



Moultonborough Planning Board Application Worksheet

Required Items – Special or Conditional Use 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
- Signed/Stamped Traffic Study – 9 copies
- Signed/Stamped Drainage Report – 9 copies
- Signed/Stamped Proposed Bond Estimate for All Infrastructure Items – 9 copies
- 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

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

Date filed _____

(signed – PB)

CONDITIONAL USE PERMIT APPLICATION

Article _____ Paragraph _____

Applicant's Name: _____

Address: _____

Property Location: Tax Map Number _____

Lot Number _____

Owner of Property Concerned: _____

Address: _____

Existing Deed: Book Number _____ Page Number _____

Briefly describe proposed change(s) or project:

Please attach plan/drawing of proposed project.

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

Yes _____ No _____

Applicant Signature _____ Date _____

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

FEE SCHEDULE FOR APPLICATIONS

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

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

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, and with postage applied to addressed envelopes – postage is the responsibility of the applicant. Fees payable to the Carroll County Registry of Deeds (CCRD) 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 meeting minutes and other public information will be made available to the applicant upon receipt of \$.50 per page plus 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	\$ <u>75.00</u>
POSTAGE	\$ _____
TOTAL	\$ _____

**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:

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.)

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.

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

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

Conditional Use Permit - Standards of Review

During the process of review and approval of an application for any conditional use permit, the Planning Board shall consider, and the applicant must satisfy the following General, and where applicable, Specific Standards in its deliberations as indicated in the following check list.

General Standards

N/A	Yes	No	
			1. The use is specifically authorized in the Moultonborough Zoning Ordinance as a conditional use;
			2. If completed as proposed by the applicant, the development in its proposed location will comply with the purpose and requirements of the District, Node or Zone ;
			3. Receipt of a review and recommendation of the conservation commission and any other professional expertise deemed necessary by the board;
			4. The use will be compatible with the District, Node or Zone and with adjoining and/or abutting uses in the area permitted;
			5. The proposed conditional use will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed permit;
			6. The proposed CUP will not be detrimental to the public welfare or injurious to the property or public improvements in the neighborhood of the proposed permit;
			7. The proposed CUP will not cause or have adverse effects on surrounding properties due to noise, vibration, odor, or glare effects;
			8. The proposed CUP will provide satisfactory ingress and egress to the property as well as any structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control have been provided, or how provisions for the above are not applicable to the permit;
			9. The proposed CUP will provide satisfactory on/off-street parking and loading areas are proposed to be provided via onsite, or an adjacent off-site location;
			10. The proposed CUP will provide satisfactory and proper utilities, with reference to locations, availability, and compatibility, or how the items listed are not applicable to the proposed permit;
			11. Indicate how signs, if any, and proposed exterior lighting with reference to glare, traffic safety, and economic effect will be compatible and harmonious with properties in the area or how the items listed are not applicable to the proposed permit;
			12. Indicate what playgrounds, open spaces, yards, landscaping, access ways, and pedestrian ways are proposed, with reference to location, size, and suitability in relation to the proposed CUP or how the items listed are not applicable to the proposed permit;
			13. Describe proposed or current building(s) and structure(s) with reference to location, size, and use and how these building(s) or structure(s) would be compatible with the surrounding neighborhood, or how the items listed are not applicable to the proposed permit;
			14. Describe the hours of operation of the proposed use and how those hours will protect and maintain the character of the surrounding neighborhood or how the hours of operation are not applicable to the proposed permit;

A	CUP to allow a specific use within the Village Center Overlay District.
	<p>Any (re)development or redevelopment within the VCOD shall be consistent with the design standards in the Town of Moultonborough Zoning Ordinance under Article IX-B: Overlay Districts, Site Plan Review Regulations and the Town of Moultonborough VCOD Design Guidelines. Conditional Applications before the Moultonborough Planning Board for Conditional Use Permits are required for those uses indicated in the list of uses shown on page two of the VCOD ordinance adopted as of 13 March 2017.</p>
B	CUP to allow building on Steep Slopes
	<p>Any (re)development requiring a Building Permit, Subdivision Approval and/or Site Plan Review within areas of 15% or greater slope with an aggregate of 20,000 square feet or greater shall be consistent with the design standards in the Town of Moultonborough Zoning Ordinance under Article XIV: Steep Slopes Ordinance. In addition, a Conditional Use Permit may be granted when the general standards of review have been satisfied.</p>
C	CUP to allow uses/construction within the 50 ft. buffer to wetland areas.
	<p>Any (re)development requiring a Building Permit, Subdivision Approval and/or Site Plan Review within the 50 foot setback to water or wetland areas that are greater than 20,000 square feet in their entirety and wetlands of any size that are contiguous to a river, brook, lake or pond. Conditional Use Permits shall be considered under the guidance of the Moultonborough Zoning Ordinance Article IX-A: Overlay District.</p>
D	CUP for a use which is otherwise permitted within the Groundwater Protection District
	<p>Any (re)development requiring a Building Permit, Subdivision Approval and/or Site Plan Review within the Groundwater Protection District except for those uses exempt under Article XII of the MZO. Conditional Use Permits shall be considered under the guidance of the MZO Article XIII: Groundwater Protection Ordinance.</p>
E	CUP for a use in regulation of Hazardous Substances
	<p>Any (re)development requiring a Building Permit, Subdivision Approval and/or Site Plan Review within the Groundwater Protection District except for those uses exempt under Article XII of the MZO. Conditional Use Permits shall be considered under the guidance of the MZO Article XIII Section 9.</p>