

**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:
Base Fee \$ _____ New Lots _____ x \$ _____ = \$ _____
Public Notice: Actual cost of legal listing \$ _____
Abutters: _____ x actual cost of postage = \$ _____
Recording Fees: Plan \$ _____ Notice of Decision \$ _____
LCHIP (\$25): \$ _____ Total Recording Fees \$ _____
Total Received: \$ _____ Cash ☐ Check # _____

SUBDIVISION APPLICATION

Subdivision Type: Major _____ Minor _____ Conventional _____ Open Space Conservation _____

New Application: Yes ☐ No ☐ If Amendment to Prior Application give original approval date and reason for amendment _____

Property Information:

1. Property Address _____

Tax Map _____ Lot _____ Zoning District _____ Overlay District _____

Subdivision Name _____ Total Acreage _____ Proposed Number of Lots _____

Proposed Lot Sizes including remainder Lot _____

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

Home Phone _____ Cell Phone _____ Email _____

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?

If so, please explain.

Additional Parties to Application: (If additional space needed for Professionals, attach separate sheet.)

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 _____

Additional Property Information:

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

2. Describe any proposed restrictive covenants, easements or rights of way _____

3. Identify existing use(s) of land (e.g. residential, farmland, woodlot, etc.) _____

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

No ____ Yes ____ Identify parcel(s) _____ Name of water body _____

5. Are any portions of the parcels within/adjacent to a special flood hazard area? No ____ Yes ____ Zone _____

6. Will extension of public infrastructure be required? No ____ Yes ____ Type: Roads ____ Sidewalks ____

Sewer ____ Storm Drainage ____ Water lines ____ Other _____

7. Estimated cost for infrastructure improvements _____

8. Identify method of water supply to the proposed development: Individual wells ____ Connection to public water system ____ Central well with distribution lines ____

9. Identify method of sewage disposal to the proposed development: Individual septic tanks_____ Connection to public sewer system_____ Central on-site disposal with distribution lines_____

10. Proposed dedication to the public of any street, recreation, or common lands, if any:

Street(s) Yes ☐ No ☐ If yes, how many and estimated length(s) _____

Recreation area(s) Yes ☐ No ☐ Estimated Acreage _____

Common land(s) Yes ☐ No ☐ Estimated Acreage _____

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. A completed **Subdivision Application Checklist** is to be submitted with this application form.

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. In consideration for approval and the privileges accruing thereto, the applicant(s) hereby agree:

- A. To carry out the improvements agreed upon and as shown and intended by said plat including any work made necessary by unforeseen conditions that become apparent during construction.
- B. To post all streets "private", if applicable, and to provide and install standard street signs.
- C. To give the Town on demand, proper deeds for land rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
- D. 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.
- E. To make no changes whatsoever in the "Final Plat" as approved by the Board unless a revised plat or plats is submitted to and approved by the Board.

The owner/agent, by filing an application, hereby gives permission for any member of the Farmington Planning Board, Conservation Commission and such agent/employee of the Town or other person(s) as the Planning Board may authorize, to enter upon the property which is the subject of the application at all reasonable times for the purpose of such examinations, surveys, test and 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.

Revised pursuant to amended subdivision regulations, adopted by the Planning Board on June 18, 2013

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
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 \$8.00 = \$672

**** 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.

OVER



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

**TOWN OF FARMINGTON
PLANNING BOARD**

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

(For Office Use Only)	
Reviewed by: _____	Date: _____
Reviewed by: _____	Date: _____

SUBDIVISION APPLICATION CHECKLIST

This checklist must be submitted by the applicant with the Subdivision Plan Application. Please use this checklist as a guide to prepare your Application. Check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken. The checklist does not substitute for the requirements for Subdivision Plan Approval in Subdivision Review Regulations.

SA – Submitted by Applicant
NA – Not Applicable
RW – (Applicant) Requests Waiver

C – Item complete by TRC or Planning Board
WR – Waiver recommendation by TRC
WA – Waiver Action by Planning Board

SECTION		APPLICANT		TECHNICAL REVIEW COMMITTEE			PLANNING BOARD	
		SA	NA	RW	C	WR	C	WA
8	Submission Requirements							
	Application form, checklist and narrative (original + 15 copies)							
A	Name and address of property owner & applicant							
B	Names & addresses of all abutters							
C	Names & addresses of persons whose names & seals appear on the plat							
D	Names & addresses of holders of conservation, preservation or agricultural preservation restrictions							
E	Mailing labels							
F	Filing & notification fee							
G	Five (5) full-size and up to 17 colorized 11"x17" plats							
G.1	Scale							
G.2	Dimensions							
G.3	Material							
G.4	Margins							
G.5	Title Block							
H	Plat information							
H.1	Subdivision name, etc.							
H.2	North arrow, scale, etc.							
H.3	Signature block							
H.4	Locus plan							
H.5	Boundary survey							
H.6	Names of abutting subdivisions, etc.							

SECTION		APPLICANT		TECHNICAL REVIEW COMMITTEE			PLANNING BOARD	
		SA	NA	RW	C	WR	C	WA
H.7	Property lines, etc.							
H.8	Frontage							
H.9	Building setbacks							
H.10	Existing and proposed buildings & structures							
H.11	Land dedicated to public use							
H.12	Existing and/or proposed easements							
H.13	Existing and proposed water mains, etc.							
H.14	Existing and proposed streets with names, etc.							
H.15	Final road profiles, etc.							
H.16	Existing and proposed driveways							
H.17	Water courses, ponds, etc.							
H.18	Existing and proposed topographic contours							
H.19	Soil & wetland delineation							
H.20	Perc tests, etc.							
H.21	Existing & proposed well							
H.22	Base flood elevations & flood hazard areas							
I	Other Information							
I.1	Drainage report							
I.2	Stormwater management & erosion control plan							
I.3	State subdivision approval							
I.4	EPA Stormwater Pollution Protection Plan (SWPPP)							
I.5	Alteration of Terrain Permit							
I.6	Driveway permit							
I.7	Reports from Fire & Police Chiefs, Conservation Commission and Assessing Clerk							
I.8	Approval for municipal water/sewer connections							
I.9	Deed restrictions							
I.10	State and Federal permits							
I.11	Additional reports or studies							
9	Specific Plan Requirements							
A.	Subdivision plan							
B	Existing site conditions							

B.1	Location, owners, abutters							
B.2	Proposed subdivision name, etc.							
SECTION		APPLICANT		TECHNICAL REVIEW COMMITTEE			PLANNING BOARD	
		SA	NA	RW	C	WR	C	WA
B.3	Property lines, etc.							
B.4	Existing grades & topographic contours							
B.5	Existing drainage systems, etc.							
B.6	Existing structures							
B.7	Natural features							
B.8	Manmade features							
B.9	Existing public & private utilities, etc.							
B.10	Vicinity sketch							
B.11	Existing easements, etc.							
B.12	Tax map & lot numbers							
B.13	Existing building, manmade structures, stone walls, etc.							
B.14	Zoning ordinance requirements							
B.15	Burial site/cemetery							
B.16	Burial site/cemetery							
B.17	Scale							
B.18	Final Plan							
C	Proposed Site Conditions							
C.1	Grades & topographic contours							
C.2	Construction drawings							
C.3	Traffic control devices							
C.11	Easements & rights-of-way							
C.12	Open space							
C.13	Deeds							
C.14	Monumentation							
C.15	Other information							
D	Sidewalks and bikeways							
D.1	Proximity to schools							
D.2	Recreational facilities							
D.3	Proximity to commercial destinations							

D.4	Proximity to other pedestrian or bikeways							
E	Landscaping Design & Plan							
SECTION		APPLICANT		TECHNICAL REVIEW COMMITTEE			PLANNING BOARD	
		SA	NA	RW	C	WR	C	WA
E.1	Naturally landscaped buffer strips							
E.2	Natural vegetation							
F	Protection of Natural & Historic Features							
F.1	Natural features							
F.2	Existing buildings, man-made structures, stone walls							
F.3	Scenic Roads							
G	Bridges							
H	Fire Protection							
I	Water, Wells, On-Site Sewage & Hydrogeological Studies							
I.1.a	On-site water supply							
I.1.b	Hydrogeological study							
I.1.c	Community water system							
I.2	Well radius placement							
I.3	Sewered area system siting requirements							
I.4	Non-sewered area system siting requirements							
I.4.a	Standards							
I.4.b	Site information							
I.4.c	State approvals							
I.4.d	Test pits							
I.4.e	NH DES requirements							
I.4.f	Location							
I.4.g	Well buffers							
I.4.h	Slope							
I.4.i	Auxiliary septic system absorption field location							
J	Utilities							

J.1	Installation & easements							
J.2	Underground Utilities							
K	Easements							
SECTION		APPLICANT		TECHNICAL REVIEW COMMITTEE			PLANNING BOARD	
		SA	NA	RW	C	WR	C	WA
L	Open Space Requirements							
L.1	Natural features							
L.2	Buffer strips							
L.3	Parks							
L.4	Tree planting							
M	Stormwater Drainage & Erosion Control							
N	Traffic Impact & Mitigation Analysis							
O	Inspections							
P	Performance & Maintenance Security							
Q	Legal Documents							
R	Streets & Roads							
S	Driveways							
T	Protection of Natural & Historic Features							
U	Off-Site Improvements							
6	Subdivision Design Standards							
A	General Standards -address items 1-14 in narrative							
B	Lots							
C	Reserve strips							
D	Fire protection							
E	Septic systems & water supply							
F	Stormwater management & erosion control							

G	Surveys							
H	Monumentation							