



Application for Site Plan Review

Tax Map _____ Lot _____

Street Address: _____

Detail the nature of the use being proposed:

To have an application accepted as complete prior to the Planning Board's consideration for approval, an applicant must: **1.** Submit this form with Site Plan Review Checklist; **2.** Provide all information required by the Site Plan Review Regulations or request a waiver and **3.** Remit full payment of application fees to the Board **23 days before the regular monthly meeting.** It is strongly recommended that applicants meet with town staff and conduct a conceptual review with the planning board prior to completing an application for Site Plan Review.

The undersigned owner and/or his/her designated agent hereby submit to the Lincoln Planning Board, a site review plat dated _____, entitled _____ and requests approval of said plat. In consideration for this approval and the privileges accruing thereto, the applicant hereby agrees:

1. To carry out the improvements as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
2. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections.
3. To give the Town on demand, proper deeds for land or right-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of applicant's failure to carry out any of the foregoing provisions.
5. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised site plan is submitted to and approved by the Board.

The undersigned owner may designate an agent (relative, surveyor, real estate broker, etc.) to carry out the application process and to whom all related communications may be addressed:

Applicant's Signature _____ Date _____

Property Owner's Signature _____ Date _____

Applicant's Name (legible) _____

Property Owner's Name (legible) _____

Address _____

Address _____

Phone Number & E-mail Address, if any _____

Phone Number & E-mail Address, if any _____



TOWN OF LINCOLN PLANNING BOARD
SITE PLAN REVIEW CHECKLIST

This checklist is intended as a guideline to assist the applicant and the Planning Board in the planning review process. The type of project proposed will determine the types of information required by the Planning Board to review a proposed Site Plan. This completed checklist must be initially submitted by the applicant as part of the Site Plan Review Application. This checklist is only a guideline. Applicants are referred to Article XIV of the Site Plan Regulations for the binding requirements unless waiver(s) are granted by the Planning Board.

Tax Map _____ Lot _____

Location/Street Address: _____

Project Name: _____ Date: _____

Applicant Name: _____ Owner Name: _____

	<u>Provided</u>	<u>Not Applicable</u>	<u>Waiver Requested</u>
1. Scale: not less than 1" = 40".	_____	_____	_____
2. Submit 3 copies of blue or black line prints.	_____	_____	_____
3. Submit a digital copy of the print.	_____	_____	_____
4. Date, title, north arrow and scale.	_____	_____	_____
4. Name and address of the owner and applicant.	_____	_____	_____
5. Name and address of the licensed land surveyor.	_____	_____	_____
6. An accurate plan of the site showing existing natural features, including watercourses and water bodies, various types of vegetation, topographical features and any other features which should be considered in the site design process.	_____	_____	_____
7. The type, extent and location of existing and proposed landscaping and open space areas indicating what existing landscaped and open space areas will be retained.	_____	_____	_____

	<u>Provided</u>	<u>Not Applicable</u>	<u>Waiver Requested</u>
8. Existing and proposed topography of the site at two (2) foot contour intervals.	_____	_____	_____
9. Soil mapping units and unit boundaries.	_____	_____	_____
10. Flood plain identification areas.	_____	_____	_____
11. The location of all buildings within fifty (50) feet of the site and the location of all intersecting roads or driveways and utilities (water, sewer, electrical, cable, telephone) within 200 feet.	_____	_____	_____
12. The location of all building setbacks required by the Land Use Plan Ordinance.	_____	_____	_____
13. The location of district boundaries, including wetlands.	_____	_____	_____
14. The lot area, street frontage and the requirements for minimum lot size.	_____	_____	_____
15. Location of off-street parking and loading spaces with a layout of the parking indicated.	_____	_____	_____
16. The location, width, curbing and type of accessways and egress ways.	_____	_____	_____
17. The location of all existing and proposed deed restrictions, covenants, etc.	_____	_____	_____
18. Surveyed property lines, showing their deflection angles, distances, radius, lengths of arcs, control angles, along property lines and monument locations and names of all abutters.	_____	_____	_____

