Town Of Epping
Planning Board
157 Main Street
Epping NH 03042

Planning Board Site Plan Application Form

TO: Applicants

FROM: Epping Planning Board

SUBJECT: Guidelines for Processing Applications

The Epping Planning Board wants to process applications as speedily as possible. We understand that the Zoning Ordinance and our Regulations are complex and often confusing. These requirements are designed to deal with different situations from single-issue waivers and permits to large-scale residential developments and commercial site plans. Therefore, not all requirements may be applicable to your application.

Although it is not required, it is recommended that before you file your application if you have any questions or concerns, you should discuss your proposal informally with the Town Planner. The Planner will review your project conformance with the Town's Ordinances and Regulations and can advise you on procedures for obtaining approval as well as other governmental permits that may be required. Call (603) 679-1202, ext. 33 or 34, for an appointment or email: planner@townofepping.com. Town of Epping Regulations and Ordinances are available at the Planning Office or online at townofepping.com.

The key to receiving a prompt decision is to have all the necessary information in the Planning Department before the Planning Board meeting. All applications **MUST** be submitted to the Planning's office **TWENTY-ONE (21) DAYS** Prior to the Planning Board meeting at which it will formally be reviewed. In order to be scheduled, your application must be substantially complete.

Type and Description of Project (this description will be used for notification purposes):

Application Type:	√	**Description of project or application**:
Site Plan:		
Impact Fee Waiver:		
Special (Conditional) Use Permit:		
Other: (eg Signs)		

Note: This form and all required information must be filed at least **21 days** before the date of the meeting at which it is to be submitted to the Board. Revised plans of any type must be in the office **7 days** prior to the hearing date. Filing is to be done at the **Planning Department, Epping Town Hall, 157 Main Street, Epping, NH 03042.**

603-679-1202, ext. 33 or 34. Email: planningboard@townofepping.com**.**

** Note regarding information requested: Name, mailing address and telephone contacts must be supplied for an application to be scheduled for a hearing. Email addresses are optional and will be used to transfer electronic copies of notices, memoranda, and/or other documents.

1. Name, mailing address and telephone number of **owner of record**.

_____

_____

_____

_____

2. Name, mailing address, telephone numbers (voice and fax) and email of **agent**. The agent is the entity with the legal authority to bring the application to the board on behalf of the landowner. If the owner is not the applicant, the 'Authorization to Act as Agent' section must be filed with the Board.

_____

_____

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_____

3. Name, mailing address, and telephone numbers (voice and fax) of **applicant**. An applicant is the entity with authority to represent an agent and/or landowner before the Board and will be responsible for dissemination of all information to the landowner and/or agent. An applicant is often (but not necessarily) a surveyor, engineer, attorney, or real estate professional.

_____

_____

_____

_____

4. Street Location of Subject Parcel: _____

5. Tax Map _____ Lot _____

6. Zoning district property is located in _____

7. Overlay Districts or other regulations affecting Subject Property:

State Highway Permit:	_____	
Wetlands Ordinance:	_____	Article 10, Epping Zoning Ordinance
Riverbank Protection:	_____	Article 9, Epping Zoning Ordinance
Aquifer Protection:	_____	Article 7, Epping Zoning Ordinance
Scenic Roadway:	_____	
State Subdivision:	_____	
Current Use Tax:	_____	
Others (specify):	_____	

8. Special (Conditional) Use Permit:

SPECIAL (CONDITIONAL) USE PERMITS. Pursuant to RSA 674:21,I(i), a provision which permits flexible and discretionary zoning among other innovative land use controls, the Town offers certain discretionary authority to the Planning Board in limited cases where generally stated standards appear inappropriate.

Special (Conditional) Use Permits are provided in the following sections: Article 2, Flexible Use Development, Article 3, Flexible Use Development, Article 10, Wetlands Ordinance, Article 20, Wireless Facilities.

a. Article of Zoning Ordinance authorizing permit:

_____

b. Information submitted must be sufficient for the Board to rule on the criteria found within the relevant section of ordinance authorizing the permit. See the Epping Planning Board Rules of Procedure for further guidance.

9. **Signs:**

Signs in the following districts must comply with Section 29 of the Site Plan Review Regulations. These regulations lay out the complete requirements for signage. Sketches, measurements, and specifications must be included to show compliance as part of a site plan review or as an independent application for a new or modified sign. Reductions or faceplate changes may be exempt from review, please contact the planning office to determine whether exemption is available.

