



CHARLESTOWN PLANNING BOARD

P.O. Box 385 CHARLESTOWN, NH 03603

Tel: (603) 826-5368 Fax: (603) 826-3709

www.charlestown-nh.gov

Minor Site Plan Application

Date _____ Project Location _____

Map # _____ Lot # _____ Zoning District(s) _____

Applicant Name _____ Telephone # _____

Address _____

Property Owner Name _____ Telephone # _____

Address _____

I/We hereby apply for site plan review and acknowledge I/we will comply with all of the ordinances of the Town of Charlestown, New Hampshire State Laws, as well as any stipulations of the Planning Board in development and construction of this project. I/We understand that if, any of the site plan review submittal requirements are incomplete, the application will be considered rejected.

Additionally, by the filing of this application, I/we hereby grant permission for any member of the Charlestown Planning Board or staff, the Conservation Commission, and any such agents or employees of the Town or other persons as the Planning Board may authorize, to enter upon the property which is the subject of this application at all reasonable times for the purpose of such examinations, surveys, tests and inspections as may be appropriate, and further to release any claim or right I/we may now or hereafter possess against any of the above individuals as a result of any examinations, surveys, tests and inspections conducted on my/our property in connection with this application.

Signature of Owner _____

Signature of Applicant _____

Application is due at noon on the date the agenda is closed (21 days prior to the hearing date).

Any applications received after that time will be deferred until the following meeting's agenda.

**Town of Charlestown
Planning Board**

Applicant Information Date _____

Name _____ Map # _____ Lot # _____ Project Location _____

Project Description _____

Minor Site Plan Requirement Checklist

Checklist prepared by: _____

Application for site plan approval shall be accompanied by 13 copies of the narrative and 13 paper copies of the proposed Site Plan. The Planning Board, in its sole discretion, may require such additional information as necessary to evaluate the proposal, or certifications of information by licensed professionals. The minimum information provided with the application shall include:

	Included	N/A	Waiver Requested
Property boundary lines with dimensions:	_____	_____	_____
Names of owners of record and abutting landowners:	_____	_____	_____
Copy of tax map with site indicated:	_____	_____	_____
Shape, size and location of existing and proposed structures on the property:	_____	_____	_____
Conceptual plans and building foot-print:	_____	_____	_____
Existing and proposed streets, sidewalks and driveways, (Including dimensions and direction of travel):	_____	_____	_____
Parking spaces (including dimensions):	_____	_____	_____
Any existing landscaping and proposed alterations:	_____	_____	_____

	Included	N/A	Waiver Requested
Water supply, fire protection, power and phone (written description or plans showing size and location of wells, water supply pipes, hydrants, power and telephone poles and lines, both proposed and existing):	_____	_____	_____
Location and design of exterior lighting and signs:	_____	_____	_____
Snow storage plan:	_____	_____	_____
Location of waste disposal facility, Including any screening or fencing:	_____	_____	_____
Written description of proposed operations On the site to include:	_____	_____	_____
<ol style="list-style-type: none"> 1. a statement of proposed hours and days of operations; 2. an estimate of the normal customer/business traffic, including truck deliveries; 3. a description of any new proposed uses and associated building areas, including type or occupancy for each use; 4. the number of employees and estimated growth rate; 5. utility service by type; 6. any other descriptive information which will clarify the proposal to the Board and 7. request for any waivers of required information and reasons for same 			
List of all applicable local, state and federal Permits including but are not limited to:	_____	_____	_____
<ol style="list-style-type: none"> 1. Sewage disposal system approval from New Hampshire Water Division or approval from the Charlestown Water and Sewer Commissioners, if connecting to municipal system; 2. Dredge and Fill permit from New Hampshire Wetlands Bureau; and 3. Access permit from the New Hampshire Department of Transportation or Charlestown Highway department 			

N/A = Not applicable, does not apply to this application.

LIST OF ABUTTERS

List all of the names and addresses of any persons whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration in this application.

Subject Property: Map _____ Lot _____ Name _____

Address _____

MAP _____ LOT _____ Name _____
Address _____

MAP _____ LOT _____ Name _____
Address _____

MAP _____ LOT _____ Name _____
Address _____

MAP _____ LOT _____ Name _____
Address _____

MAP _____ LOT _____ Name _____
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MAP _____ LOT _____ Name _____
Address _____

MAP _____ LOT _____ Name _____
Address _____

MAP _____ LOT _____ Name _____
Address _____

I hereby certify that the names and the addresses as listed reflect the state of the record title as of a date not more than five (5) days before the date the application is submitted.

Applicant signature: _____ Date: _____

**Town of Charlestown
Planning Board
SCHEDULE OF PLANNING BOARD FEES**

No Application will be considered complete until all fees are paid in full. All checks, except recording fees, should be payable to the Town of Charlestown.

Applicant Information Subdivision ____ Site Plan ____ Other _____
Name _____ Project Location _____ Tax Map ____ Lot ____
Address _____ City/State _____ Zip _____

A. APPLICATION FEE

All Formal Applications (except Sign Permit) \$100.00 \$ _____

B. SUBDIVISION APPLICATIONS

Pre-application Review
Preliminary Conceptual Consultation N/C \$ -0-
Design Review (Notification Costs Only) \$ -0-
Formal Application
Two Lots \$150.00 \$ _____
_____ Additional lots @ \$80.00 each \$ _____
Lot Line Adjustment \$50.00 \$ _____

Upon final approval of a subdivision the applicant will be required to submit the Registry fee for recording of the mylar. Checks should be payable to Sullivan County Registry of Deeds.

The current fees are as follows but are subject change at the discretion of the Registry:

17" x 22" \$16.00
22" x 34" \$26.00

Plus separate LCHIP surcharge (separate check) \$25.00

C. SITE PLAN REVIEW APPLICATIONS

Pre-application Review
Preliminary Conceptual Consultation N/C \$ -0-
Design Review (Notification Costs Only) \$ -0-
Formal Application
Use Change or Home Occupation only \$50.00 \$ _____
Exterior alteration \$100.00 \$ _____
New Construction < 2500 sf \$200.00 \$ _____
 > 2500 sf \$400.00 \$ _____
Sign Permit \$40.00 \$ _____

D. NOTIFICATION COSTS (for all applications)

Applicant + _____ Abutters X \$10.00 each = \$ _____
(Include surveyor, engineer and all other consultants)

E. OTHER: Copies of Town Regulations - _____ copies @ \$ 10.00 \$ _____
Zoning Map @ \$ 3.00 \$ _____

TOTAL AMOUNT DUE \$ _____