

**TOWN OF FARMINGTON  
PLANNING BOARD**

356 Main Street, Farmington, NH 03835  
603-755-2774

**APPLICATION INSTRUCTIONS**

*Please read carefully prior to filling out your application. If you need assistance, please contact the Planning Department at 603-755-2774.*

All information requested on the application must be filled in completely and legibly and submitted to the Planning Department with any additional documentation and all fees required. All documents in package must be collated by the applicant prior to submission. Incomplete application packages will not be scheduled until all requirements are met.

1. Three sets of mailing labels for each abutter on the certified abutter list (including owner/applicant/professional)
2. Checklist(s), if required
3. Current deed(s)
4. Association Rules and Regulations, if applicable
5. Plot Plan, if applicable
6. Required application materials
7. All fees.

All checks or money orders must be made payable to the Town of Farmington and must be paid in full at the time your application is submitted. The LCHIP surcharge requires a separate check payable to the Strafford County Registry of Deeds.

*ABUTTERS' NAMES AND ADDRESSES MUST BE VERIFIED BY THE APPLICANT OR AGENT AGAINST THE RECORDS OF THE TOWN OF FARMINGTON NOT MORE THAN FIVE (5) DAYS PRIOR TO SUBMISSION OF THE APPLICATION.*

When your application submission is determined to be complete, a hearing will be scheduled in accordance with the Planning Board's published Hearing Schedule. Public Notice of the hearing will be published in Foster's Daily Democrat at least ten (10) days prior to the scheduled hearing.

During the public hearing, the Planning Board will reach a decision to grant, conditionally grant, deny, or continue the public hearing if deemed necessary by the Board. At the conclusion of the hearing or continued hearing, the Board will vote on your application and you will be sent a Notice of Decision.

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(For Office Use Only)

Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_ Tax Map/Lot \_\_\_\_\_  
**FEES:**  
Application: \$ \_\_\_\_\_  
Public Notice: Actual cost of legal listing \$ \_\_\_\_\_  
Abutters: \_\_\_\_\_ x Actual cost of postage = \$ \_\_\_\_\_  
Recording Fees: \$ \_\_\_\_\_ LCHIP: \$ \_\_\_\_\_  
Total Received: \$ \_\_\_\_\_ Cash ☐ Check # \_\_\_\_\_

**SPECIAL USE PERMIT APPLICATION**

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Lot Size \_\_\_\_\_ Zoning District \_\_\_\_\_

Property Address \_\_\_\_\_

Applicant/Agent \_\_\_\_\_ Address (Include mailing if different) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Address (Include mailing if different) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Nature and reason for request: \_\_\_\_\_

Is this a permitted use in this Zoning District?

Yes ☐ No ☐

If granted, will this use adversely affect:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (1) The capacity to support fish and wildlife?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (2) The prevention of flooding?                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (3) The supply and protection of surface waters? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (4) The control of sediment?                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (5) The facilitation of drainage?                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (6) The control of pollution?                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (7) The support of recreational activities?      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (8) The promotion of public health and safety?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Any documents and/or communications from the Board's third party consultants, including but not limited to DuBois & King, Inc., are not a representation, upon which the applicant (including its officers, directors, partners, members, agents, employees, representatives, contractors and subcontractors) can rely, that the applicant's project is: fully compliant with State or Federal law; logistically feasible at the site; or devoid of any liability to third parties – including but not limited to abutters*

## CERTIFIED LIST OF ABUTTERS

**RSA 672:3** "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 purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

The following information must be completed by the applicant in order to begin the subdivision/site plan review/lot line adjustment application process. Below, list the verified names and mailing addresses of the applicant, authorized agent(s), engineer, architect, land surveyor, soil scientist, consultant, abutter, holders of conservation easements or restrictions on adjacent lands, municipal/regional planning commissions (if a regional notice is required), associations, etc., not more than five (5) days prior to submission, per RSA 676:4,I(b). Abutters' names and mailing addresses must be verified against the records kept in the Farmington Assessor's Office. Attach additional copies of this form if necessary. Include two (2) sets of mailing labels for each person listed below and an extra set for each owner/applicant/professional listed.

