



# PLANNING BOARD

Town of Greenland · Greenland, NH 03840  
11 Town Square · PO Box 100  
Phone: 603.431.3070 x108 · Fax: 603.430.3761  
Website: greenland-nh.com

## COMPREHENSIVE APPLICATION Guidelines for Processing Applications & Fee Schedule Worksheet

While the Zoning Ordinance and Planning Board Regulations are lengthy, they are designed to deal with different situations from single issue waivers and permits to large scale residential developments and commercial site plans. The Zoning Ordinance and Site Plan Regulations are available online at: [www.greenland-nh.com](http://www.greenland-nh.com) (click on Applications/Forms or Building Inspector).

Not all requirements may be applicable to your application. Although not required, it is recommended applications be discussed informally with the Greenland Planning Board or their representative. The key to receiving a prompt decision is to have all the necessary information to the Planning Board before their public hearing date (the third Thursday of every month). All applications **must** be submitted to the Planning Board at least **21 days** prior to the public hearing at which it will be formally reviewed. In order to be scheduled, your application must be complete. Submission deadlines can be found online at [www.greenland-nh.com](http://www.greenland-nh.com) (click on Applications/Forms or Building Inspector; select Public Hearing Dates/Application Deadlines: Planning Board & ZBA). Revised plans of any type must be in the Town Office **ten (10) days** prior to the public hearing date.

### SUBMISSION OF APPLICATION MATERIALS

In accordance with RSA 676:4,1(b): *All materials required to constitute a complete application must be submitted to the Town at least **21 days** prior to the public hearing at which it will be considered for application acceptance.* Revised plans of any type must be in the Town Office **ten (10) days** prior to the hearing date.

1. Applications will not be considered complete unless they are:
  - a. Signed by all property owners of record.
  - b. Accompanied by a list of abutters.
  - c. Accompanied by the appropriate fee(s).
2. Applications for subdivision must adhere to all applicable sections of the Town of Greenland Subdivision Regulations.
3. Applications for site plan review must adhere to all applicable sections of the Town of Greenland Site Plan Review Regulations.
4. Applications will not be considered complete without the following:
  - a. Eleven (11) complete packets; **each must contain**
    1. Project Type and Description (page 2); all other pages **do not need to be copied**—the original only must be submitted.
    2. Waiver requests.
    3. Complete plan sets (11" x 17").
  - b. Two (2) plats prepared by a licensed New Hampshire surveyor (any appropriate engineering drawings must be presented with the application at the public hearing).
  - c. Plans in PDF format must be submitted to the Planning Board Secretary.
  - d. Three (3) sets of computer generated or typed mailing labels of the applicant, representative and abutter's addresses **must** be submitted as part of the application. Label size: 1" (height) x 2.63" (width).



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### PROJECT TYPE AND DESCRIPTION

\*\*See Application Definitions Below\*\*

*Please include eleven (11) copies of this page only.*

<b>APPLICATION DATE</b>	
<b>PROPERTY ADDRESS</b>	
<b>Application Type</b>	
<input type="checkbox"/> Preliminary Conceptual Consultation	<input type="checkbox"/> Design Review
<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Subdivision of Land
<input type="checkbox"/> Boundary Line Adjustment	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Voluntary Merger (RSA 674:39-a)	
<b>Description of Project or Application</b>	
<b>APPLICATION DEFINITIONS</b>	
1.	<p><i>Preliminary Conceptual Consultation Phase [RSA 676:4(II)(a)]</i>          Review of the basic concept of the proposal and suggestions which might be of assistance in resolving problems. Consultation will be non-binding. The Planning Board and applicant may discuss proposals in conceptual form only and in general terms such as desirability of types of development and proposals under the master plan. Discussions may occur without the necessity of giving formal public notice, but may occur only at public hearings of the Planning Board.</p>
2.	<p><i>Design Review Phase [RSA 676:4(II)(b)]</i>          Non-binding discussions beyond conceptual; general discussions involving more specific design and engineering details. Formal public notice must be made; abutters and the general public must be notified.</p>
3.	<p><i>Site Plan Review [RSA 674:43]</i>          Review of site plans for specific types of development to ensure compliance with all appropriate land development regulations and consistency with the Comprehensive Plan. Formal public notice must be made; abutters and the general public must be notified.</p>
4.	<p><i>Abutters (RSA 672:3)</i>          Any person whose property adjoins or is directly across the street or stream. (See the RSA for the complete definition.)</p>



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This form and all required information must be completed and filed a minimum of **21 days** prior to the public hearing at which it is to be heard. Revised plans of any type must be in the Town Office **ten (10) days** prior to the hearing date. Submission deadlines can be found online at [www.greenland-nh.com](http://www.greenland-nh.com) (click on Applications/Forms or Building Inspector select Public Hearing Dates/Application Deadlines: Planning Board & ZBA).

