

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead New Hampshire 03841-2033

Site Plan Application Information

This information is provided as a guide to the Preliminary Application filing information required. For the complete detail see the Site Plan Regulations of the Town of Hampstead.

PROJECT NAME: _____ **MAP** _____ **PARCEL** _____

ADDRESS: _____

1. Three (3) copies of the completed Application Form;
2. Two (2) copies of an Application Checklist;
3. Five (5) copies of a Site Plan which complies with Section VI of these Regulations;
4. Two (2) copies of supporting documentation which complies with Section VI of these Regulations;
5. Sufficient legible copies of the Plan, reduced in size to no more than 11 X 17 inches, to provide twelve (12) copies to the Board and one (1) copy to each Abutter and to each Town official referred to in Section V, Subsection 2-Y:1 of these Regulations;
6. The appropriate filing fee based upon the fee schedule;
7. If the Applicant signs the form rather than the Owner, certification that the Applicant is agent for the Owner;
8. One list of Abutters complete with envelopes addressed and set up for certified mailing, including the return receipt forms properly filled out;
9. Electronic Submission of the application, plans, and other supporting information required under the Subdivision Regulations. All subsequent submittals shall also be submitted in pdf format; and,
10. One (1) copy of items 1 through 4 shall be submitted to Keach-Nordstrom Associates, Hampstead's Engineering Consultant, no later than 4:30pm of the last date to file as identified by the Hampstead Planning Board Public Hearing & Filing Deadline Schedule.

Completed Applications must include all of the items listed in Section III, Subsection 1-B:2 and must be filed with the designated Agent as outlined on the Hampstead Planning Board's *Public Hearing & Filing Deadline Schedule* prior to a regular meeting of the Board in order to be considered by the Board at such meeting. If any of the items listed in Section III, Subsection 1-B:2 are missing or incomplete as of the filing deadline, the Applicant shall not be placed on the agenda for the next Planning Board meeting. For complete information refer to the Site Plan Regulations.

I certify that this application is complete and all required supporting documentation is provided.

Print Applicant Name

Signature of Applicant

Date

Signature of Planning Board

Date Received

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead New Hampshire 03841-2033

Site Plan Application

PROJECT NAME: _____ MAP _____ PARCEL _____

ADDRESS: _____

• ZONE _____ CURRENT USE _____

• APPLICANT _____ PHONE _____
ADDRESS _____
EMAIL ADDRESS _____

• OWNER _____ PHONE _____
ADDRESS _____
EMAIL ADDRESS _____

• DEVELOPER _____ PHONE _____
ADDRESS _____
EMAIL ADDRESS _____

• REPRESENTATIVE _____ PHONE _____
ADDRESS _____
EMAIL ADDRESS _____
PROFESSION _____
(Surveyor, Engineer, Legal Counsel, etc.)

• TOWN ENGINEER Steve Keach PE of Keach-Nordstrom Associates
ADDRESS 10 Commerce Park North, Suite 3B, Bedford, NH 03110

1st PUBLIC HEARING DATE _____
65-Day Deadline _____
EXTENSION _____

DESCRIPTION OF PROPOSAL _____

Print Applicant Name _____

Signature of Applicant _____ Date _____

Signature of Planning Board Agent _____ Date _____

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead New Hampshire 03841-2033

