

TOWN OF PLAISTOW, NH



APPLICATION FOR PLANNING BOARD ACTION

(Updated January 2019)

General Information

Please consult the Town of Plaistow Zoning Ordinances (Chapter 220); Subdivision Regulations (Chapter 235) and Site Plan Regulations (Chapter 230) for the list of requirements for designing your Plan.

For an application to be considered as complete it must include the following documents/information:

Note: All documents (except for fee payments) shall be submitted in paper form as well as electronically.

- Completed and signed “*Application for Planning Board Action*” form
- Deed(s) to subject property(ies)
- Plan
- Applicable authorization letters
- List of abutters, mailing labels and notification fees (Note: See Part VIII of this application form)
- Fee Schedule Form and Application fees (See Plaistow Planning Board Fee Schedule)
- Escrow deposit (See Plaistow Planning Board Fee Schedule & Section VII of this application form)
- Completed Site Plan/Subdivision Regulations Checklist (See www.plaistow.com/planning-department)

All application and notification fees may be submitted with a single check. Escrow monies, where applicable, must be by separate check. Please make all checks payable “*Town of Plaistow.*”

It is the applicant’s responsibility to submit a complete and accurate application package.

Deadline Information

Public Hearings are scheduled for the third Wednesday of each month. A complete list of deadline and public hearing meeting dates is posted on the Planning Department page of the Town’s website www.plaistow.com. Hard copies of the schedule are also available in the Planning Department office during regular business hours.

Plaistow Planning Department
145 Main St – Second Floor
Plaistow, NH 03865
603-382-5200 X202 – dvoss@plaistow.com
Office Hours
Monday through Thursday: 7:00 AM to 4:30 PM
Friday: 7:00 AM to 11:00 AM

PART I. APPLICANT INFORMATION – ALL APPLICATIONS

Applicant Name(s)	
Mailing Address	
Phone	
Email	
APPLICANT SIGNATURE	

PART II. CONSULTANT/ENGINEER INFORMATION – ALL APPLICATIONS

Firm Name	
Project Contact Person	
Mailing Address	
Phone	
Email	

PART III. PROJECT INFORMATION – ALL APPLICATIONS**Parcel 1.**

Project Street Address or Location					
Parcel Tax Map		Zoning District			
Total Acreage		Total Frontage			
For Lot Line Adjustment Only	Before Acreage		After Acreage		
Purpose/Description of Proposed Plan (Intent)					

Parcel 2 (if needed)

Project Street Address or Location					
Parcel Tax Map		Zoning District			
Total Acreage		Total Frontage			
For Lot Line Adjustment Only	Before Acreage		After Acreage		
Purpose/Description of Proposed Plan (Intent)					

*If more than one parcel is involved in the project please complete this block for the additional parcel.
If there are more than two (2) parcels please provide the required information on a separate sheet of paper.*

PART IV: PROPERTY OWNER INFORMATION – ALL APPLICATIONS

Parcel 1 Owner(s): *Note: All parcel owners as shown on the deed(s) must sign this application*

Name(s) (as shown on deed)	
Contact Person	
Mailing Address	
Phone	
Email	
OWNER SIGNATURE	
OWNER SIGNATURE	
NOTE: <i>A copy of the deed must accompany all application</i>	

Parcel 2 Owner(s) (if needed): *Note: All parcel owners as shown on the deed(s) must sign this application*

Name(s) (as shown on deed)	
Contact Person	
Mailing Address	
Phone	
Email	
OWNER SIGNATURE	
OWNER SIGNATURE	
NOTE: <i>A copy of the deed must accompany all application</i>	

If there are more than two parcels please provide the required information for additional parcel owners on a separate sheet of paper. A copy of the deed for each subject parcel is required.

Note: *If there is an agent for the property owner making this application (i.e. attorney, executor of an estate, power of attorney) then please submit any legal documents that grant the agent authorization to do so.*

**PART V. AUTHORIZATION FOR SITE INSPECTIONS AND SITE WALK
ALL SITE PLAN APPLICATIONS**

(Not required for Voluntary Lot Mergers or Condominium Conversions)

By signing below the property owner(s) authorize the Planning Board to conduct a site walk of the subject property(s). The property owner(s) also authorizes On-Site Inspections by the Planning Board Staff and/or their agents. Note: *Site walks scheduled by the Planning Board are public meetings and must be posted as such, hence members of the public may attend.*

Must be signed by ALL persons named on the deed(s)

