

TOWN OF THORNTON PLANNING BOARD

16 Merrill Access Road
Thornton, New Hampshire 03285

SUBDIVISION APPLICATION INSTRUCTIONS

Please read carefully prior to filling out your application. If you need assistance, please contact the Planning Department at 603-726-8168.

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. Completed checklist(s);
2. Current deed(s);
3. Association Rules and Regulations, if applicable;
4. Plot Plan, if applicable;
5. Required application materials; and
6. All fees.

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

ABUTTERS' NAMES AND ADDRESSES MUST BE VERIFIED BY THE APPLICANT OR AGENT AGAINST THE RECORDS OF THE TOWN OF THORNTON 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 The Record Citizen at least ten (10) days prior to the scheduled hearing.

**TOWN OF THORNTON
PLANNING BOARD**

16 Merrill Access Road, Thornton, NH 03285
603-726-8168

Date Rcv'd: _____ By: _____

FEES:

Application: \$ _____

Public Notice: \$ **50.00**

Abutters: _____ x **\$5.00/Abutter** = \$ _____
+ Certified/Return Postage Fee/Abutter= \$ _____

Recording Fees: \$ _____ LCHIP: \$ _____

Total Received: \$ _____ Cash ☐ Check # _____

SUBDIVISION APPLICATION

Subdivision _____ Minor Subdivision _____ Boundary Line Adjustment _____

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

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

Property Information:

Property Address _____

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

Home Phone _____ Cell Phone _____ Email _____

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

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

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

3. 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 ☐ If yes, 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 yes, 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 _____

3. 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 _____

4. Other parties to the application (attach separate sheet if necessary).

Name _____ Relationship to Application _____

Address _____

Work Phone _____ Cell Phone _____ Email _____

Business Information:

1. Name of Proposed Business _____ Type of Proposed Business _____
2. Dimensions and total square footage of existing structure(s) and existing use _____

3. Dimensions and total square footage of proposed new structure(s), addition(s) or alteration(s) with proposed 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 Narrative (use additional sheet if necessary) _____

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.

By filing an application with the Town of Thornton Planning Board, the owner/agent 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.

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 Site Plan Review 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 Thornton Assessor's Office. Attach additional copies of this form if necessary. Include two (2) sets of mailing labels for each person listed below and three (3) sets for each owner/applicant/professional listed.

Map/Lot	Name of Property Owner / Professional	Mailing Address of Owner / Professional

Name of Person Preparing List _____ Date Prepared _____

Preparer's Signature _____ Date _____

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 application that indicate the waiver will properly carry out the spirit and intent of the regulations.

PLANNING BOARD

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

Application Fees:

Subdivision Application	\$ 150.00 base fee, plus the following (due upon Subdivision approval): \$ 75.00 per new dwelling unit, or \$ 250.00 up to 2,000 sq. ft. of new non-residential construction, or \$ 500.00 2,000 sq. ft. or more of new non-residential construction
Abutter Notification Fees	As determined
Recording Fees, including postage	As determined

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

Additionally, all 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:

- 1 certified Abutters List
- 7 complete copies of Application with supporting documentation plus original
- 7 copies of 11" x 17" Plan Sets
- 7 complete full-size Plan Sets
- 1 signed copy of this Fee Schedule

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

Applicant's Signature

Date

Applicant's Signature

Date