TOWN OF FARMINGTON
PLANNING BOARD
356 Main Street, Farmington, NH 03835
603-755-2774

(For Office Use Only)

Date Rec'd:_____ By:_____ Tax Map/Lot_____

FEES:
Base Fee $_____ New Lots _____x$_____ =$_____
Public Notice: **$175 per submission**
Abutters: _____ x $6.00 each = $_____
Recording Fees: $_____N.O.D. ($12.50 + $4.+ Per pg.)
$_____ LCHIP ($25): $_____ to SCRD.
Total Received: $_____ Cash ☐ Check #_____

SUBDIVISION APPLICATION

Subdivision Type: Major _____ Minor _____ Conventional _____ Open Space Conservation _____

New Application: Yes ☐ No ☐ If Amendment to Prior Application give original approval date and reason for amendment _____

_____

Property Information:

1. Property Address _____

Tax Map _____ Lot _____ Zoning District _____ Overlay District _____

Subdivision Name _____Total Acreage _____ Proposed Number of Lots _____

Proposed Lot Sizes including remainder Lot _____

_____

Owner(s) _____ Address (Include mailing if different) _____

_____

Home Phone _____Cell Phone _____ Email _____

Applicant Information:

1. Applicant/Agent (If other than Property Owner, attach Owner's Authorization Letter)

Name _____

Address (Include mailing if different) _____

_____

Home Phone _____Cell Phone _____ Email _____

9. Identify method of sewage disposal to the proposed development: Individual septic tanks_____ Connection to public sewer system_____ Central on-site disposal with distribution lines_____

10. Proposed dedication to the public of any street, recreation, or common lands, if any:

Street(s) Yes ☐ No ☐ If yes, how many and estimated length(s) _____

Recreation area(s) Yes ☐ No ☐ Estimated Acreage _____

Common land(s) Yes ☐ No ☐ Estimated Acreage _____

11. If waiver(s) of any of the submission requirements are being requested, please complete a separate ***Waiver Request Form*** for each waiver requested and submit with this application.

12. A completed ***Subdivision Application Checklist*** is to be submitted with this application form.

Certification and Agreement: To the best of my knowledge, all information submitted on this Application is true and correct. All proposed development will be in conformance with the information contained on the Application, and in the approved plan as well as the provisions of Town Ordinances and Regulations. In consideration for approval and the privileges accruing thereto, the applicant(s) hereby agree:

A. To carry out the improvements agreed upon and as shown and intended by said plat including any work made necessary by unforeseen conditions that become apparent during construction.
B. To post all streets "private", if applicable, and to provide and install standard street signs.
C. To give the Town on demand, proper deeds for land rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
D. 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.
E. To make no changes whatsoever in the "Final Plat" as approved by the Board unless a revised plat or plats is submitted to and approved by the Board.

The owner/agent, by filing an application, hereby gives permission for any member of the Farmington Planning Board, Conservation Commission and such agent/employee of the Town or other person(s) as the Planning Board may authorize, to enter upon the property which is the subject of the application at all reasonable times for the purpose of such examinations, surveys, test and inspection as may be appropriate.

Applicant/Agent Signature _____ **Date** _____

Applicant/Agent Signature _____ **Date** _____

Owner Signature _____ **Date** _____

Owner Signature _____ **Date** _____

SIGNATURE PAGE MUST BE ORIGINALLY SIGNED, OR APPLICATION WILL NOT BE PROCESSED.

Revised pursuant to amended subdivision regulations, adopted by the Planning Board on June 18, 2013

PLANNING BOARD, TOWN OF FARMINGTON
356 Main Street
Farmington, New Hampshire 03835

APPLICATION INSTRUCTIONS

Please read carefully prior to filling out your application. If you need assistance, please contact the Planning Department at 603-755-2774.

All information requested on the application must be filled in completely and legibly and submitted to the Planning Department with any additional documentation and all fees required. Incomplete application packages will not be scheduled until all requirements are met.

1. Two sets of mailing labels for each abutter on the certified abutter list including an extra set for each owner/applicant/professional;
2. Checklist(s), if required;
3. Current deed(s);
4. Association Rules and Regulations, if applicable;
5. Plot Plan, if applicable;
6. Required application materials; and
7. All fees.

All checks or money orders must be made payable to the Town of Farmington and must be paid in full at the time your application is submitted. The LCHIP surcharge requires a separate check payable to the Strafford County Registry of Deeds.

ABUTTERS' NAMES AND ADDRESSES MUST BE VERIFIED BY THE APPLICANT OR AGENT AGAINST THE RECORDS OF THE TOWN OF FARMINGTON NOT MORE THAN FIVE (5) DAYS PRIOR TO SUBMISSION OF THE APPLICATION.

When your application submission is determined to be complete, a hearing will be scheduled in accordance with the Planning Board's published Hearing Schedule. Public Notice of the hearing will be published in Foster's Daily Democrat at least ten (10) days prior to the scheduled hearing.

During the public hearing, the Planning Board will reach a decision to grant, conditionally grant, deny, or continue the public hearing if deemed necessary by the Board. At the conclusion of the hearing or continued hearing, the Board will vote on your application and you will be sent a Notice of Decision.

PRELIMINARY SUBDIVISION CHECK LIST

Preliminary Layout Requirements:

A. Name of municipality & subdivision, name & address of subdivider and designer _____

B. Boundaries & area of total parcel (include all land whether subdivided or not), north point, bar scale, date of preparation and any revisions _____

C. Names & addresses of abutting property owners, subdivisions, and buildings within 200 ft. of parcel to be subdivided, intersecting roads & driveways within 200 ft. of subdivision frontage on existing roads _____

D. Locations of all existing buildings _____

E. Existing/proposed street right-of-way lines, widths of streets, proposed names of new streets, existing & proposed lot lines _____

F. Location of existing & proposed easements, deed restrictions, building setback lines, parks & other open space, watercourses, large trees, foliage lines & significant natural & man-made features, water mains, sanitary sewers, storm water drainage lines, drainage structures, & drainage ways _____

G. Existing & proposed plans for telephone, electricity & other utilities _____

H. Municipal boundaries, if any _____

I. A general site location map at a suitable scale, locating exact subdivision boundaries & proposed streets in relation to at least two existing intersecting streets _____

J. Statement of conditions of land as to suitability for residential developments _____

K. Statement of work required on existing streets to meet minimum standards set herein including cost estimates & method of meeting such costs _____

L. Existing & future subdivision, if any, in & adjacent to subject subdivision _____

M. A statement, & contours in sufficient detail to indicate clearly method of storm water drainage on & off the subdivision, methods of sanitary sewage disposal & water supply: soils data if required _____

Subdivision Application Checklist

This Checklist must be submitted by the Applicant with the Subdivision Plan Application. It is available on the Town website at www.farmington.nh.us

Project Name: _____ Applicant: _____

Checklist Prepared By: _____ Date _____ Checklist Reviewed By: _____ Date _____

Please use this checklist as a guide to prepare your Application. Check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken. The checklist does not substitute for the requirements for Subdivision Plan Approval in Subdivision Review Regulations.

SA – Submitted By Applicant
NA – Not Applicable
RW – Requests Waiver (Applicant)

C – Item Complete by TRC or Planning Board (PB)
WR – Waiver Recommendation of TRC
WA – Waiver Action by Planning Board

**Response (Please check applicable box)

		Applicant		TRC			PB	
Section		SA	NA	RW	C	WR	C	WA
8	**Submission Requirements**							
	Application form, checklist and narrative (original & 15 copies)							
A.	Name and address of property owner and applicant							
B.	Names and addresses of all abutters							
C.	Names and addresses of persons whose names and seals appear on the plat.							
D.	Names and address of holders of conservation, preservation or agricultural preservation restrictions							
E.	Mailing labels							
F.	Filing and notification fee							
G.	Five (5) full size and up to 17 colorized 11"x17" plats							
G.1.	Scale							
G.2.	Dimensions							
G.3.	Material							
G.4.	Margins							
G.5.	Title Block							
H.	**Plat information**							
H.1.	Subdivision name, etc.							
H.2.	North arrow, scale, etc.							
H.3.	Signature block							
H.4.	Locus plan							
H.5.	Boundary survey							
H.6.	Names of abutting subdivisions, etc.							
H.7.	Property lines, etc.							
H.8.	Frontage							
H.9.	Building setbacks							
H.10.	Existing and proposed buildings and structures							
H.11.	Land dedicated to public use							
H.12.	Existing and/or proposed easements							
H.13.	Existing and proposed water mains, etc.							
H.14.	Existing and proposed streets with names, etc.							
H.15.	Final road profiles, etc.							
H.16.	Existing and proposed driveways							
H.17.	Water courses, ponds, etc.							
H.18.	Existing and proposed topographic contours							