Property Owner 1 (print name)	
Property Owner 1 (signature)	
Property Owner 2 (print name)	
Property Owner 2 (signature)	
Property Owner 3 (print name)	
Property Owner 3 (signature)	
Property Owner 4 (print name)	
Property Owner 4 (signature)	

PART VI. APPLICATION TYPE

<p>Conceptual Consultation for Subdivision Plan or Major Site Plan Development – New development; development that is greater than 10% expansion of a use or structure; change in use resulting changes to the building or site plan. (Public Meeting, No Abutter Notification, No New Plans, No Checklist) Note: Applicants may display/refer to any previous Planning Board approved and recorded Plan. No new plans can be displayed at a meeting without Abutter Notification. Applicants may apply for a Conceptual Consultation w/Abutter Notification as long as appropriate notification fees and mailing labels are provided with the application.</p>	
<p>Preliminary Design Review for Subdivision Plan or Major Site Plan Development – New development (Public Hearing, Abutter Notification, Plans, Checklist)</p>	
<p>Final Application for Subdivision Plan or Major Site Plan – New development Note: Plan must be Accepted as Complete before the Planning Board can review the detailed of the plan. (Public Hearing, Abutter Notification, Plans, Checklist)</p>	
<p>Subdivision or Site Plan Amendment – Including Change of Use and Amendments to Previously Approved Site Plans Note: Plan must be Accepted as Complete before the Planning Board can review the detailed of the plan. (Public Hearing, Abutter Notification, Plans, Checklist)</p>	
<p>Condominium Conversion Note: Plan must be Accepted as Complete before the Planning Board can review the detailed of the plan. (Public Hearing, Abutter Notification, Plans, Condominium Documents, Checklist)</p>	
<p>Lot Line Adjustment Note: Plan must be Accepted as Complete before the Planning Board can review the detailed of the plan. (Public Hearing, Abutter Notification, Plans, Checklist)</p>	
<p>Lot Consolidation (<i>Voluntary Lot Merger</i>) (Public Meeting, No Abutter Notification, Plan, Two (2) Original Signature Voluntary Lot Merger Forms)</p>	
<p>Conditional Use Permit Note: This public hearing may occur concurrently with another public hearing or may be a stand-alone public hearing. (Public Hearing, Abutter Notification, Plans, No Checklist)</p>	
<p>Hazardous Material Permit Note: This public hearing may occur concurrently with another public hearing or may be a stand-alone public hearing. (Public Hearing, Abutter Notification, Plans, Checklist)</p>	
<p>Special Event Permit – See Separate Special Event Permit Application Form</p>	N/A

PART VII: OTHER APPLICATION REQUIREMENTS

Payment of Application Fees: Please consult “*Plaistow Planning Board Fee Schedule*” (Fee Schedule) for all applicable fees. A copy of the completed Fee Schedule Form, and applicable fees, must accompany all applications.

The Fee Schedule Form is available on the Planning Department page of the Town’s website www.plaistow.com

Escrow Account Deposit: Per Article III, §235-12.B.2.e an escrow account may need to be established for your project’s application review. If your application/plan will require review by the Planning Board’s Review Engineer, Legal Counsel and/or other Agent of the Planning Board, then an escrow account will need to be established.

No plans will be forwarded for review unless/until an escrow account is established.

Please consult with the Planning Department to determine if an escrow account needs to be established. The Initial Escrow Deposit amount is based on the scope of the proposed project and listed in the Fee Schedule.

PART VIII. ABUTTER NOTIFICATON

Abutters: All property owners adjoining the subject parcel(s) either directly or across a street or stream must be notified.

Abutter information can be found using the **PROPERTY RECORD CARD, Information/Online Viewer** on the Assessor’s page of the Town’s website www.plaistow.com.

Please provide a list of all property abutters, including mailing address, on a separate sheet of paper.

OTHER PROFESSIONALS: In addition to abutters, any of the following professionals involved with the project must be notified. Please provide the information as noted:

Surveyor:	_____	Engineer:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Soil/Wetlands:	_____	Other:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____

If additional professionals are to be notified, please provide information on a separate sheet of paper.

MAILING LABELS: 3 sets of mailing labels (each name, three (3) times) for all applicants, property owners, engineers/consultants, surveyors, all other professionals, and abutters are required at time of application.

Please use Avery 8160, 5160 or 1” x 2.63” equivalent. Please DO NOT indicate map-lot information on the mailing address labels. Applications without correct mailing labels will not be accepted.

For your convenience there is a label making tool in the **PROPERTY RECORD CARD, Information/Online Viewer** on the Town’s website.