

**TOWN OF FARMINGTON
PLANNING BOARD**
356 Main Street
Farmington, New Hampshire 03835

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 each 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; and
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.

**TOWN OF FARMINGTON
PLANNING BOARD**

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

(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 # _____

SITE PLAN REVIEW APPLICATION

Major Site Plan Review _____ **Minor Site Plan Review** _____

To determine if the proposed changes are to be a "Major" or "Minor" Site Plan Review, please refer to the Site Plan Review Regulations.

Tax Map _____ Lot(s) _____ Zoning District _____ Overlay _____ Acreage _____

☐ New Application: Yes ☐ No ☐ If amendment to a prior application give original approval date and reason for amendment _____

Property Information:

1. Property Address _____

Owner(s) _____ Address (Include mailing if different) _____

Home Phone _____ Cell Phone _____ Email _____

2. Describe any existing restrictive covenants, easements or rights of way and include recorded document _____

3. Are any portions of the property within 250 feet of the high water mark of a pond, stream or other body of water?

Yes ☐ No ☐ If so, name of water body _____

4. Are any portions of the property within or adjacent to a special flood hazard area as identified by the Federal

Emergency Management Agency? Yes ☐ No ☐ Zone _____

5. Are any portions of the property within an Aquifer Protection Overlay District? Yes ☐ No ☐

Describe _____

Applicant Information:

1. Applicant/Agent (If other than Property Owner, attach Owner's Authorization Letter)

Name _____

Address (Include mailing if different) _____

Home Phone _____ Cell Phone _____ Email _____

2. Does the applicant (if other than the owner) have a legal interest in these properties or in any abutting property?

Yes ☐ No ☐ If so, please explain.

Additional Parties to Application:

1. Name of Licensed Professional preparing plan (e.g. Surveyor, Engineer, Architect, Soil Scientist, etc.)

Name _____ State of License and # _____

Address _____

Work Phone _____ Cell Phone _____ Email _____

2. Name of Licensed Professional preparing plan (e.g. Surveyor, Engineer, Architect, Soil Scientist, etc.)

Name _____ State of License and # _____

Address _____

Work Phone _____ Cell Phone _____ Email _____

Business Information:

1. Name of Business _____ Type of Business _____

2. Dimensions and square footage of existing structure(s) and existing use _____

3. Dimensions and square footage of proposed new structure(s), addition(s) or alteration(s) with use _____

4. Hours of Operation _____ Number of Employees _____

5. Off street parking available: Yes ☐ No ☐ Total parking capacity including handicap spaces _____

6. Deliveries: Yes ☐ No ☐ If yes, explain type and frequency _____

7. Noise Generated: Yes ☐ No ☐ If yes, explain _____

8. Solid Waste Disposal: Yes ☐ No ☐ If yes, explain type and disposal arrangements _____

9. Project Description _____

10. Anticipated start date for any construction required _____

11. If waiver(s) of any of the submission requirements are being requested, please complete a separate **Waiver Request Form** for each waiver requested and submit with this application.

12. *The proposed business will be operated within the above parameters.*

Certification and Agreement: To the best of my knowledge, all information submitted on this Application is true and correct. All proposed development will be in conformance with the information contained on the Application, and in the approved plan as well as the provisions of Town Ordinances and Regulations.

The owner/agent, by filing an application, hereby gives permission for the Code Enforcement Officer or other Planning Board designee to enter the property which is the subject of the application with twenty-four (24) hour notice for the purpose of inspection as may be appropriate.

Applicant/Agent Signature _____ Date _____

Applicant/Agent Signature _____ Date _____

Owner Signature _____ Date _____

Owner Signature _____ Date _____

SIGNATURE PAGE MUST BE ORIGINALLY SIGNED, OR APPLICATION WILL NOT BE PROCESSED.

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

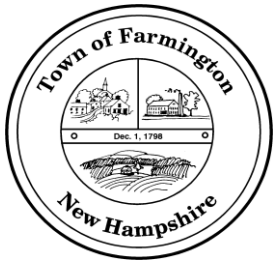
RSA 672:3 "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall 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 _____

OVER



Town of Farmington, New Hampshire
PLANNING BOARD

356 Main Street
Farmington, New Hampshire 03835

LAND USE REGULATIONS WAIVER REQUEST FORM

PLEASE SUBMIT A SEPARATE FORM FOR EACH WAIVER REQUESTED.

Property Address: _____ Map _____ Lot _____

Applicant/Owner: _____

Mailing Address: _____

Project Name: (if applicable) _____

1. Identification of Waiver Request

a. Subdivision or Site Plan Regulations: _____

b. Section # and Title: _____

2. Explanation of Request: _____

3. Waiver Justification:

a. Explain how strict conformity to the regulations would pose an unnecessary hardship to the applicant and how granting the waiver will not be contrary to the spirit and intent of the regulation.

b. List the conditions specific to the land that indicate the waiver will properly carry out the spirit and intent of the regulations.

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) |

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

SITE PLAN COMPLETENESS AND REVIEW CHECKLIST

Applicant: _____ **Project Name:** _____ **Map:** _____ **Lot:** _____

Prepared By: _____ **Date:** _____ **Reviewed By:** _____ **Date:** _____

Please use this Checklist as a guide to prepare your Application to ensure that all requirements have been addressed. The Applicant is responsible for providing all requirements of the Site Plan Review Regulations, including any waivers as part of the application (See Regulations for complete and detailed information).

Note the appropriate code(s) for each item in the Checklist using the codes listed below:

SA – Submitted by Applicant

NA – Not applicable

RW – Requests Waiver (Applicant)

C – Item complete by TRC or Planning Board

WR – Waiver Recommendation by TRC

WA – Waiver Action by Planning Board

| SITE PLAN REVIEW REQUIREMENTS Note: detailed submission requirements for each Section are located in the Site Plan Review Regulations | Applicant Checklist | Planning Board Checklist Preliminary Application | | Planning Board Checklist Final Application | |
|--|---------------------|--|--------|--|--------|
| | | Completeness | Review | Completeness | Review |
| | | | | | |
| Article II Application Procedures | | | | | |
| Section 8. Fees | | | | | |
| Section 9. Submission of Application Materials | | | | | |
| Section 10. Application to other Governmental Units | | | | | |
| Section 11. Public Notice | | | | | |
| Section 12. Application acceptance | | | | | |
| Section 13. Applicant's presentation (optional) | | | | | |
| Article III Design Standards | | | | | |
| Section 18. Specific Plan Requirements (See Table on pg. 2) | | | | | |
| Section 19. Traffic Impact Analysis | | | | | |
| Section 20. Driveways/Vehicular and Pedestrian Access | | | | | |
| Section 21. Parking | | | | | |
| Section 22. Parking Lot Design | | | | | |
| Section 23. Loading | | | | | |
| Section 24. Snow Removal | | | | | |
| Section 25. Pedestrian access and circulation | | | | | |
| Section 26. Lighting | | | | | |
| Section 27. Storm Drainage | | | | | |
| Section 28. Utilities | | | | | |
| Section 29. Landscaping | | | | | |
| Section 30. General Appearance Criteria | | | | | |
| Section 31. Patron Restrooms | | | | | |
| Section 32. Solid Waste Recycling and Disposal | | | | | |
| Section 33. Historic Sites and Structures | | | | | |
| Section 34. Water Supply | | | | | |
| Section 35. Sewage Disposal | | | | | |
| Section 36. Universal Access | | | | | |
| Section 37. Floodplain Construction | | | | | |
| Section 38. Site Design and Construction Standards | | | | | |
| Section 39. Nuisance | | | | | |

TOWN OF FARMINGTON

SITE PLAN COMPLETENESS AND REVIEW CHECKLIST

Applicant: _____

Map: _____ **Lot:** _____

| SITE PLAN REVIEW REQUIREMENTS | Applicant Checklist | Planning Board Checklist Preliminary Application | | Planning Board Checklist Final Application | |
|--|----------------------------|---|--------|---|--------|
| Note: detailed submission requirements for each Section are located in the Site Plan Review Regulations. | | Completeness | Review | Completeness | Review |
| Section 40. Public Health and Safety | | | | | |
| Section 41. Plat Notes Required | | | | | |
| Section 43. Technical Assistance | | | | | |
| Section 44. Construction Guarantee | | | | | |
| SECTION 18. Specific Plan Requirements | Applicant Checklist | Planning Board Checklist Preliminary Application | | Planning Board Checklist Final Application | |
| From page 1 of the Checklist | | Completeness | Review | Completeness | Review |
| Existing Site Conditions | | | | | |
| A. Location of site | | | | | |
| B. Name and address of preparer | | | | | |
| C. Property survey | | | | | |
| D. Existing grades and contours | | | | | |
| E. Location of existing drainage systems, structures, easements | | | | | |
| F. Shape, size, height, location, use of existing structures | | | | | |
| G. Natural features | | | | | |
| H. Man-made features | | | | | |
| I. Size and location of existing public/private utilities | | | | | |
| J. Vicinity sketch | | | | | |
| K. Wetlands and soil delineation of site | | | | | |
| L. Location & description of existing easements/ ROW | | | | | |
| M. Show existing building/man-made structures | | | | | |
| Proposed Site Conditions | | | | | |
| A. Proposed grades and contours of the project site | | | | | |
| B. Location, layout of proposed drainage systems/structures | | | | | |
| C. Shape, size, height and location of proposed structures | | | | | |
| D. Construction drawings | | | | | |
| E. Location, timing patterns of proposed traffic control devices | | | | | |
| F. Location, width, curbing/paving of proposed streets, driveways and sidewalks | | | | | |
| G. Location, size and layout of on/off street parking | | | | | |
| H. Size and location of proposed public/private utilities | | | | | |
| I. Location, type, size of landscaping, screening, Open space | | | | | |
| J. Location and type of lighting | | | | | |
| K. Location, size and exterior design of proposed signs | | | | | |
| L. Type and location of solid waste disposal facilities, Screening | | | | | |
| M. Location of proposed on-site snow storage | | | | | |
| N. Location, description of property easements and/or ROW | | | | | |
| O. Plan Notes – See Site Plan Regulations for details | | | | | |
| P. Location, projection direction, decibel level of sound reproduction devices | | | | | |
| Q. Any other information | | | | | |
| | | | | | |