<b>Applicant Information</b>		
<i>Entity of authority to represent an agent and/or landowner before the Planning Board; 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.</i>		
Name		
Company		
Address		
City/State/Zip		
Phone		
Email		
Property Address		
Map & Lot	Zoning District	
<b>Overlay Districts or Other Regulations Affecting Subject Property</b>		
<input type="checkbox"/> State Highway Permit	<input type="checkbox"/> Shoreland Protection	<input type="checkbox"/> Aquifer Protection
<input type="checkbox"/> Scenic Roadway	<input type="checkbox"/> State Subdivision	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Current Use Tax	<input type="checkbox"/> Conservation Easement	<input type="checkbox"/> Wetlands Conservation Area
Other (Specify):		
<b>Contact Information</b>		
Owner of Record	Lessee Information (if applicable)	Agent Information*
Name	Name	Name
Company	Company	Company
Address	Address	Address
City/State/Zip	City/State/Zip	City/State/Zip
Phone	Phone	Phone
Email	Email	Email

\*See page 5.

**Additional Professionals Authorized to Submit Materials**

*Professionals who are authorized to submit additional materials on behalf of the application may include, but are not limited to: NH Certified Soil Scientist, Wetlands Scientist, Surveyor, Engineer, Attorney, Real Estate Professional, etc.*

Name	Name
Company	Company
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email
Name	Name
Company	Company
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email
Name	Name
Company	Company
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email
Name	Name
Company	Company
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email



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**VERIFICATION AND SIGNATURES**

The applicant, owner and/or agent certify that this application is correctly completed with all required attachments and documents. 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.*

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

The undersigned owner/agent hereby submits to the Greenland Planning Board a completed application package for its approval of said plat. In consideration 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 right 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 due to 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, 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.

**Signatures**

(Name) \_\_\_\_\_ of (Company) \_\_\_\_\_  
 is hereby designated as the person 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.

Applicant Signature	Date
Owner Signature	Date



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### NAMES AND ADDRESSES OF APPLICANT & ABUTTERS

*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 676:4(1)(d). Please use additional paper if necessary. Mailing labels may also be copied and attached.*

<b>Applicant</b>		<b>Representative, if applicable</b>	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<b>ABUTTERS</b>			
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	



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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 (1) or more may apply, however, only one (1) notice fee is required.*

<input type="checkbox"/> Preliminary Conceptual Consultation			
<b>DESCRIPTION</b>	<b>QTY</b>	<b>COST</b>	<b>TOTAL</b>
Administration	1	\$35	\$35
<b>TOTAL FEES: PRELIMINARY CONCEPTUAL CONSULTATION</b>		\$	
<input type="checkbox"/> Design Review			
<b>DESCRIPTION</b>	<b>QTY</b>	<b>COST</b>	<b>TOTAL</b>
Administration	1	\$35	\$35
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
<b>TOTAL FEES: DESIGN REVIEW</b>		\$	
*Escrow Account: Plan Review (SEPARATE CHECK)	1	\$400	\$400
<input type="checkbox"/> Site Plan Review			
<b>DESCRIPTION</b>	<b>QTY</b>	<b>COST</b>	<b>TOTAL</b>
Review/Filing Fee: first \$100,000 of construction costs	1	\$150	\$150
Review/Filing Fee: per additional \$1,000; maximum fee: \$2,000		\$5	\$
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
<b>TOTAL FEES: SITE PLAN REVIEW</b>		\$	
*Escrow Account: Plan Review (SEPARATE CHECK)	1	\$1,000	\$1,000
<input type="checkbox"/> Subdivision of Land			
<b>DESCRIPTION</b>	<b>QTY</b>	<b>COST</b>	<b>TOTAL</b>
Lot Line Adjustment		\$100	\$
Subdivision: first two (2) lots, including existing	1	\$150	\$150
Subdivision: each additional lot		\$75	\$
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
<b>TOTAL FEES: SUBDIVISION OF LAND</b>		\$	
*Escrow Account: Plan Review (SEPARATE CHECK)	1	\$1,000	\$1000
<input type="checkbox"/> Boundary Line Adjustment			
<b>DESCRIPTION</b>	<b>QTY</b>	<b>COST</b>	<b>TOTAL</b>
Lot Line Adjustment		\$100	\$
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
<b>TOTAL FEES: BOUNDARY LINE ADJUSTMENT</b>		\$	

