.3.1.2	Names and mailing address of all abutters					
4.3.1.3	Easements, Alleys, Parks, and Public open spaces					
4.3.1.3	Abutting Subdivision Names					
4.3.1.3	Setbacks					
4.3.1.4	Location, bearings and dimensions of property lines					
4.3.1.4	Existing and Proposed Buildings					
4.3.1.4	Existing and Proposed Easements					
4.3.1.4	Water courses, Ponds, Wetlands and/or standing water					
4.3.1.4	Rock ledges					
4.3.1.4	Right(s) of Way					
4.3.1.4	Total area clearly divided // Usable and Non-usable areas					
4.3.1.5	Water mains, Sewer lines and/or Drains; existing or planned					
4.3.1.5	Electric utilities					

4.3.1.5	Location and results of Percolation test pits/holes				
4.3.1.5	Protective Well radius				
4.3.1.6	Existing and Proposed Streets; Names & widths				
4.3.1.6	Elevation points to indicate topography of streets				
4.3.1.6	Location and widths of Streets, Highways, & Pedestrian Ways, existing and Proposed				
4.3.1.7	Boundries of proposed permanent easements over or under private property				
4.3.1.8	Area of proposed lots in Sq. Ft. (up to 5 acres, "5.01" acres for over)				
4.3.1.9	Deed restrictions (for Public Use Lands only)				
4.3.1.9	Location and description of land to be dedicated to Public Use				
4.3.1.10	Bridges and Culverts with location and sizes				
4.3.1.11	Soil & slope information, for on-site water and/or sewer				
4.3.1.11	2-ft contours for constructon areas, 5-ft for remainder of lot				
4.3.1.12	All dimensions to nearest 0.0X of ft. & bearings to minute				
4.3.1.12	Error of closure for blocks by streets shall be that of a third order survey or better				
4.3.4	Fees Paid				
	Offsite geographic facts within 200' pertaining to application to include following				
4.3.1.13	Driveways				
4.3.1.13	Intersections				
4.3.1.13	Other conditions that may have impact on application				
4.3.1.13	Shorelines				
4.3.1.13	Structures				
4.3.1.13	Utility construction				
4.3.1.13	Water sources				
4.3.1.13	Wetlands				

	<i>Next sections</i>				
4.3.2	Name and address of ALL professionals w/seals on plans				
4.3.3	Written confirmation that Fire Dept. received copy of plat				
4.3.5	Future Street systems if part of larger parcel				
4.3.6	If portion of land to be publicly owned, provide Conditional Title acceptable to Town's legal counsel				
4.3.7	Statement confirming stakes in ground for road(s) centerlines				
4.3.8	Copy of Deed Restrictions				
4.3.8	Copy of Conservation Easements				
4.3.8	Copy of Condominium Declarations				
4.3.8	Copy of Restrictive Covenants, etc				
4.3.9	Written authority from all owners for agent to represent				
4.5.2	Written request for any Waivers				
6.2.2	Fire Fighting protective devices available? (hydrants, ponds, etc. ?)				
6.3	Is in FEMA Flood Zone?				
7.1.1	Width of blocks not < 300 ft. nor > 1,200 ft.				
	<i>Road Design and Construction Ref. Table 1 and exhibits after 9.7</i>				
7.2.5	Minimum road width per table 1				
7.2.5	Minimum Grade 0.5%				
7.2.5	Maximum Grade per table 1				
7.2.5	Minimum shoulder width per table 1				
7.2.5	Minimum centerline radii on curves per table 1				
7.2.5.1	Minimum ROW 50 ft.				
7.2.5.2	Minimum angle of intersection, 60 degrees, (prefer 90°)				
7.2.5.4	Minimum tangent on reverse curves 100 ft.				
7.2.5.5	Minimum road crown of 1/4 inch per ft.				
7.2.5.6	Dead End / Cul-de-Sac minimum diameter 120 ft.				

7.2.5.9	No street jogs of under 125 ft.				
7.2.5.12	Adequate drainage provided for 24 hr. 50 year storm?				
	<i>Next sections</i>				
7.3.2	NHDOT Driveway permit received on Class I - III roads?				
7.3.3	Town Driveway permit received?				
7.3.4	Driveway dimensions shown				
7.3.4	Driveway Sight distances indicated				
7.3	Intersection Sight Distances conform to Table 1				
7.3.5	No more than 2 access points				
7.3.6	For frontage over 600 ft., internal service road created				
7.4.3	Minimum 18-inch diameter under roadway pipe				
7.4.3	No additional drainage onto abutting property				
	Subdivision with <u>any</u> Water Access				
8.1.1	Meets minimum lot size per Zoning Art. III Table 1				
8.1.2	Meets requirements if common use				
8.1.3	Meets Lot Dimensions for waterfront lots				
8.1.4	Parking Spaces for water access				
8.1.6 & 8.2	Meets boating and Swimming Area delineation				
8.1.6.5	No dock, etc. within 20 ft. of extended lot lines				
8.3	Meets regulations for condominium conversions (if appl')				
8.4	Meets requirements for Community Water System (if appl')				
List any other items that you feel important for Planning Board to Know or items for Waiver Request					

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

Moultonborough Planning Board And Zoning Board of Adjustment

Office Hours

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

If you have any questions or would like assistance with ensuring your application is complete, please schedule an appointment with our Town Planner.

Meetings

Zoning Board

First and Third Wednesday of Each Month
7:00 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 Land Use Department 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 or Conditional Use Permit (fee waived if part of concurrent application)
\$100

Plat Registration

Applicants are responsible for all recording fees.

All Plats, Notices of Decision and Planning Board required documents 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.

Zoning Board Fees (Revised May 12, 2008)

Application & Hearing Fees

Variance
\$100

Special Exception
\$100

Equitable Waiver of Dimensional Requirements
\$100

Re-Hearing

\$100 - Hearing Fee

Appeal of Administrative Decision Fees

\$200 - Application Fee (Non-Refundable)

\$200 - Hearing Fee

\$200 - Re-Hearing Fee (If Granted by ZBA)

Plat Registration

Applicants are responsible for all recording fees.

All Zoning Board required documents 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 for all Planning & Zoning Applications

\$2 per Abutter + postage (affixed to envelopes).

Advertisement Fee for all Planning & Zoning Applications
\$75

Hard Copies
\$0.50 per page.

Electronic Document Transmittal
\$5.00 per transmitted document