



Planning Board Comprehensive Application Form

TO: Applicants

FROM: Greenland Planning Board

SUBJECT: Guidelines for Processing Applications/Fee Schedule Worksheet

The Greenland Planning Board wants to process applications as speedily as possible. We understand that the Zoning Ordinance and our Regulations are lengthy, they are however 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, you should discuss your proposal informally with the Greenland Planning Board or their representative. Town of Greenland Regulations and Ordinances are available online at: www.greenland-nh.com.

The key to receiving a prompt decision is to have all the necessary information to the Planning Board before the Planning Board meeting (third Thursday of every month). All applications **MUST** be submitted to the Town of Greenland Planning Board **Twenty-one (21) DAYS** Prior to the Planning Board meeting at which it will formally be reviewed. The Planning Board Chair or designee will schedule you for a Public Hearing. In order to be scheduled, your application must be substantially complete.

SUBMISSION OF APPLICATION MATERIALS

- In accordance with RSA 676:4,1(b), all materials required to constitute a complete application shall be submitted to the town at least twenty-one (21) days prior to the meeting at which it will be considered for Application Acceptance.
- All applications shall not be considered complete unless they are signed by all property owners of record.
- All applications shall not be considered complete unless they are accompanied by the appropriate fee(s).
- All applications shall not be considered complete unless they are accompanied by a list of abutters.
- All applications for subdivision shall adhere to all applicable sections of the Town of Greenland Subdivision Regulations.
- All applications for site plan review shall adhere to all applicable sections of the Town of Greenland Site Plan Review Regulations.



TOWN OF GREENLAND COMPREHENSIVE APPLICATION

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 town office **7 days** prior to the hearing date. Filing is to be done at the **Greenland Town Offices, Town of Greenland, Greenland, NH 03840**.

** Note regarding information requested: Name, mailing address and telephone contacts must be supplied for an application to be scheduled for a hearing.

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.



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: _____

Shoreland Protection: _____

Aquifer Protection: _____

Scenic Roadway: _____

State Subdivision: _____

Current Use Tax: _____

Conservation Easement: _____

Wetlands Conservation

Area: _____

Others (specify) _____



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:

PRELIMINARY/CONCEPTUAL REVIEW

- (A) Administration: \$25
- (B) Public Notice:
 - (1) No Notice Fees Needed

PRELIMINARY DESIGN REVIEW

- (A) Administration: \$35
- (B) Public Notice:
 - (1) \$85.00 per notice; plus
 - (2) \$8.00 per abutter or other party notified.

DOCTRINE OF MERGER

- (A) Administration: \$75
- (B) Public Notice:
 - (1) No Notice Fees Needed

SUBDIVISION OF LAND

- (A) Administration:
 - (1) Lot Line Adjustment: \$100
 - (2) Subdivision: \$150.00 for the first two (2) lots including existing lot plus \$75.00 for each additional lot.
- (B) Public Notice:
 - (1) \$85.00 per notice; plus
 - (2) \$8.00 per abutter or other party notified.
- (C) Recording \$25 per sheet: 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.



- (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 Greenland Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.

Each Lot/Parcel or Dwelling Unit _____
Public Notice Fee _____
Abutter Notification [____ (# of abutters) x \$8] _____
Total \$ _____

SITE PLAN REVIEW

- (A) Administration:
 - (1) Review/Filing Fee: \$150.00 for the \$100,000 of construction costs and \$5.00 for each additional \$1,000 up to a maximum of \$2,000.
- (B) Public Notice:
 - (1) \$85.00 per notice; plus
 - (2) \$8.00 per abutter or other party notified.
- (C) 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.
- (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 Greenland Site Plan Review Regulation, shall be passed through to the applicant by the Board unless specifically waived.

Administration Fee _____
Public Notice Fee _____
Abutter Notification [____(# of abutters) x \$8] _____
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 Greenland in the final subdivision/ site plan review 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 Greenland Planning Board and its agents to access the subject land for the purpose of reviewing this subdivision plan, or site plan review 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 Greenland ordinances and regulations.

3. The undersigned owner/agent hereby submits to the Greenland 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 Greenland Zoning Ordinance or Greenland 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 Greenland 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 Greenland 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