Application for Approval Under the Site Plan Regulations

PROJECT NAME: _____ **MAP** _____ **PARCEL** _____

ADDRESS: _____

The undersigned Applicant/Developer hereby submits to the Hampstead Planning Board a Final Site Plan entitled _____ and respectfully requests its approval of said plan. Deeds, easements or other documentation required are to be submitted with the final plans. In consideration for approval and the privileges thereto, the Applicant/Developer hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plan, including any work made necessary by unforeseen conditions which may become apparent during construction.
2. To provide and install standard street signs as approved by the Town of Hampstead for all street intersections.
3. To give the Town on demand, proper deeds for land or right-of-way reserved on the Plan for streets, drainage or for purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
5. To make no changes whatsoever in the Final Plan as approved by the Board unless a revised Plan or a re-development is submitted and approved by the Board.
6. To execute the Planning Board's standard Performance Guarantee in the form of Attachment A, hereto, secured by a cash bond, or irrevocable letter of credit in the form of Attachment B, hereto, to guarantee completion of the improvements as shown on the Plan and related drawings, such bond to expire no sooner than sixty (60) days after the date call for final completion of all improvements as set forth on the attached Performance Guarantee Bond.
7. _____ of _____ is hereby designated as the person on whom all communications to the development may be addressed and the person whom legal process may be served in connection with any proceedings arising out of the agreement herein.

Developer Include names and addresses _____ Date _____
of all persons with 10% or more interest

_____ Date _____
Developer Name and Address:

Signature of Owner of Record, _____ Date _____

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead New Hampshire 03841-2033

Abutters List

PROJECT NAME:	MAP	PARCEL
ADDRESS:		

The Abutters list shall include the names and addresses of all abutters, the owner, developer, and applicant. An 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 more detail see RSA 672:3.

RSA 676:4 now requires that every engineer, architect, land surveyor or soils scientist whose professional seal appears on any plat submitted shall be notified as an abutter.

Notice to Abutters and Public

The Board shall notify the Applicant and all listed Abutters of its intent to consider an Application, by certified mail mailed not less than ten (10) days prior to the date for official submission to the Board of a completed Application. Such notice shall contain a general description (supplied by the Applicant) of the proposal and shall identify the Applicant and the location of the proposal and a reduced size copy of the Plan. The Applicant is responsible for the preparation of the mailing including the completed certified mailing forms. The Board will do the actual mailing and receive back the signed certified mail receipt card. For the purposes of notification any professional that seals and signs the plan is to be considered an abutter and notified as such. The Board shall also post such notice in two (2) public places in the Town and publish the notice in a local newspaper within 10 days of the date of the meeting date.

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead New Hampshire 03841-2033

Fee Schedule

PROJECT NAME: _____ MAP _____ PARCEL _____

ADDRESS: _____

FILING

Site Plan	\$100.00	_____
Subdivision Plan	\$100.00	_____
Lot Line Change _____ @	\$ 30.00	_____
Consolidation of Lot _____ @	\$ 25.00	_____
Engineering Review Deposit*	\$1,500.00	_____
*costs are invoiced at a flat hourly rate		
Recording**	\$ 50.00	_____
**per visit to County Registry to have Registry accept plat/plan to be recorded		
Returned Check	\$ 50.00	_____

1ST PUBLIC HEARING

Certified Domestic Letter _____ @	\$ 10.00	_____
Certified International Letter _____ @	\$ 20.00	_____
Legal Advertisement	\$150.00	_____

TOTAL _____

RECORDING FEE at ROCKINGHAM COUNTY REGISTRY OF DEEDS

As of 8/01/2019, Rockingham Country Registry of Deeds will no longer accept partial payments on recorded transactions. Two checks are required at the time of recording, one for the recording fee and the other for the LCHIP fee.

Registry Fees

8 1/2" x 11"	\$ 11.00
11" x 17"	\$ 11.00
17" x 22"	\$ 16.00
22" x 34"	\$ 26.00

LCHIP Check \$ 25.00

Authorized per RSA 676:4

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead New Hampshire 03841-2033

Request to Begin Engineering Review

PROJECT NAME: _____ **MAP** _____ **PARCEL** _____

ADDRESS: _____

- I request that Town Engineering Consultant, Keach-Nordstrom Associates begin the technical review of my application. I have reviewed the Agreement as prepared by Keach-Nordstrom Associates and understand the fee for the review services is an estimate and agree to be responsible for all costs incurred in this review. A deposit of \$1,500 is to be posted for all applications.
- **Return of Funds:** Any unexpended funds will be returned to the Applicant.

Signature Date

Address

Checks shall be made out to the TOWN OF HAMPSTEAD in the amount of _____

Name Check# Date