



City of Laconia Planning Board Application & Instructions

Please read these instructions carefully. Contact the Planning Department at 527-1264 if you have any questions. We will do our best to provide assistance. We recommend beginning to complete the application and checklist(s) well in advance of the submittal deadline and suggest that if you have any questions concerning specific items that you bring the checklist to a pre-app meeting with the Plan Review Committee for review.

APPLICATION SUBMITTAL REQUIREMENTS:

If you have any questions pertaining to particular documents please contact the Planning Department for assistance.

- ❑ One original signed application, appropriate fees, abutters list, abutters envelopes with correct postage or appropriate fee, one complete set of folded plans and one copy of any reports, cost estimates, studies, or other documents required for review of the proposal shall be submitted to the Planning Department, basement of City Hall by the published deadline. **No exceptions.**
- ❑ One copy of the application and one copy of the full set of plans, cost estimate, drainage and watershed analysis shall be submitted to the Assistant Director at DPW, 27 Bisson Ave.
- ❑ One copy of the application and one full, folded set of architectural plans shall be submitted to the Deputy Chief of Fire Prevention, at the Central Station.

One copy of the application and a complete plan set shall be submitted to the following city Departments at the following locations:

- ❑ Assessing Department – 1st Floor, City Hall
- ❑ Water Works Superintendent, 988 Union Ave
- ❑ Code Enforcement, Basement, City Hall
- ❑ Conservation Technician, Planning Office, Basement, City Hall

PLEASE PROVIDE A COVER LETTER FOR EACH DEPARTMENT'S SUBMITTAL WITH EXPECTED PLANNING BOARD MEETING DATE INCLUDED.

DEADLINE: In order to be considered for a Planning Board agenda this application and the required fees, plans and other associated documents must be filed with the appropriate City Departments as required by the official Planning Board Schedule, published by the Planning Department. Failure to do so will result in the application being postponed until a future meeting.

PLANS: Submitted Plans shall consist of a complete plan set, with original stamps and signatures of all appropriate professionals.

FEES: Refer to the fee schedule as adopted by the City Council and administered by the City Manager. The Planning Department will approve the calculation of fees. Failure to submit required fees will result in postponement of the application. Fees are calculated separately for each submittal request.

SIGNATURES: The property owner provides the official signature for an application. An agent or power of attorney may sign provided appropriate documentation of authorization is provided. In the case of a

corporation, association, or other non-person ownership, the president or chief executive officer may sign provided a certification by the clerk or secretary is provided. Only one original copy of agent certification is required with application submittal. Applications should be signed to be considered complete.

WAIVER REQUESTS: Waiver requests for submittal data must be indicated on the checklists provided by the Department. Waiver requests for standards within the regulations must reference the name and section of the regulation. All waiver requests must be accompanied by supporting documentation and be attached or enclosed with this application.

ABUTTER NOTIFICATION: Submitted abutters lists are required by state statute to be current according to the assessor's records within five days of the submittal date. We encourage you to double check for changes if you complete the application or plan prior to the five-day period. Be sure to include updates that the assessor does not yet have on record if you are aware of them.

It shall be the responsibility of the applicant to address all envelopes to abutters with the current postage for certified letter affixed. The envelopes shall be business style (4" x 9 1/2") and include completed certified mail receipts with return address to the Planning Department, 45 Beacon Street E, Laconia, NH 03246.

CHECKLISTS: Checklists are required to be submitted with the application. If you are applying for both subdivision and site plan, both need to be filled out and returned. In the case of multiple page plan sets please indicate the sheet number in the 'Plan Sheet#' column.

CONDITIONAL USE PERMITS: A separate application is required for conditional use permits. Applications must include documentation on separate paper outlining how the application meets the conditional use requirements.

Thank you for your co-operation.

The Planning Staff



Fees Paid _____ Ck # _____

Application Number _____

PROPOSED PROJECT NAME

STREET ADDRESS _____

Number of Lots/Units _____

Building/Addition _____ Square Feet

Lot/Lots _____ Total Acres

Development Area _____ Acres/Square Feet

Receipt Stamp

SUBMITTAL REQUEST: Check **all** that apply. **Use separate form for conditional use permit.**

Check here if the application is an amendment to a previously approved project. _____

Conventional Subdivision

Condominium subdivision

Cluster subdivision

Boundary line agreement

Boundary line adjustment

Site plan, commercial

Change of Use

Site plan, multi-family

Discretionary Easement

Other: _____

PARTIES INVOLVED - Those listed below will receive Planner Reviews and Notices of Action by the Board.