	<u>Provided</u>	<u>Not Applicable</u>	<u>Waiver Requested</u>
19. If the development is a subdivision, then lines and names of all proposed streets, lands and ways of easements intended to be dedicated for public use. All subdivision regulations shall apply.	_____	_____	_____
20. Plan views of all buildings, either existing or proposed, with their use, size, location and floor elevations indicated.	_____	_____	_____
21. A typical elevation view of all existing and proposed buildings indicating their height and signing.	_____	_____	_____
22. The type and location of solid waste disposal facilities.	_____	_____	_____
23. The location, size and design of proposed signs and other advertising or instructional devices.	_____	_____	_____
24. Stormwater drainage plan showing:			
a. The existing and proposed methods of handling stormwater runoff.	_____	_____	_____
b. The direction of flow of the runoff through the use of arrows.	_____	_____	_____
c. The location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers.	_____	_____	_____
d. Engineering calculations used to determine drainage requirements.	_____	_____	_____
25. The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities.	_____	_____	_____

	<u>Provided</u>	<u>Not Applicable</u>	<u>Waiver Requested</u>
26. The size and location of existing and proposed public and private utility connections, including provisions for fire protection.	_____	_____	_____
27. The location and type of all existing and proposed lighting for all outdoor facilities.	_____	_____	_____
28. Copies of all applications submitted for applicable state approvals and permits.	_____	_____	_____
29. Performance Guarantee or Bond.	_____	_____	_____
30. Illustration of effect on pedestrian and automotive circulation.	_____	_____	_____
31. Illustration of fencing, walls and buffers	_____	_____	_____
32. If waivers for non-compliance to DOT construction specifications for roads, parking, streets, drainage and bridges will be required.	_____	_____	_____

This checklist finalized and submitted by:

Signature

Date

Name (Printed or Typed)

Office Use Only:

Date Received: _____
Initials

Date of Board Meeting: _____



TOWN OF LINCOLN, NH
Planning & Zoning Department
PO Box 25
Lincoln, NH 03251-0025

Phone: 603-745-8527
Fax: 603-745-6743
Email: planning@lincolnnh.org
Web: www.lincolnnh.org

Application for Waiver of Subdivision/SPR Regulations

Tax Map _____ Lot _____

Location/Street Address: _____

Project Name: _____ Date: _____

Applicant Name: _____ Owner Name: _____

I/We request that the Planning Board grant a waiver from the Lincoln Subdivision Regulations and/or Site Plan Review Regulations for the above-named project. The sections of the regulations which I/We wish to be waived are:

<u>Section:</u>	<u>Reason(s) for Waiver Request:</u>
_____	_____
_____	_____
_____	_____

Signature of Applicant or Agent _____ Signature of Owner or Agent: _____

Date Received by Planning Board: _____ Received By: _____

Planning Board Disposition:

- A waiver from the Lincoln Subdivision and/or Site Plan Review Regulations for the above named project and for the following sections has been **GRANTED**:

<u>Section:</u>	<u>Conditions:</u>	<u>Effective Date:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- A waiver from the Lincoln Subdivision and/or Site Plan Review Regulations for the above-named project and for the following sections has been **DENIED**:

Reason(s) for the denial: _____

Signature of Planning Board Chairman: _____ Date: _____



TOWN OF LINCOLN, NH
Planning & Zoning Department
148 Main Street, PO Box 25
Lincoln, NH 03251-0025

Phone: 603-745-2757
Fax: 603-745-6743
Email: planning@lincolnnh.org
Web: www.lincolnnh.org

Application to Extend Planning Board Approval

Tax Map _____ Lot _____

Location/Street Address: _____

Project Name: _____ Date: _____

Applicant Name: _____ Owner Name: _____

I/We request that the Planning Board extend approval in accordance with Article IX, Section I of the Lincoln Site Plan Review Regulations and/or Section 4.07 of the Subdivision Regulations. Please note: Site Plan Review approval may be extended in one (1) year intervals and Subdivision approval may be extended in six (6) month intervals.