Industrial/Commercial, Highway Commercial, Central Business,
West Epping Commercial Business & Residential Commercial

10. Name, mailing address, and telephone numbers (voice and fax) of additional professionals who are authorized to submit additional materials on behalf of the application. Additional professionals may include, but are not limited to: NH Certified Soil Scientist, Wetlands Scientist, Surveyor, Engineer, Attorney, or other Real Estate Professional. etc.

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_____

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11. Abutters:

The Application must include a completed and executed copy of Town of Epping – Abutter Notification Form. Include Map and Lot numbers of all abutters adjacent to the property. The legal definition for an abutter can be found at NH RSA 672:3, as amended; for purposes of notification, all parties in RSA 6764(I)(d), as amended:

Instructions:

1. List the map, parcel, name and mailing address of the property owner and all abutters as shown in Town records not more than 5 days prior to submittal, per RSA 676:4,I(b). This may be typed on a separate sheet. If using another sheet or multiple sheets, please indicate the date of preparation and sign your name on each sheet.

2. As applicable, list the name, mailing address, and daytime phone number of: the Applicant, the Applicant's Authorized Agent; and any surveyor, engineer, architect or soil scientist whose stamp and signature appear in the application materials. Other required abutters are detailed in RSA 676:4(I)(b).

3. **Please attach three adhesive mailing labels for each entry on the list. Label size must not exceed 1" tall by 2.75" long.**

4. The determination of abutters is the responsibility of the applicant, this list will not be reviewed for compliance with statutory requirements.

Map #	Lot #	Owner	Mailing Address

Date of preparation: _____

I hereby certify that all information presented on this form is, to the best of my knowledge, correct.

Signature of preparer: _____

FEE PAYMENT WORKSHEET
Site Plan Review Application - Schedule of Fees

All Planning Board and Engineering fees SHALL be paid prior to being scheduled for the first Public Hearing. Additional fees may be required by the Planning Board for administrative expenses and for special investigative studies, review of documents, and other matters which may be required by particular applications. The applicant shall pay the fees outlined as follows:

1. Application Fee:

This fee is assessed pursuant to RSA 676:4(I)(g) to off-set general administrative expenses associated with the processing of an application:

Minor Review - Application Fee	$150.00
Full Review - Application Fee	$300.00

plus:

$50.00 per 1,000 feet of total building floor area

_____x $50 = _____

Total From Section 1: _____

2. Notice & Recording Fee:

This fee is assessed pursuant to RSA 673:16 to cover costs of statutory notice requirements, recording of final plans and conditions of approval, and updating town and tax maps with new information as required by the application.

Abutter Notification Fee	$10.00 per abutter _____x $10 =
Town Map Update Fee	$50.00 per plan sheet _____x$50 =

Total From Section 2: _____

3. Application Initial Review Escrow Account:

This escrow account is set up pursuant to RSA 676:4(I)(g) and RSA 673:16 to cover the cost of initial review of application materials by the town consulting engineers, legal, and other associated reviews. Unexpended funds shall be returned to the applicant upon reconciliation of all expenditures; the Board may require additional funds for complex applications.

Review Escrow Fee – Minor Review	$500.00
Review Escrow Fee – Full Review	$1,500.00

(Not required for Change of Use if the is no alteration to the Site Plan)

Total From Section 3: _____

Section 1: _____

Section 2: _____

Section 3: _____

Total Amount Due: _____

Make Check Payable to: Town of Epping

In accordance with RSA 676:4 I,(g), the Board shall also require an applicant to reimburse the Town for costs associated with special investigative studies. Such costs may be encountered in the following instances:

1. The Town Planner, including, but not limited to, time spent for technical review of plans, meetings with the applicant subsequent to application, and other reasonable expenses directly accountable to the particular application, the rate shall reflect the current hourly rate charged to the Town for this service, The Town Planner shall provide a detailed accounting of the time spent reviewing an application to the Town for purposes of proper billing prior to reimbursement.

2. Engineering review of plans, roadway design, drainage and stormwater management, and erosion and sediment control plans by an agent appointed by the Planning Board.

3. Periodic construction inspections and/or tests.

4. Witnessing of test pits by an agent designated by the Planning Board.

5. Legal review of documents associated with the application, including, but not limited to, easement language, deed language, and association documents.

