

**SITE PLAN REVIEW
APPLICATION
PACKET**

**TOWN OF CARROLL
PLANNING BOARD
92 School Street, PO Box 146, Twin Mountain, N.H. 03595**

APPLICANT'S GUIDE TO PLANNING BOARD PROCESS

NOTE: This Guide is intended to provide helpful assistance to citizens. However, it is not a substitute for the regulations. Applicants are urged to become familiar with all laws and regulations governing the process.

FOR ASSISTANCE:

**Land Use Secretary
Office 603-846-5775**

landuse@townofcarroll.org

TYPES OF APPLICATIONS:

Site Plan Review

Subdivision

- **Minor Subdivision**
- **Major Subdivision**
- **Boundary Line Adjustment**
- **Subdivision with Concept Plan**
- **Manufactured Home Subdivision**

What Type of Application is Needed?

Site Plan Review is needed for the development or change or expansion of use for tracts for non-residential uses, for multi-family dwelling units other than one and two-family dwellings or for manufactured home parks. Site Plan Review is required for new development, for expansion of existing non-residential or multi-family use, or a change from one such use to another. **(SEE RSA 674:43 AS WELL AS SITE PLAN REGULATIONS FOR THE TOWN OF CARROLL, II. PURPOSE)**

Subdivision application is needed for anyone wishing to: a) divide his property into two or more lots; or b) alter or add to an existing structure or to construct an additional structure, in such a way as to create one or more new dwelling units or new uses for purposes of rent, condominium conveyance or other business use (other than for "cottage industry"); or c) to make a lot line adjustment altering the boundaries of one or more lots; or d) otherwise to carry out a subdivision. **(SEE RSA 672:14, AS WELL AS TOWN OF CARROLL SUBDIVISION REGULATIONS, SECTIONS 2.32 and 3.01)**

Types of Meetings

Consultations

The purpose of a consultation or a pre-application review is to provide an opportunity for the Board and the applicant to discuss a proposal without any binding decisions being made by either the Board or the applicant. Statements made by the Planning Board members at pre-application (consultation) discussions CANNOT be used to disqualify them during review of the completed application or as a basis for invalidating any future action of the Board. **(SEE RSA 676:4, II AND OEP PLANNING BOARD HANDBOOK, PAGE IV-1)**

There is no fee for a pre-application consultation. No notice is required. The Carroll Planning Board does recommend that a person seeking a pre-application consultation inform the Planning Board Secretary 15 calendar days in advance with basic information about the project he is considering, to allow placement on the agenda and also to allow Planning Board members to be prepared to discuss the project.

Public Hearing

Upon receipt of a completed application, within the timeframes allowed, the Secretary will notify the Chairman of the application submission and a public hearing will be scheduled.

What is a completed Application?

Applications may be obtained at Town Hall, or by contacting the Secretary who will make an appointment to meet with the applicant or mail an application to him/her. Only approved completed applications will be accepted.

An application will be deemed to be complete when

1. all information is filled out on the application form (all the blanks filled), together with all the applicable submission requirements as set forth in Section 4.10, 4.11, and 4.12 of the Subdivision Regulations; or Section V of the Site Plan Review Regulations, as applicable.
2. a list of abutters with their addresses and Map & Lot numbers are attached to the application. This list must be verified by the Secretary.
3. checks for the application fee(s) and processing fees, payable to the Town of Carroll are required. The Secretary will assist you in calculating the amounts needed for each check.

The completed application may be submitted ONLY to the Planning Board Secretary or Chairman. The Board will vote at a meeting whether a submitted application is complete, as provided in RSA 674:4, I(c) (1) and the Board's regulations.

If mylars are necessary, further charges may be incurred for their filing at the Registry of Deeds. Please note, the Town of Carroll will do the filings (not the applicant). Five (5) paper copies of the mylar(s) are required. The mylar(s) must be exactly 22" X 34" and will be measured by the Secretary.

