



TOWN OF LINCOLN, NH
Planning & Zoning Department
PO Box 39
Lincoln, NH 03251

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

Application for Subdivision

Tax Map _____

Lot _____

To have an application accepted as complete prior to the Planning Board's consideration for approval, an applicant must:

1. Submit this form with Subdivision Checklist;
2. Provide all information required by the Subdivision Regulations and
3. Remit full payment of application fees to the Board **45 days before the regular monthly meeting.**

The undersigned certifies that all submission requirements as enumerated specifically in Section 5.02b and in other sections, as applicable, of the Town of Lincoln Subdivision Regulations (adopted December 22, 1986), as amended, have been complied with, unless specifically modified in writing, and such modification is included as a part of this application. In consideration for this approval and the privileges accruing thereto, the applicant hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat(s), submissions being part of the completed application, including any work make necessary by unforeseen conditions which become apparent during construction.
2. To give the Town, on demand, proper deeds for land or rights-of-way reserved on the plat(s) for streets, drainage or other purposes as agreed upon.
3. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
4. To make no changes whatsoever in the plat(s), submissions being part of the completed application, as approved by the Planning Board unless a revised plat or a plat of re-subdivision is submitted to and approved by the Planning Board.
5. Mr. / Mrs. / Ms. _____ whose address is _____ is hereby designated as the person to whom all communications to the subdivider may be addressed and the person on whom legal process may be served in connection with any proceedings arising out of the agreement herein.

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

Owner's Signature

Date

Applicant's Address

Owner's Address

Phone Number

Phone Number

Email Address

Email Address



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Town of Lincoln Subdivision Checklist

This checklist is intended to assist the applicant in the planning process of preparing a subdivision application for Planning Board action. The type of project proposed, will determine the types of information required, to review a subdivision. It is strongly recommended that applicants meet with town staff and conduct a conceptual review with the Planning Board prior to completing an application. This completed checklist must be included in the subdivision application for it to be considered complete for submittal.

All applicants remain responsible for complying with the Town of Lincoln Subdivision Regulations. This checklist is not a substitute or replacement for those Regulations.

Property Address (if assigned) and Tax Map & Lot #'s: _____

File # : SUB 202_ Map ___ Lot ___ _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone Number(s): _____

Owner's Email Address(es): _____

Agent's Name: _____

Agent's Address: _____

Agent's Phone Number(s): _____

Agent's Email Address(es): _____

Date of Pre-Application Conference: _____

Comments: _____

Please indicate type of application:

- _____ Preliminary Layout Review for Major Subdivision
- _____ Completed Application for Minor Subdivision
- _____ Completed Final Plat Application for Major Subdivision
- _____ Lot Line Adjustment or Boundary

Agreement Date application filed: _____

Date of Planning Board meeting at least **45 days** after filing date: _____

	REQUIRED (Yes/No)	PROVIDED (Yes/No)
A. Names and Addresses of Abutters		
B. Application and notice fees in a check payable to the "Town of Lincoln" – See most recent Fees and Costs Sheet.		
C. Twelve (12) is the number of <i>large full-sized legible</i> copies of Preliminary Layout or Final Plat as required for particular application (use attached lists to review maps for completeness).		
D. Digital copies of the Application and the Preliminary Layout or Final Plat as required for particular application (use attached lists to review maps for completeness) also shall be sent to Planner.		

SUBMISSION REQUIREMENTS.

Preliminary Layout – for optional early review of a major subdivision.

	REQUIRED (Yes/No)	PROVIDED (Yes/No)
1. Site Survey Map: 12 copies of maps at a scale not smaller than 1 inch to 100 feet which should have the following information:		
A. Name of Subdivision		
B. Name and Address of Owner, Subdivider		
C. Date, North Arrow and Scale		
D. Names and Addresses of Abutters		
E. Important natural features (from natural resource inventory)		
(1) Wetlands as defined by (HIS map, hydric soils, wetlands overlay zone, etc.)		
(2) Building and setback lines to include setbacks from wetlands		
(3) Land to be dedicated for public use		
F. Percentage of site in fields and in woods		
G. Property lines, existing buildings, historic sites and structures		
H. Size of site (in acres) with number of acres in the different zoning districts		
I. Topographic contours and watercourses, both seasonal and year-round		
J. Wells/Municipal Water Sources within 150 yards of site		
K. Soils		
L. Town Consulting Engineering Reimbursement Fee		
M. Tax Map Changes Fee		

2. Site Location Map drawn at a larger scale and shown on the Site Survey or proposed subdivision Map with the following information:		
A. Tax Map and Lot numbers and Book and Page numbers		
B. Zoning classification, minimum lot size(s) and frontage(s)		
C. Size of lot (in acres)		
D. Existing streets with names and route designations		

3. Additional Subdivision Information, either shown on plan or provided separately:		
A. Buildings to remain		
B. Deed Restrictions		
C. Preliminary Drainage Plan		
D. Easements		
E. Future Subdivision Proposals (on same site)		
F. Lot Lines		
G. Soils and groundwater test pits		
H. Proposed "open space"		
I. Percolation test locations and data		
J. Approvals and comment (Federal, State and Local)		
K. Preliminary road-cross sections and preliminary road profiles		
L. Setback lines		
M. Proposed streets/roads with:		
a. Locations		
b. Names		
c. Right of Way Widths		
N. Water mains and other utilities (preliminary)		
O. Environmental Impact Statement (EIS) and/or Environment Assessment to be required		
P. Overlays or special investigative studies to be required		