Approval Date: _____ Expiration Date: _____

Reason(s) for Extension Request:

Signature of Applicant or Agent

Signature of Owner or Agent:

Date Received by Planning Board: _____ Received By: _____

Planning Board Disposition:

An extension of approval for the above-named Site Plan and/or Subdivision has been **GRANTED**:

Conditions:

New Expiration Date:

An extension of approval for the above-named Site Plan and/or Subdivision has been **DENIED**:

Reason(s) for the denial: _____

Signature of Planning Board Chairman: _____ Date: _____



Town of Lincoln

ABUTTERS LISTING

The following information must be submitted for proper notification of any meeting or public hearing to be held before the Lincoln Planning Board or Lincoln Board of Adjustment. It is the responsibility of the applicant to provide the Planning Board with the names and addresses of abutters and others to be notified. The Planning Board shall notify the abutters and others by certified mail of the date upon which the proposal will be considered by the Planning Board, with notice to be mailed at least 10 days prior to the Planning Board meeting.

State of New Hampshire RSA 672:3 defines abutter as follows:

"Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

This form must be properly filled out.

LISTING

Applicant(s):

Name

Mailing Address (including Zip Code)

Property Owner(s):

Name


Mailing Address (including Zip Code)

Agent(s):

Name

Mailing Address (including Zip Code)

(Continued on back side)

[illegible]A circular seal for Lincoln Park. The outer ring contains the text "LINCOLN PARK" at the top and "GRANTED 1764" at the bottom. The center of the seal features a landscape illustration with a body of water, trees, and a small building.

FEES AND COSTS SHEET (Effective Date July 21, 2020)

Property Owner Name: _____

Owner's Mailing Address: _____

Owner's Phone: _____

Owner's Email Address: _____

Property Address: _____

Map/Lot: _____ Project Name: _____

FEES:	AMOUNT
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PLANNING BOARD (PB) AND ZONING BOARD OF ADJUSTMENT (ZBA):

Most matters that appear before the PB or ZBA require Abutter Notices sent by certified mail, return receipt requested and publication in a local newspaper and on the Town's website as well as posting in two public places in Town.

NOTICE FEES:

\$150 (approx.) Legal Notice fee (Newspaper publication) – at cost* \$ _____

*Publication of Legal Notices is currently estimated to be \$150.

The cost of Publication in the Newspaper will be passed onto Applicant as costs vary depending on size of ad and which newspaper is used.

\$5+ Abutter Notice fee per Abutter** \$ _____

* **PLUS** USPS Certified Mail, Return Receipt Requested rate per name on Abutter List
PLUS three labels (\$.025/each label).

Postal fees are subject to change according to rate increases by USPS.

The Town of Lincoln reserves the right to increase postal rates accordingly.

†Current Cost to prepare & mail abutter notices for up to 1 ounce (**for each abutter**)

(\$5.00 per Notice **PLUS** \$7.10 for Certified Mail, Return Receipt Requested;

PLUS \$.75 per abutter [\$0.25 per label, 3 labels per abutter] => **\$12.85.†**

†This rate is subject to change depending on the weight of the mailing. Difference in cost to be paid by Applicant.

RECORDING FEES*:

\$12 Voluntary Lot Merger Form to record in Registry of Deeds – no LCHIP fee required \$ _____

\$25 LCHIP fee for each plan being recorded in the Registry of Deeds (Mandated by State of NH) \$ _____

[LCHIP stands for NH Land and Community Heritage Investment Program]

***Separate certified check or money order payable to:

"Grafton County Registry of Deeds"

\$25+ Registry fee – Processing fee **PLUS** Recording Fee from Grafton County Registry of Deeds \$ _____

Current Cost to record PLANS:		
A.	8 ½" X 11"	= \$11
B.	11" X 17"	= \$11
C.	17" X 22"	= \$16
D.	22" X 34"	= \$26

*For fees and costs to record other types of documents in the Registry of Deeds, check Registry of Deeds website.