What are the Timeframes?

The Planning Board meets regularly on the first Thursday of each month. State Law (RSA 675:7) requires that abutter notifications, postings, as well as the publishing of the notice in a newspaper of general circulation, (the Board uses the Coos County Democrat) be no less than 10 days prior to the public hearing, the day of the public hearing and the date of publication cannot be counted in the 10 day window. The Coos County Democrat maintains a deadline of 12:00 PM Friday for publication in the following Wednesday edition. Your application must be reviewed by both the applicant/agent and Planning Board Secretary for completeness and possible additions, deletions and/or amendments that may be made to the application before it is submitted to the Secretary. These possible changes may require more time to address. The Secretary will advise you of the meeting at which your application can be presented to the Planning Board.

The public hearing will address the question of whether to accept the application and then will move to the possible deliberation and possible final vote to approve or disapprove the request made by the applicant. However, the public hearing may also be continued by the Board for further information, or if it feels it needs more time. State Law requires the final vote to occur within 65 days after the application is accepted by the Board as complete, unless that time is waived.

The applicant's responsibilities having been met, the Planning Board Secretary will prepare and execute the public hearing notices to the abutters by certified mailing, the general public postings at no less than two (2) locations, and the newspaper publishing. The applicant will also be notified, per statute, by certified mail of the public hearing.

Do I have to go to the Zoning Board?

If for some reason, your site plan or sub-division does not comply with the Town of Carroll Zoning Ordinance, you will be advised either by the Planning Board or the Code Enforcement Officer to apply to the Zoning Board of Appeals for either a variance, special exception, dimensional waiver or administrative appeal. These appeals are all handled by the same Secretary as noted above, who will assist you in going through the process for the Zoning Board.

Once your project comes into compliance with the Zoning Regulations through the ZBA process, you will then go back to the Planning Board and continue the process of review of your initial application.

Please be aware, the ZBA is a quasi-judicial entity, totally separate from the Planning Board. The ZBA has its own set of deadlines and requirements that are set by State Law. Please do not try to contact any member of the ZBA regarding your project, since this would constitute an Ex Parte communication, which could result in that member being unable to sit on the case. Your contact with the ZBA must be through the Secretary only.

What is the purpose of all this?

The Planning Board is elected by the voters of the Town of Carroll, to look out for the best interest of the town and its residents, specifically and by statute "for the purpose of protecting the health, safety, convenience, prosperity and welfare of our inhabitants; for the purpose of protecting the economic investments of homeowner residents; (and) for the protection of our Town's scenic beauty". (**CARROLL PLANNING BOARD, Subdivision Regulations, SECTION 1. AUTHORITY**)

The Zoning Board of Adjustment, also elected by the voters of Carroll, purpose is, "... In order to promote health, safety, and general welfare; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewage, schools, parks and other public requirements; to conserve valuable natural and scenic resources; and to preserve the rural qualities of the Town.". (**ZONING ORDINANCE FOR THE TOWN OF CARROLL, SECTION 102. Purpose**)

You may have other legal rights of which you may be unaware. The statutory reference is RSA Chapters 672 through 677. They are found in the booklet *New Hampshire Planning and Land Use Regulations*, which is issued by New Hampshire Office of Energy and Planning, Concord, New Hampshire.

This Applicant's Guide is a general guide and is not 100% inclusive. There may be other conditions and requirements that you will need to understand and meet. This Guide is to assist you in understanding the general process. You are encouraged to make yourself aware of the appeals process in the event your project is voted other than your desired outcome.

The Secretary will assist the applicant; however, she/he is not an attorney and the responsibility for the accuracy and completeness of the application is solely that of the applicant/authorized agent.