**APPLICANTS SHOULD REVIEW SUBDIVISION REGULATIONS
SECTION 5.02 Submission of Documents, Paragraph a. Preliminary Layout/Plan
for official listing of preliminary layout map requirements.**

TOWN PLANNER AND PLANNING BOARD USE ONLY

(Yes/No) (Yes/No)

A. Submission is complete and 10-day notice sent to abutters, applicant & public on		
B. Submission is incomplete and applicant has been notified on		
C. Planning Board meets to accept application as "complete" on		
D. Public Hearing (with 10-day notice to abutters, applicant and public) scheduled for		
E. Hearing waived for Preliminary Layout Review.		
F. Final Approval with any conditions, bond or land dedications, given by Planning Board on		
G. Written notice sent to applicant, if disapproved on		

FINAL PLAT: SUBMISSION REQUIRED FOR MINOR AND MAJOR SUBDIVISIONS:

	REQUIRED (Yes/No)	PROVIDED (Yes/No)
3. Final Site Survey Map: 3 paper copies and one mylar to be recorded by Town in the Grafton County Register of Deeds, no smaller than 24"X36" which should have the following information:		
A. <u>All</u> information described in Preliminary Layout, except that all drainage, road plans and profiles, water and other utilities shall be final.		
B. Names and addresses of all individual owners and/or corporations of lands involved		
C. Names and addresses of all abutters		
D. Existing buildings, streets, rights of way, streams, waterbodies and Easements		
E. Natural features in the vicinity of the affected land		
F. Name, address and seal of surveyor or engineer		
G. A small locational map indicating parcels in relation to major streets and intersections, the tax sheet and parcel numbers and the zoning districts		
H. Bearings and distances of entire property and lot lines, based on an on-the-ground survey, plus topography in 5-foot intervals		
I. Lot areas and dimensions in square feet or acres		
J. Lots numbered in accordance with Town tax map policy		
K. Statement of responsibility and liability for streets/roads and their maintenance (see 5.02(b)(4))		
L. Estimate of costs of required improvements and statement concerning bond or other security (see 5.02(b)(4))		
M. WSPCC Subdivision Approval		
N. State driveway permit, if any		
O. Legal documents for homeowners' association or other arrangements for property and utility management		
P. Subdivision regulation compliance statement [See 5.02(b)(2)]		
Q. Space for board endorsement		
R. Other information specifically required by Board, including Environmental Impact Statement (EIS), overlays, etc.: _____ _____ _____ _____ _____		

**APPLICANTS SHOULD REVIEW SUBDIVISION REGULATIONS
SECTION 5.02 Submission of Documents, Paragraph b. Completed Application/Final Plat
of the Subdivision Regulations for official listing of map and document requirements.**

**APPLICANTS SHOULD REVIEW "SUGGESTED GUIDELINES FOR LOT LINE
ADJUSTMENTS" FOR COMPLETE DESCRIPTION OF PROCEDURES, FEES, AND
REQUIREMENTS.**



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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

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)

The seal of the Town of Lincoln, New Hampshire, is a circular emblem. It features a central illustration of a landscape with a body of water, trees, and a small building. The words "LINCOLN, NH." are inscribed in a circular border around the top half of the seal, and "GRANTED 1764" is inscribed around the bottom half.

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** _____

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 \$ _____

One- And Two-Family Residential Land Use Authorization Permit:

\$350 **Finished Dwellings** \$ _____

Renovations, additions, alterations, etc.

\$250 With new water/ sewer fixtures, new bedrooms, and /or new heated spaces renovations, additions, alterations, etc. \$ _____

\$0 Other Renovations with no New water/sewer fixtures, no new bedrooms, and/ or no new heated spaces and **less than \$10,000 construction cost** \$ _____

\$40 Other Renovations with no New water/sewer fixtures, no new bedrooms, and/ or no new heated spaces and **\$10,000 or more in construction cost** \$ _____

\$50 **Non- Habitable structures** (porches, garages, shed, fence, pool, temporary Trailer, retaining walls, etc.) \$ _____

\$50 **Land Use Compliance Certificate** – per requested official inspection \$ _____

RETAINING WALLS GREATER THAN FOUR FEET IN HEIGHT:

\$0 **Retaining Wall** Land use permit – if included in the application for another Project \$ _____

\$50 **Retaining Wall** Land use permit – if not included in the application for another Project \$ _____

\$1,500 **Retaining Wall** Greater Than Four Feet (4') in Height **Escrow Account** for 3rd party reviewer With Signed Escrow Agreement with the Town ♦ \$ _____

STORMWATER MANAGEMENT PLAN AND/OR EROSION CONTROL PLAN:

\$1,500 **Stormwater Management Plan** (escrow account for 3rd party reviewer With Signed Escrow Agreement with the Town) ♦ \$ _____

\$300 Waiver of Stormwater Management Ordinance Requirements – Planning Board Hearing \$ _____

\$25 Recording Fee for Stormwater Management Operation & Maintenance (O&M) Plan **PLUS** ♦ \$ _____

\$12 Per Page ♦ (for each extra page Stormwater O&M Plan) \$ _____

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). \$ _____

\$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. \$ _____

\$50 **Permit Extension** \$ _____

\$75 **Re-Inspection*** \$ _____

\$75 **Additional Inspection***
*Re-Inspection Fees and Additional Inspection Fees to be paid prior to scheduling the Final Land Use Compliance Certificate Inspection. \$ _____

\$0 Request for **life safety inspection**, to enable occupancy prior to issuing a Land Use Compliance Certificate Issuance \$ _____

\$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: _____