*Continued on Next Page*

<input type="checkbox"/> <i>Conditional Use Permit</i>			
<b>DESCRIPTION</b>	<b>QTY</b>	<b>COST</b>	<b>TOTAL</b>
Administration	<b>1</b>	\$100	\$100
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
<b>TOTAL FEES: CONDITIONAL USE PERMIT</b>		\$	
<input type="checkbox"/> <i>Voluntary Merger</i>			
<b>DESCRIPTION</b>	<b>QTY</b>	<b>COST</b>	<b>TOTAL</b>
Administration		\$75	\$
<b>TOTAL FEES: VOLUNTARY MERGER</b>		\$	
<b>ADDITIONAL NOTE</b>			
Other costs incurred by the Board in reviewing the application (engineering, legal, planner review, etc.), as limited in RSA 676:4 and the Town Regulations, will be passed through to the applicant by the Board unless specifically waived. *Exact cost to be determined after review of plans by Town Engineer and Circuit Rider/Planner as provided for in RSA 676:4-b (Third Party Review and Inspection).			
<b>RECORDING FEES</b>			
Per sheet; the applicant shall pay the cost(s) of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the County Registry of Deeds. <i>DUE UPON PRESENTATION OF THE MYLAR FOR SIGNATURE; CHECKS MUST BE MADE PAYABLE TO: ROCKINGHAM COUNTY REGISTRY OF DEEDS **SEE FILING FEES: ROCKINGHAM COUNTRY REGISTRY OF DEEDS**</i>			

<b>OFFICE USE ONLY</b>				
Application Type	Amount Paid	Check Number	Date	Received By
Preliminary Conceptual Consultation	\$			
Design Review	\$			
Site Plan Review	\$			
Subdivision of Land	\$			
Boundary Line Adjustment	\$			
Conditional Use Permit	\$			
Voluntary Merger	\$			
Escrow Account	\$			



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**FILING FEES: ROCKINGHAM COUNTY REGISTRY OF DEEDS**

*\*\*Must be returned with mylar\*\**

APPLICANT INFORMATION			
Name			
Company			
Address			
City/State/Zip			
Phone			
Email			
Property Address		Map & Lot	Zoning District
FILING FEES: ROCKINGHAM COUNTY REGISTRY OF DEEDS			
	State LCHIP Fee: per set	\$25	\$
	Plans: per sheet – 17 x 22 (\$14 plus \$2 surcharge)	\$16	\$
	Plans: per sheet – 22 x 34 (\$24 plus \$2 surcharge)	\$26	\$
	Copies: per sheet	\$3	\$
<p style="text-align: center;"><b>All fees are due upon presentation of the mylar for signature. <u>Separate checks</u>—must include <b>phone number</b> and made payable to: <b>ROCKINGHAM COUNTY REGISTRY OF DEEDS</b></b></p>			

OFFICE USE ONLY					
	Application Type	Amount Paid	Check Number	Date	Received By
	State LCHIP Fee	\$			
	Plans: 17 x 22	\$			
	Plans: 22 x 34	\$			
	Copies	\$			

PLAN NUMBER \_\_\_\_\_

**\*\* NOTE: MYLARS MAY NOT BE LARGER THAN 22 X 34 \*\***

## APPLICATION CHECKLIST

Applications shall contain the following information, where applicable, to be considered complete. However, this checklist is intended only as a guide; the Planning Board may require additional information as deemed necessary. All plans shall conform to the applicable requirements of the Zoning Ordinance, Building Regulations, Subdivision and Site Plan Regulations as well as other State, local and federal requirements. All data/information sources should be referred.