TOWN OF CARROLL
PLANNING BOARD
SCHEDULE OF FEES

Map _____ Lot _____
Date _____

SEPARATE CHECKS ARE REQUIRED FOR THE APPLICATION AND PROCESSING FEES

Name of Proposal _____ Map _____ Lot _____

Phone Number _____ e-mail address _____

Applicant/Agent Name _____ Owner's Name _____

****** If an agent is acting for the Owner, a notarized statement from "Owner" naming the "Agent" as having the authority to act for the owner, must accompany the application. ******

Applicant Address _____ Project Address _____

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Application Fees

(Check One – Town of Carroll)

_____ Boundary Line Adjustment	_____ Major Subdivision
_____ Minor Subdivision	Base Fee: \$50.00 plus
Base fee: \$25.00 plus	Lot/Unit fee: \$10.00 each
Lot fee: \$10.00 each Total: _____	Total: _____

_____ Manufactured Home Subdivision	_____ Subdivision with Concept Plan
Base fee: \$50.00	Base Fee: \$50.00
Lot fee: \$10.00 each Total: _____	Unit fee: \$10.00 each Total: _____

_____ Site Plan Review to Planning Board
Base fee: \$50.00 **Total:** _____

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Processing Fees

(Check Two – Town of Carroll)

Consultant Fees: (to be determined)	_____
Abutter Notices – Certified Letters: \$8.10 each	_____
Certified Notice of Meeting to Applicant: \$8.10	_____
Certified Notice of Meeting to Consultants: \$8.10 each	_____
Certified mailing of Notice of Decision: \$8.10	_____
Voluntary Merger: \$10.00	_____
Mylar-Postage & Handling: \$10.00	_____

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Receipt of Payment

Date: _____ Amount/Check Number _____ Received by: _____
Date: _____ Amount/Check Number _____ Received by: _____
Applicant/Agent Signature: _____

NOTE: A final Public Hearing will NOT be posted OR held until payment has been received by the Planning Board Secretary per RSA 676:7 IV.

Map _____ Lot _____
Date _____

Other Fees

**These fees are applicable ONLY if mylars are required to be recorded at the
Coos County Registry of Deeds**

**Two separate checks are required to be made out to the Coos County Registry of Deeds. One check is for
the number of mylars being recorded and one check is for the L-Chip fee.**

Coos County Registry of Deeds Filing Fees:

22" x 34" mylar \$26.00 each page _____
L-Chip fee \$25.00 per set _____
Registry of Deeds – Total _____

NOTE: All mylars will be filed by the Town of Carroll

Receipt of Payment

Date: _____ Amounts/Check Number) _____ Received by: _____

Applicant/Agent Signature _____

**NOTE: The Final Plat (mylar(s) will NOT be recorded until a check made payable to: The Coos County
Registry of Deeds) has been received by the Planning Board Secretary Per RSA 676:7, IV.**

Consultant fees to be billed **after** proceedings, when amount due is known.

All Fees are subject to change.

Contact information:

Land Use Secretary Office: 846-5775
landuse@townofcarroll.org

Map _____ Lot _____

Date _____

**TOWN OF CARROLL
PLANNING BOARD**

Site Plan Review Application

ALL LINES MUST BE COMPLETED TO ENABLE THE PLANNING BOARD TO ACCEPT THE APPLICATION

Name of Project _____

Map: _____ Lot: _____

Address/Location of Project: _____

Applicant/Agent Name: _____

**NOTE: "OWNER" must sign a notarized letter giving "AGENT" the authority to act on behalf of "OWNER".
The letter must accompany this application.**

Applicant/Agent Address: _____

Applicant/Agent Telephone Number: _____ email: _____

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Description of Project: _____

Signature of Applicant _____ Date _____

Map _____ Lot _____

Date _____

Submission Requirements:

- 1) List of Abutters
- 2) Check for Fees
- 3) Completed Application

All submissions must be delivered to the Planning Board Secretary at least **twenty-one (21) days prior to the next Planning Board regularly scheduled meeting**. The applicant/agent will make an appointment with the Planning Board Secretary who will review the application with the applicant/agent for completeness. Upon successful review of the application, receipt of abutters list and a check for fees (made payable to the Town of Carroll), the Secretary will schedule a Public Hearing for the applicant/agent.

