

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. All documents in package must be collated by the applicant prior to submission. 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.

**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:	
Application: \$ _____	Public Notice: \$175.00 min*
Abutters: _____ x \$6.00 each = \$ _____	
Recording Fees: \$ _____	LCHIP: \$ _____
Total Received: \$ _____	Cash <input type="checkbox"/> Check # _____

SITE PLAN REVIEW APPLICATION

Major Site Plan Review _____ **Minor Site Plan Review** _____

To determine if the proposed changes are to be a "Major" or "Minor" Site Plan Review, please refer to the Site Plan Review Regulations.

Tax Map _____ Lot(s) _____ Zoning District _____ Overlay _____ Acreage _____

New Application: Yes No If amendment to a prior application give original approval date and reason for amendment _____

Property Information:

1. Property Address _____

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

Home Phone _____ Cell Phone _____ Email _____

2. Describe any existing restrictive covenants, easements or rights of way and include recorded document _____

3. Are any portions of the property within 250 feet of the high water mark of a pond, stream or other body of water?
Yes No If so, name of water body _____

4. Are any portions of the property within or adjacent to a special flood hazard area as identified by the Federal
Emergency Management Agency? Yes No Zone _____

5. Are any portions of the property within an Aquifer Protection Overlay District? Yes No Describe _____

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 _____

2. Does the applicant (if other than the owner) have a legal interest in these properties or in any abutting property?

Yes No If so, please explain.

Additional Parties to Application:

1. Name of Licensed Professional preparing plan (e.g. Surveyor, Engineer, Architect, Soil Scientist, etc.)

Name _____ State of License and # _____

Address _____

Work Phone _____ Cell Phone _____ Email _____

2. Name of Licensed Professional preparing plan (e.g. Surveyor, Engineer, Architect, Soil Scientist, etc.)

Name _____ State of License and # _____

Address _____

Work Phone _____ Cell Phone _____ Email _____

Business Information:

1. Name of Business _____ Type of Business _____

2. Dimensions and square footage of existing structure(s) and existing use _____

3. