

CHANGE IN USE
APPLICATION REVIEW CHECKLIST
PLANNING BOARD
CHESTERFIELD, NH

Site Plan Name _____

Property Location _____ Map _____ Lot(s) _____

Documents for Complete Application

This checklist is to be completed by the applicant and submitted with the application

1. Application form (sig. & notarized author. if appl)
2. Fees paid **(Appendix B)**
3. Abutter List/Cards/Labels **(405.2 B)**
4. Inspection permission **(405.2 C)**
5. Current Approved site plan
6. Final Site Plans (5 paper & 1 mylar)
(including all req'd by **403.3A**)
Drafting standards Per **401** – Land Development Regs.
Signature block (large enough for 7 signatures)
Use Intensity Statement (incl. previous use) **(403.3E)**
Certification **(405.2 H)**
6. Deeds, easements covenants to Town **(405.2E)** (if req.)
7. Federal, State & Local Permits **(405.2F)** (if req.)

8. Waiver requests **(405.3 H)**
9. Other as determined by the Planning Bd. **(405.2G)**

Pending Approved
Pending Approved
Pending Approved

Planning Board Issues/Questions

- Determination of Regional Impact
- In accordance with Master Plan
- ZBA requirements (file ZBA app. prior to Pl. Bd. app.)
Zoning Board approval needed prior to approval
- Conservation Commission input to
Wetlands impact

(This page is provided to applicants as a guide for completing applications. Site Development application requirements include but are not limited to these items.)

NOTICE TO ALL APPLICANTS: Please be advised that Public Service of New Hampshire (PSNH) has obtained and recorded rights and easements to construct, repair, operate, patrol and remove electrical lines. Many of these easements include the right to remove all structures or obstructions found within the transmission strip. Consequently it is important that current landowners realize PSNH's rights when developing land adjacent to transmission lines. Please note that a packet of information from PSNH is available for review in the Selectmen's office along with Planning Board Applications. Copies are available for a fee of 50 cents per page from the Selectmen's Secretary. The packet advises all parties submitting subdivision plans, site plans, etc., involving their easements, of PSNH's interest in reviewing these plans, and requests parties to forward copies of the plans or to contact Celine Bilodeau at 634-3200.

The Chesterfield planning board (PB) and you (the applicant or agent).

A bit of housekeeping first. This letter is not a legal document or a set of requirements that are to be followed. This is just informational and only intended to give an applicant an idea of what we do and may happen in more complex applications.

Things you can do:

See the PB secretary to make an appointment for a Conceptual Consultation (chat session, usually without drawings)

See the PB secretary for forms. They can also direct you to the regulatory documents.

Submit an Application.

Hire a professional to submit an application.

Rules and Regulations: All of the regulations are available in the town offices. There are also electronic copies on the town web site but the paper copies are the controlling document. The Master plan is also a good general reference for what the town wants its future to look like. There are also several state permits that may be required such as Wetlands, Shorelands, septic approval and DOT driveway permit for access from a state highway. State law may also need to be referenced where town regulations reference it or where the state law supersedes the town regulations. Applicants and the PB have to follow these regulations.

Planning Board: The PB is an unpaid, volunteer board appointed by the Select Board with varying areas of expertise and a common interest in supporting our town. The PB does conceptual consultations. It's a public meeting, but we can just chat and it is not binding on either party and records are not kept. So if you want to just talk first, see the PB secretary and get on the calendar. We also take and review applications, hold hearings and approve or deny those applications. There are other duties of the PB, but this represents the bulk of what we do.

What can you expect to happen in the PB process? The first thing the PB has to do (and we must do it at a public meeting so get on our schedule as soon as you can) is take all of the documentation that you provide, figure out what you want to do from the application (you won't be part of this discussion as the application is not yet accepted) and see if the information provided matches the requirements of the regulations (down to required statements, Revision and signature blocks!). So make sure you have a written description included that will get us up to speed on what you propose and how it fits in the town (the impact statement is a good spot but it could be separate). Make sure that all of the required information is the package and the drawings match the standards contained in the regulations for your project. **This is really important; much time can be used at this step!** Provide an electronic copy of everything if you can. Sometimes PB members have time to review before the meeting (we are not allowed to discuss it outside of a public meeting though).

The PB usually tries to review more complex applications in the mid-month meeting and hold the hearing on the first meeting of the month (although that varies based on workload). If there is something in the regulations that doesn't apply (or make sense) to your specific project, request a waiver or modification of that requirement and tell us why that item should be waived or modified but be sure all items are addressed one way or the other. The PB cannot waive or modify any applicable Zoning Regulations, that is up to the ZBA and the regulations that they must follow. We have to approve or deny a project based on the documentation provided. No discussion of the

actual project will happen during the review as it will not likely be a noticed public hearing on the application. We will only be reviewing for completeness.

We sometimes see a lot of time (multiple meetings) taken in this initial part of the process just getting the applications documentation complete and matching the regulations submission requirements. If you are new to the process, take a look at other applications that have been approved that are similar and study the regulations. Seek qualified assistance from someone with expertise in the type of application you are submitting. We have to do this part before the public hearing as at the hearing we will be discussing the submitted application and we need a complete application for discussion to be able to hold a public hearing (read that again slowly!). The PB may reject an application as being incomplete. This is not a rejection of the proposal, just of the documentation. The application is not considered to have been received at that point and may be resubmitted for review at another meeting of the PB, where we then start over.

Testimony at the public noticed hearing to follow the review helps us understand the project and residents' concerns, gives us greater insight into the plan and can guide our questions; but ultimately we approve or deny the application (not the testimony) as submitted or subsequently amended.

The public hearing is your opportunity to explain the application to the PB and the public. You will start by presenting the plan to the board (and public) at a noticed hearing. The board may ask questions and once those are addressed, open the hearing up to the public for comments and questions. More issues that are adequately dealt with in the submitted plan results in fewer questions that will need to be addressed in hearings. The board or the public may raise issues that may need to be addressed (the PB decides). Sometimes things go quicker if the projects abutters are not learning about the project for the first time at the hearing! Sometimes people are just opposed and they tend to be the ones who show up (often times with valid points). The public sometimes has information that the PB has not considered which can lead to additional PB questions. The PB will sort all of that out; it's the core business of what we do. The PB may need to retain the services of an expert to help us determine the suitability of parts of your plan (at your expense) where we don't feel we have the skills to evaluate it ourselves. The likelihood of this happening increases with decreasing quality or increasing complexity in the plans. The PB may indicate issues that the board has with an application and the applicant may revise the plan if they wish. Typically the hearing will be continued and a revised application is presented at a future meeting if the applicant wishes to make a modification. The PB will be voting on the final application submitted though (as amended or not) and it is up to the applicant to decide if a particular issue raised is likely to lead to a denial if modifications are not made. We won't be telling you how to address an issue, only that there is an issue if there is one.

To sum up; to make the process as smooth as possible, have your application package complete when submitted and be ready for discussion at the hearing. We are here to serve the town's interest and we want the process to be as quick and easy as the regulations allow. It is in no one's interest to take any more time than necessary. We will take as much time as is required though.

See you at the meeting!

Chesterfield Planning Board

APPLICATION FOR CHANGE IN USE REVIEW

To: Town of Chesterfield Planning Board

For Office Use Only:

Date Filed: _____

Application Received By: _____

Amount Paid: _____

INCOMPLETE OR INACCURATE APPLICATIONS SHALL BE REFUSED

All information must be submitted to the Selectmen's Office with the application. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT ALL OF THE REQUIRED INFORMATION IS ACCURATE AND COMPLETE.** The Planning Board has the right to require additional information necessary to make a decision at any time during this process.

Selectmen's Office Hours are Monday – Thursday 8:00 AM – 4:00 PM and Friday 9AM – 12PM

Public Hearings are held the FIRST MONDAY of the month at 7:30 pm at the Selectmen's Office unless otherwise posted.

PLEASE PRINT OR TYPE

Name of Applicant* _____

Mailing Address _____

Location of Proposal _____
(Street, Subdivision, Tax Map #)

Daytime Phone # _____ Evening Phone # _____

Owner's Name _____

Mailing Address _____

*Anyone other than the property owner representing the property **MUST HAVE** Power of Attorney or a STATEMENT from the property owner.

SITE PLAN REVIEW APPLICATION

Please check which applies, NOTE: See Land Development Regulations for definition

Is this a _____ Preliminary Application OR a _____ Final Application

For a _____ Minor Site Plan Review OR a _____ Major Site Plan Review for Change In Use

Please provide a description of the planned project or change in use. If necessary please attach a separate statement for use intensity.

Applications are due at least twenty-one (21) days prior to a regular meeting.

ZONING DISTRICT

Please check all that apply:

- Residential
- Rural / Agricultural
- Village
- Commercial / Industrial
- Office / Retail / Services

Estimated acreage for each zone that applies:

- acres
- acres
- acres
- acres
- acres

Are any waivers being requested from the Board? _____

If yes which waivers? _____

LIST OF ABUTTERS*

*An abutter is any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration, or who owns land within 200 feet of the boundaries of the land under consideration.

- 1) The name and address of the firm and/or persons whose stamp is present on the plan.

Name: _____

Mailing Address: _____

- 2) List all Property Abutters, refer to definition listed above: (Attach additional sheet if needed)

Name: _____

Name: _____

Mailing Address: _____

Mailing Address: _____

Map & Lot #: _____

Map & Lot #: _____

Name: _____

Name: _____

Mailing Address: _____

Mailing Address: _____

Map & Lot #: _____

Map & Lot #: _____

Name: _____

Name: _____

Mailing Address: _____

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Name: _____

Mailing Address _____

Map & Lot #: _____

Name: _____

Mailing Address _____

Map & Lot #: _____

Name: _____

Mailing Address _____

Map & Lot #: _____

Name: _____

Mailing Address _____

Map & Lot #: _____

Applicant has read and completed the application accurately to the best of his/her knowledge.

Signature: _____ Date: _____



PLANNING BOARD
TELEPHONE (603) 363-4624



**TOWN OF CHESTERFIELD
PLANNING BOARD
ABUTTER NOTIFICATION
APPLICANT ACKNOWLEDGEMENT**

All applications requiring a public hearing must include a Notification Fee and updated address for each of the following: the applicant, abutters (see parameters below), all professionals whose seal appears on any plat submitted to the Board as defined in RSA 676:4, I (d) [every engineer, architect, land surveyor, or soil scientist], holders of conservation, preservation or agricultural preservation restrictions, and other persons with direct interest as indicated by applicant by way of inclusion on the abutter list (including authorized agents/representatives).

ABUTTER : *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 Planning Board or who owns land within 200 feet of the boundaries of the land under consideration. For purpose 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.*

LIST OF ABUTTERS:

Under the requirements of **RSA 676:4**, I (b) an applicant must submit the names and mailing addresses of the applicant and all abutters to the property under consideration. **The names of the abutters must be taken from the municipal records not more than five days before the date on which the application is filed.** Please note that the applicant is solely responsible for providing a complete and accurate list of abutters. Any abutter whose contact information was reasonably available from Town records 5 days prior to submission of the application, and whose name and address were not accurately included on the abutter list for notification, may have a right to appeal any decision by the Planning Board. Abutter information is available for research in the Selectmen's office.

The undersigned acknowledges and affirms that they have the legal right to file an application with the Planning Board as the landowner(s)/trustee(s) or appointed agent acting on behalf of the landowners; and avows that a complete abutters list has been provided and has been updated a minimum of five (5) days prior to submission of the application.

<hr/> <i>Printed Name</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>
<hr/> <i>Printed Name</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>



PLANNING BOARD
TELEPHONE (603) 363-4624



**TOWN OF CHESTERFIELD
PLANNING BOARD
PERMISSION FOR SITE VISIT**

**This document must be signed by all land-owners as listed on the deed(s)*

I/We, _____ (and) _____, as land-owner(s) and/or trustee(s) of the land listed below, authorize the members of the Town of Chesterfield Planning Board, its agents and assigns to enter the premises for purposes of site review in conjunction with the _____ application submitted on ____ / ____ / _____. I/We further acknowledge that any site visit attended by a quorum of the Planning Board constitutes a public meeting. Any such meeting shall be noticed and open to the non-board public. I/We authorize public access to the site under such circumstances where an on-site meeting is called for by the Planning Board.

Location of Land: _____

Map: _____ Lot: _____

Map: _____ Lot: _____

Printed Name _____ Signature _____ / /
Date

Printed Name _____ Signature _____ / /
Date

Additional copies available upon request.

There must be one signature for each owner/trustee listed on the deed(s).

Application is subject to "Denial Without Prejudice" if signed form does not accompany the application.