Complete each line with one of the following:

(W)FOR WAIVER REQUIRED

(X) FOR COMPLETED

(N/A) FOR NOT APPLICABLE

_____ Five (5) paper prints at 1" =40' or similar scale, no larger than 22"x34" in size on which the following is required. (A mylar shall be prepared prior to final approval which will include all of the following):

_____ Identifying title

_____ Name and address of applicant/agent/developer

_____ Name, number and signed seal of surveyor and/or engineer

_____ Date of Plan

_____ Scale

_____ North Arrow

_____ Property lines with bearings, distances, monuments

_____ Total acreage (square footage of lot(s)).

Applicant's Initials _____

Map _____ Lot _____

Date _____

_____ Names of all abutters.

_____ Existing structures, roads, landscaping and other man-made features (indicate what will be retained, altered or removed).

_____ Location of all buildings on abutting properties within 50 feet of property lines and location of all intersecting roads or driveways within 200 feet of property lines.

_____ Location of existing and proposed property deed restrictions, easements, covenants, etc.

_____ Existing and proposed grades (where the grade is less than 5 percent, the contour intervals shall not exceed 2 feet with spot elevations; otherwise, the contour intervals shall not exceed 5 feet).

_____ Existing and proposed drainage systems and structures.

_____ Storm drainage plan, including where necessary; plans for the retention and slow release of storm water including the location, elevation and site of all catch basins, dry wells, drainage ditches, swales, culverts, retention basins and storm sewers. Plans for snow removal and storage should be indicated. Engineering calculations by a Professional Engineer should be provided. Direction of flow should be indicated with arrows.

_____ Natural features such as streams, marshes, lakes or ponds, types of vegetation and ledge outcrops (indicate what will be retained, altered or removed).

_____ 100-year flood elevation line and location of any wetlands.

_____ For on-site sewage disposal, a soils map and NH Water Supply and Pollution Control Division permit.

_____ Size and proposed location of water supply and sewage facilities and provisions for future expansion.

Applicant's Initials _____

Map _____ Lot _____

Date _____

_____ If on-site water or sewer facilities are planned, show distance from proposed facilities to all existing facilities on site or on abutting properties to a distance of 200 feet.

_____ Proposed provisions for fire protection.

_____ Architectural drawings showing the shape, size, height and other exterior details of proposed structures or expansion of existing buildings.

_____ Location, type and size of all proposed landscaping and screening.

_____ Exterior lighting plan.

_____ Proposed signs (including advertising and directions).

_____ Proposed streets (with names), driveways, parking spaces and sidewalks showing widths, direction of travel, inside radii of all curves (please indicate total number of parking spaces).

_____ Location and dimensions of loading spaces and facilities associated with the structures or uses of the site.

_____ Circulation plan of the interior of the lot for vehicular and pedestrian circulation, also showing means of access and egress, proposed changes to existing public streets, sidewalks and curbs, including any traffic control devices or signs necessary.

_____ Detailed construction drawings including but not limited to typical sections of pavement, walks, steps curbing and drainage structures by a professional engineer.

Applicant's Initials _____

Map _____ Lot _____

Date _____

_____ Vicinity sketch at 1" = 400' showing the location of the size in relation to the surrounding public street system and the zoning districts and boundaries for the site.

_____ A soils classification map, together with descriptive information for each type of soil (required for on-site sewage disposal only).

_____ Provisions for solid waste disposal and collection.

_____ The location of all existing and proposed deed restrictions, easements, covenants, etc.

_____ The location of visual and noise reduction barriers, if any.

_____ Copies of all applicable State approvals and permits.

_____ Review by the Carroll Fire Chief and Road Agent.

_____ Any other additional information specifically requested by the Planning Board.

Applicant's Initials _____