



Town of Epping
 Planning Board
 157 Main Street
 Epping NH 03042

Planning Board Comprehensive 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 Consulting 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 for an appointment or email: planner@townofeppling.com. Town of Epping Regulations and Ordinances are available at the Planning Office.

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 **FIFTEEN (15) 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):

<u>Application Type:</u>	<input checked="" type="checkbox"/>	<u>Description of project or application:</u>
Subdivision:	<input type="checkbox"/>	
Site Plan:	<input type="checkbox"/>	
Impact Fee Waiver:	<input type="checkbox"/>	
Special (Conditional) Use Permit:	<input type="checkbox"/>	
Other: (eg Signs)	<input type="checkbox"/>	



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TOWN OF EPPING COMPREHENSIVE APPLICATION

Note: This form and all required information must be filed at least **15 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. 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)	_____	



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8. Special (Conditional) Use Permit:

SPECIAL (CONDITIONAL) USE PERMITS. Pursuant to RSA 674:21,1(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
- West Epping Commercial Business District
- Residential Commercial
- Central – Business



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APPLICATION FEES

In accordance with RSA 676:4, I(g), the applicant shall pay the following fees to compensate the Town for its expenses in processing, noticing and reviewing each application, one or more may apply, however, only one notice fee is required:

SUBDIVISION OF LAND

(A) Administration:

- (1) Boundary Line Adjustment: \$150.00
- (2) Subdivision: \$200.00 plus \$150/lot

(B) Public Notice:

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

(C) \$50.00 per sheet. Recording: The applicant shall reimburse the Town the cost of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the Register of Deeds. Payment for first sheet due with application. Additional sheets must be paid upon presentation of Mylars to the Planning Office. *No sheets will be recorded until this and all other fees are paid.*

(D) Separate Check \$25.00 per sheet for LCHIP fee.

(E) Initial Review Escrow. 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 consulting planner, 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 – No Road Construction \$50.00 (per lot)
 Review Escrow Fee – New Road Construction \$1500.00 + \$50.00 (per lot)

Admin + Each Lot/Parcel or Dwelling Unit _____

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

Initial Review Escrow _____

Total: \$ _____

Recording fee to be paid prior to actual recording.



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SITE PLAN REVIEW (Including SIGNS)

(A) Administration:

- (1) Minor Review (Signs): \$100.00
- (2) Full Review, one or more of the following shall apply: \$250.00

plus:

One or more of the following shall apply:

- a. Per new motel/hotel/transient and multi-family unit; _____x \$50.00
- b. \$25 per each 1,000 square feet of building construction or modification, not to exceed \$5000. _____x \$25.00
- c. All other applications. \$200.00

(B) Public Notice:

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

(C) \$50.00 per sheet. Recording: The applicant shall reimburse the Town the cost of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the Register of Deeds. Payment for first sheet due with application. Additional sheets must be paid upon presentation of Mylars to the Planning Office. *No sheets will be recorded until this and all other fees are paid.*

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Review Escrow Fee – Minor Review (incl. Signs)	\$250.00
Review Escrow Fee – Full Review	\$1500.00

Admin + Each Lot/Parcel or Dwelling Unit _____

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

Initial Review Escrow _____

Total: \$ _____

Recording fee to be paid prior to actual recording.



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IMPACT FEE WAIVER or SPECIAL USE PERMIT

- (A) Public Notice:
 - (1) \$10.00 per abutter or other party notified.
- (B) \$50.00 per sheet. Recording: The applicant shall reimburse the Town the cost of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the Register of Deeds. Payment for first sheet due with application. Additional sheets must be paid upon presentation of Mylars to the Planning Office. *No sheets will be recorded until this and all other fees are paid.*
- (C) Separate Check \$25.00 per sheet for LCHIP fee.
- (D) 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 Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.

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

Total

\$



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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 subdivision 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 subdivision 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.



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- 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.
- To insure proper boundary monumentation at the project's completion in accordance with the Town of Epping Subdivision Regulations.

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

