

TOWN OF WAKEFIELD PLANNING BOARD

2 High Street
Sanbornville, New Hampshire 03872



GENERAL APPLICATION INSTRUCTIONS

Please read carefully prior to filling out the attached application. If you need assistance, please contact the Land Use Clerk at 603-522-6205 Ext. 312.

Note that appointments are required for any submission of Land Use applications including but not limited to Major or Minor Subdivisions, Conditional Use Permits, Boundary Line Adjustments, and in-depth land use consultations. Applicants also have an option of requesting a no obligation, non-binding Conceptual Review with the Planning Board with advance notice.

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

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 exception to this is the L-CHIP surcharge which requires a separate check payable to the Carroll County Registry of Deeds. 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 OF THE TOWN OF WAKEFIELD 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:

| | Boundary Line Adjustment | | Minor Subdivision | | Major Subdivision | Site Plan Review | |
|--|---------------------------------|--|------------------------------|--|------------------------------|------------------------------|--|
| Application with all attachments | Original and four (4) copies | | Original and four (4) copies | | Original and four (4) copies | Original and four (4) copies | |
| Mailing Labels | Four (4) sets | | Four (4) sets | | Four (4) sets | Four (4) sets | |
| Plan – max. 22” x 34” Paper copies ** | Five (5) copies | | Five (5) copies | | Five (5) copies | Five (5) copies*** | |
| Plan – 11” x 17” Paper copies | Five (5) copies | | Five (5) copies | | Five (5) copies | Five (5) copies ** | |
| Plan for recording Max. 22” x 34” Mylar copy | One (1) Mylar copy | | One (1) Mylar copy | | n/a | n/a | |

** All plan set copies must be stapled and folded so that information block is showing.

*** Not required for Home Enterprise Applications.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO COLLATE ANY REVISED PAGES INTO THE ORIGINAL PLAN SETS.

FEE SCHEDULE SUMMARY

NOTIFICATION FEES:

Notification fees are whatever the current U.S. Postal Service rate is for certified and/or/return receipt mail fee per 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 |

Please check current rates with the Land Use Office.

ADVERTISEMENT FEES: \$125.00 for each submittal

APPLICATION FEES: See application

RECORDING FEES: Based on current rates set by Carroll County Registry of Deeds, based on Mylar size and page counts, plus a separate \$25.00 L-CHIP Surcharge per document (payable to Carroll County Registry of Deeds)

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.

PLANNING CONSULTING SERVICE FEES:

See Planning Board Fee Schedule for list of planning consulting service costs collected at the time of application submittal. Fees ranging from \$150 to \$500 per application are collected and held in escrow to cover costs of planner review.

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.