APPLICATION FOR SUBDIVISION APPROVAL

Tax Map ______________________ Lot Number __________________________

The undersigned owner(s) or authorized agent(s) request approval to subdivide a parcel of land within the Town of Moultonborough as follows:

Applicant: ___________________________________________ Phone: ______________
Mailing Address: ______________________________________ Email: ______________
Owner: _____________________________________________ Phone: ______________
Mailing Address: ______________________________________ Email: ______________
(If different than applicant)
Agent: _____________________________________________ Phone: ______________
Mailing Address: ______________________________________ Email: ______________

Project Name: ____________________________________________
Total Acreage: _________ Total Lots Proposed: _________ Zoning District: _________

Check all that apply to subdivision

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

1) Type of Subdivision and brief description: __________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
2) Tax Map(s): ___________________ Lots Number(s): ________________

A sketch of plan is attached, as required, showing public roads and other information, as required in the Subdivision Regulations, Section 4.3.1

3) Section 4.9 of the Moultonborough Subdivision Regulations, Special Investigative Studies”

Pursuant to RSA 674:4-b, I & II, 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 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 Subdivision.

Owner (s) Signature: ___________________________ Date: __________

_________________________________ Date: __________

_________________________________ Date: __________
Fee Schedules 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 or two lots with possible future subdivisions)
$300. + $100. Per newly created lot

Minor Subdivision (2 lots with NO further subdivision)
$275.

Boundary Line Adjustment
$200.

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. 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 Land Use Staff at the Carroll County Registry of Deeds. Copies of all recorded documents shall be kept on file at the Town after recording at Applicant’s expense.

Totals: Hearing Fee: $________________________

Letters to Abutters: $________________________

Newspaper Ad: $75.00

Postage (If not affixed to envelopes): $________________________

________________________ Total $________________________
Authority for Inspection of Land

The undersigned hereby authorizes the Town of Moultonborough's Planning Board, its members, officers, agents, employees, advisors or others 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 as:

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, and/or email at the following address:

Name ______________________________________________________

Address ____________________________________________________

City, ST, Zip ________________________________________________

Email ______________________________________________________

Owner (s) Signature: _____________________________________ Date: __________

_________________________ Date: __________

_________________________ Date: __________

_________________________ Date: __________
Abutters Notification List

Applicant: ____________________________________________ Tax Map: ______________________

Address: ____________________________________________ Lot #: _______________________

In accordance with RSA 676:4 I(d), the Moultonborough Land Use Department shall notify
the abutters, the applicant, subject property owner, holders of conservation restrictions, and the
engineer, architect, and all professionals whose seal appears on any plat submitted must be notified
of the scheduled hearing by certified 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.

Tax map-______ Lot # ______ Name: ________________________________
Address________________________________________________________

Town, ST, Zip ____________________________

Tax map-______ Lot # ______ Name: ________________________________
Address________________________________________________________

Town, ST, Zip ____________________________

Tax map-______ Lot # ______ Name: ________________________________
Address________________________________________________________

Town, ST, Zip ____________________________

Tax map-______ Lot # ______ Name: ________________________________
Address________________________________________________________

Town, ST, Zip ____________________________

Tax map-______ Lot # ______ Name: ________________________________
Address________________________________________________________

Town, ST, Zip ____________________________

Attach additional pages, if needed
Abutters Notification List

Tax map-_______ Lot # _______ Name: ____________________________________________________
Address_____________________________________________________________________________
Town, ST, Zip ________________________________________________________________________

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Address_____________________________________________________________________________
Town, ST, Zip ________________________________________________________________________

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Address_____________________________________________________________________________
Town, ST, Zip ________________________________________________________________________

Tax map-_______ Lot # _______ Name: ____________________________________________________
Address_____________________________________________________________________________
Town, ST, Zip ________________________________________________________________________

This office is not responsible for the information supplied above. Information can be obtained from the Tax Maps in the Land Use Department.

Attach additional pages, if needed
Dear Abutter,

The Moultonborough Planning Board will hold a Submission Hearing on Wednesday, _________________ on a proposed ______________________ for _________________, Tax Map ________ Lot__________ located on _______________. 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.

Applicant proposes to: ____________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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

UNIT DENSITY CALCULATION SHEET

Subdivision Name: ____________________________

Date: ___________  Total Acreage: __________________________

<table>
<thead>
<tr>
<th>Lot</th>
<th>Soil Group</th>
<th>Slope</th>
<th>Minimum Lot Size</th>
<th>Total Area in Square Feet</th>
<th>AREA TO BE EXCLUDED IN SQUARE FEET</th>
<th>Total Excluded Area in Square Feet</th>
<th>Allowable Units</th>
</tr>
</thead>
<tbody>
<tr>
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5

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Column D Total: ____________ □ 43,560 = Acres  Total Allowable Units: ______________

Prepared by (Firm)_________________________________________ Date_________________

Signature: ______________________________________________________________________

Print name: _____________________________________________________________________
Certified Mail Procedure

1. Address and apply appropriate fee for certified mail on one business size envelope for each notification, with return address as:

   Moultonborough Planning Board
   P.O. Box 139
   Moultonborough, NH 03254.

2. Fill out "Certified Mail Receipt" for each envelope.

3. Place “Certified Mail Receipt” for each notification 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.
**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.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Planning Board</th>
<th>1. A high intensity soil survey of the property conducted by a (qualified or certified) soil scientist.</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>2. An environmental impact Study (scope to be determined by the Planning Board).</td>
<td>6.5</td>
</tr>
<tr>
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<td></td>
<td>3. A fiscal impact study (scope to be determined by the Planning Board).</td>
<td>4.9.1, 6.5</td>
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<tr>
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<td>4. A traffic impact study (scope to be determined by the Planning Board).</td>
<td>4.9.1, 6.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. A legal review of covenants, restrictions or easements paid for by the applicant.</td>
<td>4.3.8 4.9.4</td>
</tr>
<tr>
<td></td>
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<td>6. Breakdown list of items Needed for bonding or letter of credit. This to be determined by the Board.</td>
<td>4.13</td>
</tr>
</tbody>
</table>
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

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
$0.0

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

Plat Registration

Applicants are responsible for all recording fees.
All Plans, Plats and Notices of Decision are required to be recorded by the Land Use Staff at the Carroll County Registry of Deeds. Copies of all recorded documents shall be kept on file at 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, Plans, Plats and Notices of Decision are required to be recorded by the Land Use Staff at the Carroll County Registry of Deeds. Copies of all recorded documents shall be kept on file at the Town after recording at Applicant’s expense.

Both Planning & Zoning Boards

Abutters Notices for all Planning & Zoning Applications
$2 per Abutter plus postage, certified mail

Advertisement Fee for all Planning & Zoning Applications
$75

Hard Copies
$0.50 per page.

Electronic Document Transmittal
$5.00 per transmitted document