6. Review of traffic impact analysis.

7. Other studies and/or review of studies reasonably required and associated exclusively with the application.

IMPACT FEE WAIVER or SPECIAL USE PERMIT

(A) Public Notice:

(1) $10.00 per abutter or other party notified.

(B) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Epping Site Plan Regulations, shall be passed through to the applicant by the Board unless specifically waived.

Abutter Notification [____(# of abutters) x $10] _____

Total $ _____

Verification & Signature Pages

1. The applicant and/or owner and/or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Epping in the final site plan process of this property shall be borne by the following party:

   Applicant _____ Owner _____ Agent_____

   ** Failure to indicate a responsible party for fees and associated costs will result in the denial of the application without a public hearing in accordance with RSA 676:4.

2. The owner/agent hereby authorizes the Epping Planning Board and its agents to access the subject land for the purpose of reviewing this site plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Epping ordinances and regulations.

3. The undersigned owner/agent hereby submits to the Epping Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:

   - To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.

   - To provide and install standard street signs as approved by the Town for all street intersections.

   - To give the Town on demand, proper deeds for land or rights of ways reserved on the plat for streets, drainage or other purposes as agreed upon.

   - 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.

   - To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Board.

   - To construct improvements or post the Planning Board's Performance Guarantee to insure completion of the improvements shown on the plat and related drawings.

   - There are no known violations of the Town of Epping Zoning Ordinance or Epping Planning Board Regulations present on the property that have not been disclosed as part of this application.

Authorization to Act as Agent

Mr./Ms. _____ of _____

is hereby designated as the person whom is authorized to act as my agent in securing any and all permits necessary from the Epping Planning Board for the development of my property, all communications to the owner may be addressed to the agent or applicant on the agent's behalf.

Signed: _____

Dated: _____

Witness: _____

Owner Address: _____

_____

_____

By _____
Owner/President or Treasurer if a Corporation

Town of Epping
REQUEST FOR WAIVER OF
SITE PLAN REQUIREMENTS

To the Chairman and Members of the Epping Planning Board:

As part of my application for_____,
I am requesting a waiver from the sections of the _____ Site Plan Regulations as noted below. For the reasons set forth below I believe that it is reasonable for the Board to conclude that strict conformity with these particular provisions would pose an unnecessary hardship and that a waiver would not be contrary to the spirit and intent of the regulations.

Section Number	**Reason for Request**

Name:_____ Date:

TOWN OF EPPING, NEW HAMPSHIRE
LAND USE PERMIT FORM

Application for: ( ) Subdivision ( ) Site Plan ( ) Lot Line Adjustment

1. Address of Property: _____ Tax Map & Lot: _____

   Area: (Sq. Ft. or Acres): _____ Frontage: _____

   Is there a separate deed for this parcel? Y N Is it Recorded? Y N

   Book Number: _____ Page: _____

   Is any part of the parcel under Current Use? Y N

2. Name and Address of Land Owner : _____

   _____ Telephone # : _____

3. Name and Address of Developer (if different from above): _____

   _____ Telephone #: _____

4. Present Use(s) of Property: ( ) Farm or Timber Land ( ) Open Land

   ( ) Residential (brief description): _____

   ( ) Industrial/Commercial (brief description): _____

   ( ) Other: _____

   Are any of these uses in condominium form of ownership? Y N

   If yes, which ones? _____

5. Intended use(s) of property (for subdivision, how many lots/for site plan, what type of development): _____

   _____

   _____

AS THE DEVELOPER(S), I/We hereby acknowledge full responsibility for payment of all professional fees incurred by this application i.e., engineering, legal or any other as deemed necessary by the Epping Planning Board.

SIGNATURE OF DEVELOPER: _____DATE: _____

"I hereby authorize the Town Of Epping Officials/Agents to access my land without notice for inspection purposes as deemed necessary"

SIGNATURE OF LAND OWNER: _____DATE: _____

THIS AGREEMENT IS BINDING ON ALL HEIRS AND ASSIGNMENTS.

For Planning Board Use Only:

Date of Public Hearings: _____

Date of Application Acceptance by the Planning Board: _____

Date of APPROVAL/DENIAL by the Planning Board: _____

Conditional approval is only valid for one year from the date the conditional approval is granted – see Notice of Decision for conditions.

Planning Board Signatures: _____ _____

_____ _____

_____