

**TOWN OF MADISON
PO BOX 248
MADISON, NH 03849
367-4332**

Planning Board Comprehensive Application Form

INSTRUCTIONS FOR SUBMISSION OF APPLICATION MATERIALS

In accordance with RSA 676:4,1(b), all materials required to constitute a complete application *shall* be submitted to the town by 12:00 Noon of the second Tuesday of the month. Planning Board meetings are held the first Wednesday of each month.

Note: *Revised plans* (four plats and one 11" x 17" copy of plat) of any type must be in the town office **7 days** prior to the hearing date.

All filing is to be done at the **Madison Town Hall, 1923 Village Road, Madison, NH 03849, 603-367-4332**. Town Hall hours are Monday - Thursday 8am to 4pm.

By submission of this application, the applicant grants permission to the Planning Board or its agents to conduct a site inspection without notice to the applicant.

The Town of Madison Zoning Ordinance, Planning Board Subdivision Regulations, Site Plan Regulations, Excavation Regulations, and appropriate applications may be obtained through the Selectmen's Office or on the town website at www.madison-nh.org.

Please check the project included in this application and complete the appropriate pages:

- Preliminary Review - Complete pages 4 & 5 (and page 6 as needed), and include:
 - Three (3) 11" x 17" copies of the proposed project
 - Filing Fee

Preliminary review is required prior to submission for any subdivision, boundary line adjustment, or site plan application.

- Subdivision of Land – complete pages 4, 5, & 7 (and page 6 as needed), and include the following:
 - Four (4) plats prepared by a licensed New Hampshire surveyor (Any appropriate engineering drawings must be presented with the application at the Public Hearing).
 - One (1) eleven by seventeen (11"x17") copy of the plat.
 - One (1) Mylar with a mailing tube.
 - Filing Fees
 - Three (3) sets of abutter address mailing labels 1" x 2.63" (see abutter notification form)
- Site Plan Review – complete pages 4, 5, & 7 (and page 6 as needed), and include the following:
 - Four (4) plats prepared by a licensed New Hampshire surveyor (Any appropriate engineering drawings must be presented with the application at the Public Hearing)
 - One (1) eleven by seventeen (11"x17") copy of the plat
 - One (1) Mylar with a mailing tube
 - Filing Fees
 - Three (3) sets of abutter address mailing labels 1" x 2.63" (see abutter notification form)
- Boundary Line Adjustment - complete pages 4, 5, & 7 (and page 6 as needed), and include the following:
 - Four (4) plats prepared by a licensed New Hampshire surveyor (Any appropriate engineering drawings must be presented with the application at the Public Hearing)
 - One (1) eleven by seventeen (11"x17") copy of the plat
 - One (1) Mylar with a mailing tube
 - Filing Fees
 - Three (3) sets of abutter address mailing labels 1" x 2.63" (see abutter notification form)
- Scenic Road Tree Cut – complete pages 4 & 5, (and page 6 as needed), and include the following:

- Detailed location and description of trees to be cut
- Filing Fees
- Voluntary Merger of Pre-Existing Lots – complete pages 4 & 5, and include the following:
 - Completed “Notice of Voluntary Merger for Pre-Existing Lots” form (available on the town website and through the Selectmen’s Office)
 - Filing Fee
 - copy of the deeds to the lots proposed to be merged
- Earth Excavation - complete pages 4, 5, & 7 (and page 6 as needed), and include the following:
 - A copy of the completed application for submission to the Conservation Commission
 - Five (5) excavation plats prepared by a licensed New Hampshire surveyor or engineer (Any appropriate engineering drawings must be presented with the application at the Public Hearing).
 - Five (5) reclamation plats prepared by a licensed New Hampshire surveyor or engineer (Any appropriate engineering drawings must be presented with the application at the Public Hearing).
 - One (1) eleven by seventeen (11”x17”) copy of the excavation plat
 - One (1) eleven by seventeen (11”x17”) copy of the reclamation plat.
 - Filing Fees
 - Three (3) sets of abutter address mailing labels 1” x 2.63” (see abutter notification form)

Name, mailing address and telephone contacts must be supplied for an application to be scheduled for a hearing.

1. Name, mailing address and telephone number of **applicant / owner of record**. (Provide both if different.)

2. Name, mailing address, telephone numbers (voice and fax) and email of **agent**. The agent has the authority to represent the owner of record before the Planning Board.

3. Street Location of Subject Parcel: _____

4. Tax Map: _____ Lot: _____

5. Zoning district property is located in: _____

6. Overlay Districts or other regulations affecting Subject Property:

State Highway Permit: _____

Shoreland Protection: _____

Ground Water Protection: _____

Scenic Roadway: _____

State Subdivision: _____

Current Use Tax: _____

Others (specify) _____

7. Name, mailing address, and telephone numbers (voice and fax) of additional professionals who are authorized to submit additional materials on behalf of the application. Additional professionals may include, but are not limited to: NH Certified Soil Scientist, Wetlands Scientist, Surveyor, Engineer, Attorney, or other Real Estate Professional. etc.

Please provide a brief description of the proposed project:

APPLICATION FEES

In accordance with RSA 676:4,1(g), the applicant shall pay the following fees to compensate the Town for its expenses in processing, noticing and reviewing each application. One or more fees may apply, however, only one notice fee is required except as noted below. **In some instances as noted below, a separate check payable to Carroll County Register of Deeds may be required for LCHIP fees.**

PRELIMINARY REVIEW

Administration: \$50 _____

VOLUNTARY MERGER OF PRE-EXISTING LOTS

Administration: \$65 _____

SUBDIVISION OF LAND

Administration:

1. Boundary Lot Line Adjustment: \$140 _____

2. Subdivision of Land: \$75 residual lot _____

\$50 per new lot

#lots _____ x \$50 _____

3. LCHIP Fee: \$25 (check payable to **Carroll County Register of Deeds**) _____

Public Notice:

1. \$30 per notice; plus _____

2. \$10 per abutter or other party notified. _____

_____ x \$10 _____

SITE PLAN REVIEW

Administration: Review/Filing Fee: \$200 _____

LCHIP Fee: \$25 (check payable to **Carroll County Register of Deeds**) _____

Public Notice:

1. \$30 per notice; plus _____

2. \$10 per abutter or other party notified _____

_____ x \$10 _____

SCENIC ROAD TREE CUT

Administration: Review/Filing Fee: \$75 _____

Public Notice: \$30 per notice (2 required) _____

EARTH EXCAVATION

Administration: Review/Filing Fee: \$100 _____

Public Notice:

1. \$30 per notice; plus _____

2. \$10 per abutter or other party notified. _____

_____ x \$10 _____

RECORDING FEE

Recording \$30 per sheet: _____

OTHER COSTS

Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Madison Subdivision & Site Plan Regulations, shall be passed through to the applicant by the Board unless specifically waived.

TOTAL FEES SUBMITTED WITH APPLICATION

Certification & Signature Pages

1. The applicant and/or owner and/or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Madison in the final subdivision 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.

2. The owner/agent hereby authorizes the Madison Planning Board and its agents to access the subject land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Madison ordinances and regulations.
3. The undersigned owner/agent hereby submits to the Madison Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations 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 rights 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, because of 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 or a 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 Madison Zoning Ordinance or Madison 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 Madison Subdivision Regulations.

Authorization to Act as Agent

Mr./Ms. _____

is hereby designated as the person who is authorized to act as my agent in securing any and all permits necessary from the Madison Planning Board for the development of my property, all communications to the owner may be addressed to the agent.

Certification

Owner of Record signature: _____ Date: _____

ABUTTER NOTIFICATION FORM

Instructions:

1. List the map, parcel, name and mailing address of the property owner and all abutters as shown in Town records per RSA 676:4,1(b). This may be typed on a separate sheet. If using another sheet or multiple sheets, please indicate the date of preparation and sign your name on each sheet.

2. As applicable, include the name, mailing address, daytime phone number and fax number of: the Applicant's Authorized Agent; and any surveyor, engineer, architect or soil scientist whose stamp and signature appear in the application materials. Other required abutters are detailed in RSA 676:4(1)(b).

3. **Please attach three completed adhesive mailing labels for each entry on the list. Label size must not exceed 1" tall by 2.63" long.**

4. The determination of abutters is the responsibility of the applicant; this list will not be reviewed for compliance with statutory requirements.

Map	Parcel	Owner	Mailing Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date of preparation: _____

I hereby certify that all information presented on this form is, to the best of my knowledge, correct.

Signature of preparer: _____