Applicant _____
 ADDRESS _____

PHONE _____
 FAX _____
 eMAIL _____

OWNER1 _____
 ADDRESS _____

PHONE _____
 FAX _____
 eMAIL _____

OWNER2 _____
 ADDRESS _____

PHONE _____
 FAX _____
 eMAIL _____

Agent _____
 ADDRESS _____

PHONE _____
 FAX _____
 eMAIL _____

PROPERTY INFORMATION - For multiple lots list each lot separately on an attached sheet. Check if additional sheets attached _____

Street Address _____ Zoning District _____
Map _____ Street _____ Lot _____ Number Acres Total _____
Street Frontage _____ Deed Reference: Book _____ Page _____
Book _____ Page _____
Current Use(s) _____ Plan Reference: L _____ Plan _____
L _____ Plan _____

PROPOSAL DESCRIPTION - Use the space below to write a brief description of the development proposal and how it will affect the existing use of the property.

CHECKLISTS - Application requirements are in checklist form and are designated for both subdivision and site plan applications. Checklists are required to be completed and returned with the application. For items where a waiver is requested a separate sheet must be attached describing the waiver, reference to the regulation section, and documentation why the waiver should be granted. Items indicated as 'not applicable' will be reviewed by staff. Check here if waiver requests are attached _____.

NOTICE INFORMATION - The following parties are required to be noticed (RSA 676:4 I.D.): abutters, the applicant, holders of conservation, preservation, or agricultural preservation restrictions, and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat. Abutters shall include any property owner, whether or not within the city limits, whose property is immediately adjacent to, across a public or private street or street right-of-way, railroad right-of way, stream or river. When multiple lots are involved abutters to all properties must be included. It is the responsibility of the agent/applicant to notify all abutters via registered mail. Envelopes are to be provided to the Planning department with postage attached.

Check if list and materials enclosed _____

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 application process to the Planning Board or Zoning Board of Adjustment. 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 Laconia Assessor's Office. Attach additional copies of this form if necessary. Include an addressed #10 envelope and certified mail receipt for each person/professional listed below.

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

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

Name of Person Preparing List _____ Date prepared _____
 Preparer's Signature _____ Date _____

REQUEST FOR NOTIFICATION OF OTHERS - If you wish to have notices received by anyone other than abutters and the three contacts listed on page 1 you must submit notification materials identical to those submitted for abutters.

APPLICATION AUTHORIZATION

I hereby make application to the City of Laconia for the above-referenced property(ies) and the development as described. To the best of my knowledge the information provided herein is accurate and is in accordance with the Zoning Ordinance and land use regulations of the City, except where waivers are requested. The City of Laconia Planning Board, Technical Review Committee and/or city employees are authorized to enter the property(ies) for purposes of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal. I understand that I am responsible for appearing, or having someone appear on my behalf, at any and all meetings before the Planning Board or Technical Review Committee.

Sign as appropriate. If agent's signature check here for attached certification _____
 If non-person check here for attached certification _____

PROPERTY OWNERS (S)

AGENT(S)

 Print Name Here

 Print Name Here

 Signature of Property Owner(s)

 Signature of Agent(s)

 Date

 Date

**WAIVER REQUEST
FROM SUBDIVISION AND SITE PLAN REGULATION**

I, _____, hereby submit the following waiver request(s) on
Behalf of _____ for _____
(applicant) (project title)

1. Waiver Request:

A. Section _____ of the Subdivision / Site Plan Regulations for waiver of
_____.

B. Reasons in Support of Request: (attach more sheets as needed)

C. Attached Plans / Information in support of Request include:

2. Waiver Request:

A. Section _____ of the Subdivision / Site Plan Regulations for waiver of

B. Reasons in Support of Request: (attach more sheets as needed)

C. Attached Plans / Information in support of Request include:

3. Waiver Request:

A. Section _____ of the Subdivision / Site Plan Regulations for waiver of

B. Reasons in Support of Request: (attach more sheets as needed)

C. Attached Plans / Information in support of Request include:

