

**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

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

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3. Location of Proposed Submission

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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 applicant and/or owner, any agents/specialists involved, those across a street, brook or stream, as well as properties located diagonally to the property being developed. 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 + First Class postage)

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**Owner/Agent**

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Date

## 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.

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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: \_\_\_\_\_

**Verified Mail – Confirmed sent by the Moultonborough USPS**

Dear Abutter,

The Moultonborough Planning Board will hold a hearing on \_\_\_\_\_ for a Design Review Phase for \_\_\_\_\_ for a parcel located at \_\_\_\_\_, 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 - 4:00 PM. The telephone number is (603) 476-2347.

Yours truly,

**Tina Kelleher  
Land Use Administrator**

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

## **Authority for Inspection or Examination of Land**

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:

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Date \_\_\_\_\_

Signature \_\_\_\_\_

## **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**

# **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.

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

## **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

### **Abutters Notices for all Planning Applications**

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

### **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 Zoning Applications**  
\$75

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

**Electronic Document Transmittal**  
\$5.00 per transmitted document