

**PLANNING BOARD, TOWN OF WAKEFIELD**  
2 High Street  
Sanbornville, New Hampshire 03872

**APPLICATION INSTRUCTIONS**

***Please read carefully prior to filling out the attached application. If you need assistance, please contact the Planning Board Secretary at 603-522-6205 Ext. 309.***

All information requested on the application must be filled in completely and legibly and submitted to the Planning Department with any additional documentation and fees required. Incomplete application packages will not be scheduled until all requirements are met.

In addition to the original signed application, you must provide the following:

1. Three sets of mailing labels for each abutter on the certified abutter list;
2. One #10 mailing envelope for each abutter on the certified abutter list;
3. Checklist(s), if required;
4. Deed(s) current and/or proposed
5. Association Rules and Regulations, if applicable;
6. Plot Plan, if applicable;
7. Required application materials from attached schedule; and
8. Fees from attached schedule.

All checks or money orders must be made payable to the Town of Wakefield and must be paid in full at the time your application is submitted. The applicant will also pay for any additional fees as may be required by the Planning Board.

Abutters' names and addresses must be verified against the records kept in the Assessor's Office not more than five (5) days prior to submission of the application.

When your application 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 Granite State News and Carroll County Independent at least ten (10) days prior to the scheduled hearing and notices will be mailed to you and to all abutters at least ten (10) days prior to the scheduled hearing.

During the public hearing, the Planning Board will reach a decision to grant, conditionally grant, deny, or continue the public hearing if deemed necessary by the Board. At the conclusion of the hearing or continued hearing, the Board will vote on your application and you will be sent a Notice of Decision.

## REQUIRED APPLICATION MATERIALS

Copies of plan sheets to be recorded shall be printed on Mylar, or other material as specified by the Carroll County Registry of Deeds.

Applicants shall provide copies of the following application materials:

	<b>Boundary Line Adjustment</b>		<b>Minor Subdivision</b>		<b>Major Subdivision</b>	<b>Site Plan Review</b>	
Application with all attachments	Eighteen (18) copies		Eighteen (18) copies		Eighteen (18) copies	Eighteen (18) copies	
Mailing Labels	Three (3) sets		Three (3) sets		Three (3) sets	Three (3) sets	
#10 Envelopes	One (1) set		One (1) set		One (1) set	One (1) set	
Plan – max. 22” x 34” Paper copies	Six (6) copies		Five (5) copies		Five (5) copies	Five (5) copies**	
Plan – 11” x 17” Paper copies	Eighteen (18) copies		Eighteen (18) copies		Eighteen (18) copies	Eighteen (18) copies**	
Plan for recording Max. 22” x 34” Mylar copy	One (1) copy		One (1) copy		One (1) copy	N/A	

\*\* Not required for Home Enterprise Applications.

## FEE SCHEDULE

### **NOTIFICATION FEES:**

Notification fees are \$6.00 for each abutter plus each applicant, agent or interested party with an additional fee for the applicant's Notice of Decision, payable as follows:

Conceptual consultation:	No
Preliminary Application:	Yes
Final Application:	Yes

**ADVERTISEMENT FEES:** \$100.00 for each submittal

**APPLICATION FEES:** See attached Fee Chart.

**RECORDING FEES:** Minimum charge of \$30.00

### **PLAN REVIEW FEES:**

In addition to the above fees, applicants will be charged a fee to cover the cost of plan review by the Planning Board Engineer. This will normally be required only for major site plans, although the Planning Board reserves the right to charge such fees for minor site plans.

### **INSPECTION FEES:**

Pursuant to §609.5 applicants will be required to pay the cost of construction inspection by the Planning Board Engineer. Generally, this will only involve major site plans.

<b><u>Subdivision Regulations</u></b>	<b><u>Application Fee</u></b>	<b><u>Plus: Fee Per New Lot Proposed</u></b>
Major Subdivision	\$450	\$175
Minor Subdivision	\$200	\$150
Open Space Subdivision	\$450	\$175
Boundary Line Adjustment	\$100	\$50 <sup>1</sup>
Design Review	\$200 <sup>2</sup>	n/a
Amendment to Subdivision Plan or Conditions of Approval	\$200	n/a
Extension of Approval	\$200	n/a
Condominium - New or Conversion	See Site Plan Review Regulations	

<b><u>Site Plan Review Regulations</u></b>	<b><u>Application Fee</u></b>	<b><u>Plus:</u></b>
Major Site Plan Review	\$300	\$0.10 per SF
Minor Site Plan Review	\$200	N/A
Amendment to Site Plan or Conditions of Approval	\$200	N/A
Extension of Approval	\$200	N/A
Insignificant Change of Use	\$200	N/A
Home Enterprise	\$50	N/A
Design Review	\$200 <sup>2</sup>	N/A
Condominium - New or Conversion	\$500	\$0.10 per SF
Conditional Use Permit	\$100	

1 additional fee per lot if more than 2 lots are affected

2 to be applied to application fee if formal application is submitted within 60 days of Design Review