Section		Applicant		TRC			PB	
		SA	NA	RW	C	WR	C	WA
D.	**Sidewalks and Bikeways**							
D.1.	Proximity to schools							
D.2.	Recreational facilities							
D.3.	Proximity to commercial destinations							
D.4.	Proximity to other pedestrian or bikeways							
E.	**Landscaping Design and Plan**							
E.1.	Naturally landscape buffer strips							
E.2.	Natural vegetation							
F.	**Protection of Natural and Historic Features**							
F.1.	Natural features							
F.2.	Existing building, man-made structure, stone walls							
F.3.	Scenic roads							
G.	**Bridges**							
H.	**Fire Protection**							
I.	**Water, Wells, On-Site Sewage, and Hydrogeological Studies**							
I.1.a.	On-site water supply							
I.1.b.	Hydrogeological study							
I.1.c.	Community water system							
I.2.	Well radius placement							
I.3.	Sewered area system siting requirements							
I.4.	Non-sewered area system siting requirements							
I.4.a.	Standards							
I.4.b.	Site information							
I.4.c.	State approvals							
I.4.d.	Test pits							
I.4.e.	NH-DES requirements							
I.4.f.	Location							
I.4.g.	Well buffers							
I.4.h.	Slope							
I.4.i.	Auxiliary septic system absorption field location							
J.	**Utilities**							
J.1.	Installation and easements							
J.2.	Underground utilities							
K.	**Easements**							
L.	**Open Space Requirements**							
L.1.	Natural Features							
L.2.	Buffer Strips							
L.3.	Parks							
L.4.	Tree Planting							
M.	**Stormwater Drainage and Erosion Control**							
N.	**Traffic Impact and Mitigation Analysis**							
O.	**Inspections**							
P.	**Performance and Maintenance Security**							

CERTIFIED LIST OF ABUTTERS

RSA 672:3 "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.

The following information must be completed by the applicant in order to begin the subdivision/site plan review/lot line adjustment application process. Below, list the verified names and mailing addresses of the applicant, authorized agent(s), engineer, architect, land surveyor, soil scientist, consultant, abutter, holders of conservation easements or restrictions on adjacent lands, municipal/regional planning commissions (if a regional notice is required), associations, etc., not more than five (5) days prior to submission, per RSA 676:4,I(b). Abutters' names and mailing addresses must be verified against the records kept in the Farmington Assessor's Office. Attach additional copies of this form if necessary. Include two (2) sets of mailing labels for each person listed below and an extra set for each owner/applicant/professional listed.

Map/Lot	Name of Property Owner / Professional	Mailing Address of Owner / Professional

Name of Person Preparing List ______________________ Date Prepared __________

Preparer's Signature ______________________ Date __________

TOWN OF FARMINGTON - VALUATION AND FEE SCHEDULE

BUILDING DEPARTMENT

Calculation of Value:

Residential Building Permit	$70.00 per square foot
Non-livable structures	$35.00 per square foot
Porches & Decks & Sheds	$20.00 per square foot
Manufactured Housing/Mobile Homes	Bill of Sale Required
Commercial Structures /Buildings	Based on construction contract (copy required)
Roofs and Siding	Based on costs only not square feet
Swimming Pool (In ground)	Based on costs

Example: 1200 square feet x $70 = $84,000 divided by 1000 = 84 times $7.50 = $630.00 plus $100.00 = $730.00**
** May be more or less than $100.00 and includes inspections, flat fees and other costs.

Fees:

Building Permit	$25.00 flat fee plus $7.50 per $1000.00 value
Electrical Permit	$50.00 flat fee
Plumbing Permit	$50.00 flat fee
Inspections / Re-inspections	$25.00 each occurrence
Occupancy Permit	$25.00 flat fee
Swimming Pool Permit	$25.00 flat fee Above Ground Only
Demolition/Wrecking Permit	$25.00 flat fee

All fees (value, flat fees, associated permits, etc.) must be paid for when the building permit is issued.

PLANNING BOARD

Applications for Amendments to previously approved plans will be treated as a new application.

Application Fees:

Minor Site Review	$100.00
Major Site Review	$200.00 base fee, plus $50.00 per new dwelling unit, or $100.00 per 1,000 sq. ft. of new non-residential construction
Minor Subdivision Review	$175.00 base fee plus $100.00 per newly created lot
Major Subdivision Review	$225.00 base fee plus $100.00 per newly created lot
Lot Line Revision	$150.00 base fee
Special Use Permit	$150.00 base fee
Earth Removal Permit	$150.00 base fee
Scenic Tree Cutting/Trimming	$150.00 base fee
Voluntary Lot Merger	$12.00
Legal Notice Advertising	$175.00 minimum*
Abutter Fees	$6.00 per abutter plus applicant and professionals
Planner Fee	$75.00/hour after two (2) hours
Recording Fees	As determined

*price determined by amount of ad line bumps

NOTES: