



City of Laconia Minor Site Plan Committee 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 duplicate copy of the application and one copy of the full set of plans, cost estimate, drainage and watershed analysis shall be submitted to DPW Director, 27 Bisson Ave.

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

- ❑ Assessing Department – City Hall
- ❑ Water Works Superintendent - 988 Union Ave
- ❑ Code Enforcement Director - City Hall
- ❑ Fire Preventions Specialist - Central Station
- ❑ Police Dept – New Salem St

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

DEADLINE: In order to be considered for an 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 Minor Site Plan Committee 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, **folded**, 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 postage of \$3.24 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.

Thank you for your co-operation.

The Planning Staff

CITY OF LACONIA MINOR SITE PLAN COMMITTEE
APPLICATION FOR DEVELOPMENT PROPOSALS
 PH: 527-1264 FAX: 524-1267



Fees Paid _____ Ck # _____

Application Number _____

STREET ADDRESS _____

Number of Lots/Units _____

Building/Addition _____ Square Feet

Lot/Lots _____ Total Acres

Development Area _____ Acres/Square Feet

Receipt Stamp

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 _____

Deed Reference: Book _____ Page _____
 Book _____ Page _____

Map _____ Street _____ Lot _____

Plan Reference: L _____ Plan _____
 L _____ Plan _____

Current Use(s) _____

Zoning District _____

Number Acres Total _____

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