

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

Date filed \_\_\_\_\_  
LUD staff \_\_\_\_\_  
File # \_\_\_\_\_  
*LUD Staff use*

# APPLICATION FOR SITE PLAN REVIEW

Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(If different than applicant)

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Disturbed Area (sq. ft.): \_\_\_\_\_

**Check all that apply to site plan:**

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

Briefly describe proposed change(s) or project:

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

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

Please attach required size of plan: Maximum of 36 x 24 (preferred 34 x 22) with one (1) inch border on three (3) sides and two (2) inches on the left edge.

Under Penalties of Perjury, I/We represent that to the best of my/Our knowledge, the data and information hereby submitted to obtain site plan approval for the Town of Moultonborough 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 Site Plan Review.

If Agent, a signed letter of authorization is required from all current owners and must be submitted at the time the application is filed with Land Use Department.

**FEES:**

**Note:** All checks should be made payable to the Town of Moultonborough and should be attached with the application for Subdivision approval.

**Hearings:** Site Plan Review  
\$250.

Notification Fees  
\$2. PER Notification, plus USPS postage and certified mail fee

**Special Conditional Use Permit**  
Fee waived if part of concurrent application)  
\$100.

**Newspaper “advertisement” \$75.**

**Note:** The fees listed above must be received before the Board will consider an Application. All Abutter envelopes shall be received at the time of Application with the postage applied and all Certified Mail Receipts prepared. Postage will be the responsibility of the Applicant.

**Totals:** \_\_\_\_\_ Hearing Fee: \$250.00

\_\_\_\_\_ Letters to Abutters: \$\_\_\_\_\_

Newspaper Ad:      \$ 75.00

Postage (Must be affixed to envelopes): \$ \_\_\_\_\_

\_\_\_\_\_ Total \$ \_\_\_\_\_

## 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. 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.

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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-

**Certified Mail**

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,

**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): \_\_\_\_\_

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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:

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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.

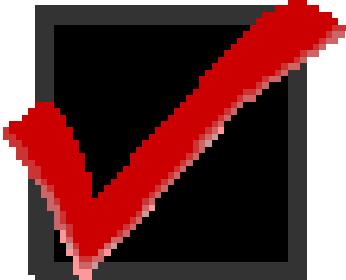
2. Fill out one abutter letter as shown in application package.
3. Place "Receipt for Certified Mail" for each abutter under flap of envelope and submit to the Land Use Department with your application and check for fees.

Apply proper postage for current US Postal rates for First Class Mail and Certified Mail 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 LAND USE DEPARTMENT ACCCOMPANIED BY A SITE PLAN REVIEW APPLICATION FORM AND CHECKLIST AVAILABLE FROM THE LAND USE DEPARTMENT. BOTH FORMS MUST BECOMPLETED BY THE APPLICANT AND FILED WITH THE PLANNING BOARD OFFICE ALONG WITH ALL REQUIRED SUBMITTALS, NO LATER THAN 19 BUSINESS DAYS PRIOR TO A SCHUDULED 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 TOWN PLANNER FOR PROCEUDURES TO RESCHEDULE YOUR HEARING. ALL SITE PLAN APPLICATIONS MUST COMPLY WITH SECTION 3 OF THE REGULATIONS.

## **SITE PLAN REVIEW CHECKLIST**

This site plan review checklist, as required by Site Plan Review regulations, should be completed by the applicant, after initial review by the Planner for what is required (during pre-application conference). It is intended to assist the applicant in the planning process of preparing a site plan review application for Planning Board action. The type of project proposed will determine the types of information required to review a site plan, therefore, a **pre-application conference** with the Town Planner to determine the list of items that must be completed is strongly encouraged.

*The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all Site Review requirements. Please refer to the Site Review Regulations for full details.*

APPLICANT: \_\_\_\_\_ File Number: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

DATE OF TECHNICAL REVIEW COMMITTEE MEETING: \_\_\_\_\_

Planner Use	Required?	Provided?
<b>1. Completed Application form (5 copies)</b>		
<b>2. Payment of application and review fees (see application)</b>		
<b>3. List of abutters and set of mailing labels or addressed envelopes</b>		
<b>4. Eleven copies of site plan w/scale of not less than 1"=50'. (Some Half size copies are ok.) Plans shall contain the following items as appropriate:</b>		
Sheet size D (36" x 24") with 1" borders and 2" left side border		
Location map w/3000' radius		
Proposed project name or title and Map and Lot (title block)		
Date, north arrow, legend and scale (1"=20' preferred)		
Existing surveyed property lines with dimensions and bearings		
Names of all abutting property owners		
Name and address of owners and/or applicants;		
Signature and stamp of NH licensed land surveyor and engineer		
Existing and proposed building and structure locations		
Depict all zoning and special district boundaries (steep slopes, wetland, groundwater protection, flood hazard, etc.)		
Specify proposed finished floor elevations of buildings		
Existing contours (as dashed) at five foot intervals (or less) and proposed grade contours (as solid) at two foot intervals		
Location and materials of all water mains and wells w/capacity needed		
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load		
Location and size of existing and proposed electric, telephone, gas, cable and other underground utilities		
	Required?	Provided?

Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots		
Location of parking layout delineating spaces and arrangement; note addressing minimum required spaces		
Location and width of existing and proposed access/egress ways		
Location of proposed fire lanes		
Depict all existing and proposed easements		
Depict pedestrian walkways and handicapped access		
Location of solid waste disposal facilities (dumpster, pad and screening, etc.)		
Depict all service, storage, loading bays and utility areas		
Landscape plan depicting existing and proposed landscaping, prepared by a licensed Professional Landscape Architect		
Depict Flood Hazard Zones (or note on plan if not in zone)		
Existing natural features, including any important specimen trees		
Depict the surface areas of water bodies and wetlands		
Depict the locations of wetlands and buffers		
A colored architectural rendering showing all sides of buildings		
Neighborhood plan showing how project relates to abutting uses		
A colored rendering of the streetscape that will be created along the existing public right-of-way		
Storm Water Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis		
Storm Water Management System Operation & Maintenance Plan		
Erosion and Sedimentation Control Plan		
ROW & pavement lines of existing abutting streets		
NHWSPCC Approval for Construction (septic only)		
NHDOT Driveway Permit or amended permit (if applicable)		
Town Driveway Permit or amended permit (if applicable)		
Note sight distance		
Size and location of proposed/existing signs		
<b>5. Additional Information if appropriate</b>		
Traffic Impact Assessment and Analysis (Standard or Advanced)		
Fiscal Impact Analysis (For more than 10 residential units)		
Wastewater quantity & composition figures		
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs		
Depict 20 percent slope as required		
Ground and/or aerial photos of site and immediate area		
Location of proposed drive-in facilities		
Depict existing contours up to 100 ft. beyond project limits		
Dates and permit numbers of all required state and federal permits		
Proposed restrictive covenants or homeowner's association documents		
Waiver requests to the Site Review Regulations, with written justification		
Conditional Use Permit applications (as required)		
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required		
	Required?	Provided?

Reference to existing USGS benchmark or other suitable datum		
Total surface area of maintained, cleared, graveled or paved areas		
Designs for proposed signage		
Detailed narrative describing operation & any phasing of project		
Deeds of easements, rights of way		
Condominium documents and plans that are to be submitted to Atty. Gen.		
Design Guideline compliance narrative		

REVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_

**REMARKS:**

(Revision Date: February 13, 2013)

APPLICANT: \_\_\_\_\_ FILE NUMBER: \_\_\_\_\_  
PROJECT: \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

### **List of Common Site Plan Notes**

The following list of commonly required notes is intended to be used as a guide to applicants and should not be construed as a comprehensive note requirement list for all projects. A pre-application conference with the Town Planner is strongly suggested to help determine the actual notes that may be required.

1. The intent of this site plan is \_\_\_\_\_.
2. Current Owner: *Name and address*

\_\_\_\_\_ Authorized Signature

3. The project parcel(s) is (are) shown as Map No. \_\_\_\_\_, Lot \_\_\_\_\_ of the Town of Moultonborough Tax Assessor's Maps.
4. The project parcel(s) contains \_\_\_\_\_ acres or \_\_\_\_\_ square feet area of land.
5. Title reference for the project parcel(s) is the Carroll County Registry of Deeds, Book No. \_\_\_\_, Page No. \_\_\_\_.
6. Project Plan References: (*List all reference plans and their CCRD #*)
7. All applicable right-of-way, conservation, slope, construction, utility, access, or other easements shall be referenced in a note.
8. Zoning dimensional and density requirements are as follows:
  - a. zoning district \_\_\_\_\_
  - b. minimum lot size: \_\_\_\_\_ acres (sq. ft.) from Soil Groups/Slopes calculations
  - c. minimum yard setbacks:  
Front \_\_\_\_\_ ft.  
Side \_\_\_\_\_ ft.  
Rear \_\_\_\_\_ ft.
  - d. maximum lot coverage \_\_\_\_\_ %
  - e. maximum bldg. height \_\_\_\_\_ ft.