PLANNING BOARD
TELEPHONE (603) 363-4624



**TOWN OF CHESTERFIELD
PLANNING BOARD
DESIGNATION OF AUTHORIZED REPRESENTATIVE**

I/We, _____ (and) _____, as land-owner(s) and/or trustee(s) of the land listed below:

Location of Land: _____

Map: _____ **Lot:** _____

Map: _____ **Lot:** _____

authorize the following individuals:

_____	(Name)	_____	(Company Name)	_____	(Capacity)
_____	(Name)	_____	(Company Name)	_____	(Capacity)
_____	(Name)	_____	(Company Name)	_____	(Capacity)

to act as agent(s) on my/our behalf in matters related to the _____
application submitted on _____ / _____ / _____ (type)
(date)

_____	Printed Name	_____	Signature	_____	/	/	Date
_____	Printed Name	_____	Signature	_____	/	/	Date

*Please list any agents, architects, engineers or other individuals that you may wish the Planning Board to contact directly in reference to your application, will present or conduct business on your behalf, or has affixed his/her seal to any technical or engineered drawings. *Be advised that any licensed surveyor or engineer affixing his/her seal to any submission must be included on the "Abutter List" to receive notification of public meetings or public hearings.*



PLANNING BOARD
TELEPHONE (603) 363-4624



TOWN OF CHESTERFIELD PLANNING BOARD

STANDARDS FOR APPLICATION DOCUMENTS AND PLANS REQUIREMENT AND DISTRIBUTION:

INITIAL SUBMISSION FOR ALL APPLICATIONS SHALL INCLUDE 5 FULL SETS OF PAPER PLANS
(ALONG WITH THE ORIGINAL SIGNED APPLICATION AND 4 PHOTOCOPIED & STAPLED SETS OF THE ENTIRE APPLICATION SUBMISSION) – 5 total document sets. This allows for distribution of the application by Code and Safety reviewers, to be returned to the Planning Board with comment and notations prior to the Public Hearing. The initial 5 paper sets will serve as working draft copies and may not be used for the final set to be signed by the Planning Board. Upon identification of final requirements, **A MINIMUM** as set forth below will be required to be submitted to the Planning Board (additional copies may be requested by the Planning Board at any time, as deemed necessary):

SUBDIVISION PLATS & LOT LINE ADJUSTMENTS:

Mylar #1 - * PAGE 1 ONLY (generally)... - forwarded to the Registry of Deeds

***NOTE:** *There is a \$25 per page L-CHIP fee to be paid by the applicant. A check made payable to the Cheshire County Registry of Deeds with the landowner's name & "L-CHIP" noted in the memo field must be submitted to the Planning Board with the application, along with a separate check payable to the Town of Chesterfield for applicable Planning Board application fees.*

Mylar #2 - COMPLETE SET - filed in the Selectmen's office in drawer

Paper Set #1 – Applicant's/Planning Board File Copy - Permanent

Paper Set #2 - to applicant's file – *may be signed out or assigned to local officials*

Paper Set #3 - Town Mapper's Copy

Paper Set #4 – Code Enforcement Copy

Paper Set #5 – Applicant Copy

Paper Set #6* – to the Town Assessor - **only require half-size (11x17)*

Additional Considerations:

- Correct Lot Numbering - Example of numbering a new lot: parcel was Lot C1 – new lot is C1.1 (*if C1.1 does not already exist – verify!*)
- All Certification Statements must be signed; check all signature lines on all pages.

SITE PLAN REVIEW:

Mylar (1) - * COMPLETE PLAN SET - filed in the Selectmen's office in drawer

Paper Set #1 – Applicant's/Planning Board File Copy - Permanent

Paper Set #2 - to applicant's file – *may be signed out or assigned to local officials*

Paper Set #3 - Code Enforcement Copy

Paper Set #4 – Applicant Copy

Paper Set #5* – to the Town Assessor - **only require half-size (11x17)*

PLANNING BOARD FEE SCHEDULE

Conceptual Consultations: - No Fee

Voluntary Notice of Merger: - There is no fee payable to the Town of Chesterfield; however, a check made payable to the Cheshire County Registry of Deeds must accompany submission of Notice. *Documents and confirmation of Registry fees available from the Town Office.*