PLANNING BOARD:

Site Plan Review:

• Minor Projects:

\$50+ Fee for Site Plan Review for **minor projects****** \$ _____
******PLUS** Legal Notice, Abutter Notices and Registry Fees+\$5 per \$10,000
Estimated Cost of Construction (ECC) \$ _____

• Major Projects:

\$500+ Fee for Site Plan Review for **major projects*** \$ _____
***PLUS** Legal Notice, Abutter Notices and Registry Fees \$ _____
PLUS \$5 per \$10,000 Estimated Cost of Construction (ECC) \$ _____
PLUS
\$0 to \$2,500,000 ECC \$2.50 per \$10,000 of ECC \$ _____
\$2,500,001 ECC to \$10,000,000 ECC \$2.00 per \$10,000 of ECC \$ _____
\$10,000,001 ECC to \$15,000,000 ECC \$1.50 per \$10,000 of ECC \$ _____
Over \$15,000,001 ECC \$1.00 per \$10,000 of ECC \$ _____

• Modification of Prior Approvals:

\$500 Site Plan Review – Modification of Approval if Abutter Notices are Required** \$ _____
****PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ _____
\$500 Site Plan Review – *de minimis* Modification of Approval if **NO** Abutter Notices are Required \$ _____

Subdivision - (Payable at Time of Design Review Application Submission)

• Minor Projects:

\$300+ **Minor Subdivision***** \$ _____
*****PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ _____
\$200 **Minor Subdivision** – Modification of Approval \$ _____

• Major Projects:

\$600+ **Major Subdivision** – Base fee **PLUS** \$75/ lot, plat, site, or other division of land including Units per RSA 672:14**** \$ _____
******PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ _____
\$500 **Major Subdivision** – Modification of Approval \$ _____

• Condominium Project that also require Site Plan Review Approval:

\$0 **No additional fees for Subdivision. See Site Plan Review fees.** \$ _____

• Lot Line Adjustments & Boundary Agreements & Lot Mergers:

\$150+ **Minor Lot Line Adjustment and Boundary Agreements******* \$ _____
*******PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ _____
\$50+ **Lot Merger PLUS** Registry Fees \$ _____

PERMIT FEES:**Commercial, Institutional, Multi-Family, And Other Non-One-And Two-Family Residential Construction (ALL CONSTRUCTION) Land Use Authorization Permit:**

\$100+	+\$1.00 per \$1,000 of construction cost, \$15,000 maximum	\$ _____
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One- And Two-Family Residential Land Use Authorization Permit:

\$350	Finished Dwellings	\$ _____
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Renovations, additions, alterations, etc.

\$250	With new water/ sewer fixtures, new bedrooms, and /or new heated spaces renovations, additions, alterations, etc.	\$ _____
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\$0	Other Renovations with <u>no</u> New water/sewer fixtures, <u>no</u> new bedrooms, and/ or <u>no</u> new heated spaces and <i>less than \$10,000 construction cost</i>	\$ _____
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\$40	Other Renovations with <u>no</u> New water/sewer fixtures, <u>no</u> new bedrooms, and/ or <u>no</u> new heated spaces and <i>\$10,000 or more in construction cost</i>	\$ _____
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\$50	Non- Habitable structures (porches, garages, shed, fence, pool, temporary Trailer, retaining walls, etc.)	\$ _____
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\$50	Land Use Compliance Certificate – per requested official inspection	\$ _____
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RETAINING WALLS GREATER THAN FOUR FEET IN HEIGHT:

\$0	Retaining Wall Land use permit – if included in the application for another Project	\$ _____
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\$50	Retaining Wall Land use permit – if <u>not</u> included in the application for another Project	\$ _____
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\$1,500	Retaining Wall Greater Than Four Feet (4') in Height Escrow Account for 3 rd party reviewer With Signed Escrow Agreement with the Town*	\$ _____
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STORMWATER MANAGEMENT PLAN AND/OR EROSION CONTROL PLAN:

\$1,500	Stormwater Management Plan (escrow account for 3 rd party reviewer With Signed Escrow Agreement with the Town)*	\$ _____
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\$300	Waiver of Stormwater Management Ordinance Requirements – Planning Board Hearing	\$ _____
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\$25	Recording Fee for Stormwater Management Operation & Maintenance (O&M) Plan <i>PLUS</i> *	\$ _____
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\$12	Per Page* (for each extra page Stormwater O&M Plan)	\$ _____
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RESUBMITTALS, EXTENSIONS, AND INSPECTIONS:

\$100	Application resubmittal (if filed 6 months or more after the date of rejection, must file new application for new permit).	\$ _____
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\$100	Application resubmittal –The application fee shall accompany the initial application. The Applicant has one month to supply any items needed for the application to be considered “complete”. After 1 month there is a \$100 fee to re-submit the application.	\$ _____
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\$50	Permit Extension	\$ _____
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\$75	Re-Inspection*	\$ _____
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\$75	Additional Inspection* *Re-Inspection Fees and Additional Inspection Fees to be paid prior to scheduling the Final Land Use Compliance Certificate Inspection.	\$ _____
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\$0	Request for <u>life safety inspection</u>, to enable occupancy prior to issuing a Land Use Compliance Certificate Issuance	\$ _____
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\$75 Health Inspection - \$75 per Inspection \$ _____

MOVING OR DEMOLITION:

\$50 Moving or Demolition \$ _____

SIGN, AWNING, OR CANOPY:

\$50 Sign, Awning, or Canopy \$ _____

PROJECTS REQUIRING OUTSIDE CONSULTING ASSISTANCE:

\$+ **Projects requiring outside consulting assistance** (where outside consulting services for plan review, testing or inspection are required) applicant pays for all necessary 3rd party reviews. \$ _____

ZONING:

\$50 Zoning Permit only \$ _____

\$50 Driveway Permit (Zoning Review) \$ _____

\$300+ Special Exception (**PLUS** legal notice **PLUS** abutter notification) \$ _____

\$100 Per zoning petition \$ _____

\$300+ Variance (**PLUS** legal notice **PLUS** abutter notification) \$ _____

\$300+ Appeal of Administrative Decision (**PLUS** legal notice **PLUS** abutter notification) \$ _____

\$300+ Equitable Waiver (**PLUS** legal notice **PLUS** abutter notification) \$ _____

\$300+ Hearing Under RSA 674:41 (**PLUS** legal notice **PLUS** abutter notification) \$ _____

\$100+ Rehearing (**PLUS** legal notice **PLUS** abutter notification) \$ _____

TOTAL Application Submission Fees and Costs** \$ _____

Administrative Expenses*** \$ _____

Technical Review Fee Agreement Costs*** \$ _____

TOTAL ESCROW*** \$ _____

TOTAL ALL OTHER COSTS & FEES \$ _____

****To be paid before acceptance of application**

*** To be paid before final decision
♦ To be paid before acceptance of application
† To be paid before final decision

AMOUNT RECEIVED FROM APPLICANT \$ _____

DATE AMOUNT RECEIVED FROM APPLICANT \$ _____

FOR OFFICE USE ONLY

TOTAL AMOUNT DUE _____ **Balance Remaining** _____

TOTAL AMOUNT PAID _____ **Due No Later Than** _____

BALANCE REMAINING DUE _____ **Check Number** _____

Paid Date _____ **Cash** _____

Received By: _____