[illegible]

Name of Person Preparing List \_\_\_\_\_ Date Prepared \_\_\_\_\_

Preparer's Signature \_\_\_\_\_ Date \_\_\_\_\_

# TOWN OF FARMINGTON - VALUATION AND FEE SCHEDULE

## BUILDING DEPARTMENT

### Calculation of Value:

Residential Building Permit	\$70 per square foot
Non-livable structures	\$35 per square foot
Porches & Decks & Sheds	\$20 per square foot
Manufactured Housing/Mobile Homes	Bill of Sale Required
Commercial Structures /Buildings	Based on construction contract (copy required)
In Ground Pool	Based on construction cost

**Example: 1200 square feet x \$70 = \$84,000 divided by 1000 = 84 times \$7.50 = \$630**

**\*\* Does not include inspections or technician permit fees**

### Fees:

Building Permit	\$25 flat fee plus \$8.00 per \$1000 value
Electrical, Plumbing, Gas/Mechanical Permit	\$50 + Inspections @ \$30 each
Tank Set	\$50 + Inspections @ \$30 each
Inspections / Re-inspections	\$30 each occurrence
Above Ground Pool or Hot Tub Permit	\$25 + Inspections @ \$30 each & Electrical Permit Fee
Demolition/Wrecking Permit	\$75
Oil Burning Permit	\$50

**All fees must be paid for when the permit is issued.**

## PLANNING BOARD

**Applications for Amendments to previously approved plans will be treated as a new application.**

### Application Fees:

Minor Site Review	\$100
Major Site Review	\$200 base fee, plus .10 per square foot
Minor Subdivision Review	\$175 base fee plus \$100 per newly created lot
Major Subdivision Review	\$225 base fee plus \$100 per newly created lot
Lot Line Revision	\$150 base fee
Special Use Permit	\$150 base fee
Voluntary Lot Merger	\$20 (Recording Fee)
Earth Removal Permit	\$150 base fee
Scenic Tree Cutting/Trimming	\$150 base fee
Legal Notice Advertising	Actual cost of listing
Abutter Fees	Actual cost of current postage rates per abutter (including applicant and professionals)

**Planner's Fee: A fee of \$85.00 per hour will be incurred by the applicant for any Planning Board application that requires more than a total of eight (8) hours to review and process.**

**OVER** 

**NOTE: All plats and/or plans to be recorded at the Registry of Deeds will require the applicant to pay \$29 per page plus the mandatory LCHIP charge of \$25.00. The Town of Farmington will file all plats/plans at the Registry on behalf of the applicant.**

**Additionally, all other fees for third party review or legal review by the Town Attorney must be paid by the applicant prior to filing of the decision for the application.**

**In the event that a Compliance Hearing is deemed necessary by the Planning Board, any and all fees resulting from said compliance hearing will be borne by the APPLICANT/DEVELOPER, including any third-party review and all legal fees.**

**Additional Requirements:**

- 3 sets of Mailing Labels for Abutter Notices on all public hearings, complete and supplied by applicant.
- 1 certified Abutters List
- 10 complete copies of Application with supporting documentation plus original
- 10 copies of 11" x 17" Plan Sets
- 2 complete full-size Plan Sets
- 1 colorized full-size Plan Set for Chair signature
- 1 signed copy of this Fee Schedule

**ZONING BOARD OF ADJUSTMENT**

**Application Fees:**

Variance Request	\$100
Special Exception	\$100
Appeal from an Administrative Decision	\$100
Legal notice advertising	Actual cost of listing
Abutter Fees	Actual cost of current postage rates per abutter (including applicant and professionals)

**Additional Requirements:**

- 3 sets of Mailing Labels for Abutter Notices for all public hearings
- 1 certified Abutters List
- 10 complete copies of Application with supporting documentation plus original
- 1 signed copy of this Fee Schedule

**NOTE: All additional copies of plans and application materials currently before the Planning Board or ZBA requested by Town staff and Boards shall be provided at the applicant's expense.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date