Name of Applicant	Date
<b>I. FORMAL APPLICATION</b>	
A. Completed "Application for Subdivision Approval"	
B. State of New Hampshire Subdivision Approval Number	
C. Names and addresses of all abutters, plus three (3) sets of mailing labels per abutter	
D. Administrative fees (see fee schedule in Subdivision Regulations 2.3.6)	
E. High intensity soils information	
F. Data on test pits and percolation tests <ul style="list-style-type: none"> <li>• Location of test pits</li> <li>• Percolation test data and rate</li> <li>• Certification of test witness</li> <li>• Outline of the area reserved for leach fields</li> </ul>	
G. Two (2) complete sets of full size plans, and 11 copies of 11x17 plans, stamped by a NH registered land surveyor; NH Registered Wetlands Scientist; roadway, drainage and utility plans stamped by a professional NH engineer. All plans should contain: <ul style="list-style-type: none"> <li>• Names, addresses and telephone number of the owner, applicant, agent/or engineer, architect and/or land surveyor (all professionals working on plan are considered abutters; see II-B)</li> <li>• Name of the project</li> <li>• Names and addresses of all abutters (including those the street or stream)</li> <li>• Date, "North" arrow and scale</li> <li>• Tax Map reference</li> <li>• Location of the site</li> <li>• Planning Board approval block</li> <li>• Septic and well locations</li> <li>• Open space calculation</li> </ul>	
<b>II. SUBDIVISION PLAN (Scale not more than 100' to 1")</b>	
A. Vicinity sketch with surrounding streets	
B. Existing contours at intervals not exceeding 2'	
C. Bearings and distances of surveyed property lines	
D. Existing easements, and natural features including watercourses, waterbodies, etc.	
E. Location of existing buildings, wells, septic systems, water mains, sewers, culverts and drains within 100'	
F. All property to be set aside for park or playground use	

III. CONSTRUCTION PLAN (See Section V, Item E: Road Construction Standards)
A. Profiles showing existing and proposed elevations and grades along centerlines of all roads
B. Plans and cross-sections of street showing facilities (e.g. signs, drainage, etc.) and utilities (e.g. water, electricity, etc.)
C. The proposed locations and types of sidewalks, street lighting, curbs, gutters; character, width and depth of pavement and sub-base
D. Topographic contours
E. Site-grading plan
F. The Town Engineer can agree to minor road plan adjustments in the field. All such agreements are to be reported to the Planning Board. All other changes must be referred to the Planning Board with the proper request and revised plans.
G. For the duration of the roadway construction phase of the project, the applicant shall be required to maintain construction warning signs notifying motorists of construction in progress. This must be coordinated with the Greenland Police Department.
IV. GENERAL
A. Erosion control measures must be in place and maintained throughout the duration of project construction.
B. The Town Engineer, <b>paid for by the applicant</b> , must inspect the installation of erosion and sedimentation control measures, septic or sewer system installations and storm water drainage systems to ensure compliance with the approved plan.
C. Any variance or waivers granted must be keyed to the final plan.
D. The mylar must include a note requiring that street numbers for new houses be assigned by the appropriate Town of Greenland official, and must be visible from the road.
E. No changes to the approved plan(s) can be made without appearing before the Planning Board.
F. Performance bond
G. Potential Planning Board requirements: <ul style="list-style-type: none"> <li>• Stormwater runoff calculations and engineer's certification</li> <li>• Calculation on type and quantity of sanitary waste</li> <li>• Traffic impact analysis</li> <li>• Protective covenants</li> <li>• Deed conveying streets or right-of-ways</li> </ul>
H. POLICE CHIEF review and written comments prior to approval.
I. FIRE CHIEF review and written comments prior to approval.
J. No <b>occupancy permit</b> shall be issued until such time as the requirements of the fire protection system have been installed, tested and accepted in accordance with the Site Plan Review Regulations.
K. No <b>occupancy permit</b> shall be issued until the landscaping is inspected by the Building Inspector; landscaping shall be completed according to the plan.

NOTE: For more complete information, it's strongly recommended that the applicant read Greenland's most current issue of Building Regulations, Zoning Ordinance, Subdivision Regulations and Site Plan Regulations.