***ADDITIONAL SURCHARGE-A \$25.00 CHECK MADE PAYABLE TO: "CHESHIRE COUNTY REGISTRY OF DEEDS" (with a note indicating "LCHIP FEE") MUST BE COLLECTED FOR ALL DOCUMENTS & PLANS TO BE FILED AT THE CHESHIRE COUNTY REGISTRY OF DEEDS**
(particularly Subdivisions & Boundary Line Adjustments):

Subdivisions:

Boundary Line Adjustment	\$75 *plus Surcharge
Minor Subdivisions (3 or fewer lots with no proposed road, final or preliminary)	\$50 per lot *plus Surcharge
Major Subdivisions - Preliminary Applications	\$150 *plus Surcharge
Major Subdivisions - Final Applications	\$100 + \$25 per lot or unit *plus Surcharge
Condominium Conversions	\$100 + \$25 per unit *plus Surcharge

Site Development (Site Plan) \$100 + \$5 per 1,000 sq. ft. of land coverage (rounded to the nearest 1,000)

Technical Review of Plans: Applicant must reimburse Town for Consultant's costs for review of applications prior to recording of plat or signing of Site Plan per RSA 676:4 I

Re-hearings and Re-notification \$50 + Certified Notification fee, per abutter.

Certified Notification The pass through rate for certified mail and return receipt at the time of the application.

***All Subdivision and Site Development applications must include a Certified Notification Fee and updated address for each of the following (addresses must be verified by the applicant not more than 5 days before filing):** The applicant, abutters (see parameters below), all professionals whose seal appears on any plat submitted to the Board as defined in RSA 676:4, I (d) [every engineer, architect, land surveyor, or soil scientist], holders of conservation, preservation or agricultural preservation restrictions, and other persons with direct interest as indicated by applicant by way of inclusion on the abutter list (including authorized agents/representatives).

ABUTTER: 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 Planning Board or who owns land within 200 feet of the boundaries of the land under consideration. For purpose 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.

****Additional Notification Fees will be necessary for re-hearings, etc.**

DIRECTION FOR NOTICE OF DECISION: Please check boxes to indicate applicants' wishes.

- A complimentary notice will be sent to the applicant only by first class U. S. Postal mail service. Note that the applicant is/are the landowner(s). (Standard practice unless otherwise directed below.)
- Applicant wishes to receive a copy of the notice of decision by certified mail; **\$10.00** fee included.
- Applicant wishes to additional copies of the notice of decision to be sent by certified mail to the following individuals (**\$10.00** fee per individual also included). **List Names/Addresses below:**

ATTENTION

ALL MATTERS REQUIRING A PLAT TO BE FILED WITH THE CHESHIRE COUNTY REGISTRY OF DEEDS

*(SUBDIVISIONS, BOUNDARY LINE ADJUSTMENTS, & ANY OTHER PLANNING BOARD MATTER
REQUIRING PLANNING BOARD APPROVAL TO BE RECORDED)*

TAKE NOTICE:

Do **NOT** submit mylars prior to confirmation that you have obtained final Planning Board approval.

Pursuant to RSA 676:3 (as amended, effective September 14, 2009) and the requirements of the Cheshire County Registry of Deeds, all plats to be recorded at the Cheshire County Registry of Deeds must now include the final notice of decision, showing all conditions of approval.

A copy of the final notice of decision will be made available 5 business days after the vote to approve any such application. The Planning Board Secretary holds regular office hours Monday- Thursday 8am-4pm and Friday 9am-noon. You may call at 603-363-4624 extension 10 or email at planningandzoning@nhchesterfield.com

NOTICE Additional Fees:

The Cheshire County Registry of Deeds has imposed a \$25.00 fee for all plans and documents to be recorded as of July 1, 2008.

This fee must be paid directly by the applicant. Upon approval of plans and documents to be recorded; the applicant must submit a check made payable to: "CHESTER COUNTY REGISTRY OF DEEDS" with a notation indicating that the payment is for "LCHIP Fee" in the amount of \$25.00 per document to be recorded.

Final approval will be contingent upon satisfactory payment of this fee. Notification of insufficient funds may constitute revocation of Planning Board approvals.

TOWN OF CHESTERFIELD, NH
PLANNING BOARD

SAMPLE SIGNATURE BLOCK

APPROVAL

DATE _____

CHAIRMAN _____