This property falls within the following zoning overlay districts: (*List districts*)

9. Property line information has been obtained from a survey performed by (*surveyor*) on (*date*) with an error not greater than 1 in 10,000 or standard precision statement, (*or has been obtained from \_\_\_\_\_ Plan, prepared by (surveyor)*).
10. Subject parcel is (*is not*) located within a federally designated flood hazard area (Community panel number 33003CxxxC, Effective Date: March 13, 2013).

11. Wetlands were delineated by \_\_\_\_\_, Certified Wetlands Scientist, Certification Number \_\_\_\_, in accordance with Article IX Wetland Resources Conservation Overlay District of the Zoning Ordinance, on \_\_\_\_\_, 20\_\_ .
12. Parking spaces required by the proposed use (*or by the sq. ft. involved*) are \_\_\_\_\_. Parking spaces provided by this plan are \_\_\_\_\_.
13. As-built plans of the site shall be submitted on hard copy medium (one set) and in a digital both PDF and DXF or DGN or DWG format on disk to the Land Use Department upon completion of project. As-built plans shall be prepared and certified correct by a L.L.S. or P.E.
14. Exterior lighting shall be cut-off type fixtures per the Zoning Regulations and shall provide lighting directed on-site only.
15. Topographic survey performed by \_\_\_\_\_ on (*dates*).
16. Elevations are based on U.S.G.S. datum. (**or** Elevations depicted are based on information obtained from the (source) and was derived from coordinates for control stations \_\_\_\_\_ and \_\_\_\_\_. These coordinates have not been adjusted to 1983 datum). Or explain assumed elevation.
17. The (*existing or proposed*) structure shall be served by a sprinkler system as required under applicable Fire NFPA reference and the State Building Code, latest revision. (*as applicable*)
18. Sprinkler connections must be flushed in accordance with NFPA 24 and a Contractor's Material and Test Certificate for Underground Piping form must be completed.
19. Fire department connections shall be located on the street side of the building per NFPA 13. (*as applicable*)
20. A security system shall be installed as required by reference source. (*If a business establishment or multi-family dwelling contained in a new, altered or repaired structure*) (*as applicable*)
21. All on-site utilities shall be installed underground.
22. The subject parcel(s) is (are) served by on-site well and sewer (*or is served by on-site well and septic system*).
23. All materials and construction shall conform to applicable State codes.
24. Backflow preventors shall be provided for both fire and domestic water lines if applicable.
25. All erosion control notes shall include provisions for construction sequencing, temporary erosion control measures, and permanent standards such as loam spread rate for disturbed areas, rates of lime, type and rates for fertilizer, and seed and mulch mixture with rates of application.

26. The limits of construction disturbance that are located in or within the 50 ft. of Wetland Conservation Districts shall be staked, flagged and clearly identified prior to the commencement of site work.
27. All treatment swales to be constructed shall have sod bottoms.
28. A letter of credit for the cost of revegetating all disturbed areas on the site shall be submitted prior to any earth disturbing activity occurs.
29. A pre-construction conference with the developer, the design engineer, the earthwork contractor, Code Enforcement Officer and the Town Planner shall occur prior to any earth disturbing activity.
30. Building addresses shall be assigned by the Town at the time of issuance of a building permit.
31. The proposed use for the site (*structure*) is \_\_\_\_\_. (*More specific uses are encouraged, such as restaurant, hotel, doctor's office, etc. Should more than one use be proposed, an indication of the percentage of each use is suggested.*)
32. The following federal and state permits have been issued for the subject property: (*List permit type, number and date of issuance.*)
33. List any variances or special exceptions granted by the Zoning Board of Adjustment for the proposed use or structure, including the case number and date of decision.

**REMARKS:**

# **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**

<b>Zoning Board</b>	First and Third Wednesday of Each Month 7:00 P.M. At the Moultonborough Town Offices, Unless Otherwise Specified
<b>Planning Board</b>	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, certified mail, return receipt requested.

**Advertisement Fee for all Planning & Zoning Applications**

**\$75**

**Hard Copies**  
**\$0.50 per page.**

**Electronic Document Transmittal**

**\$5.00 per transmitted document**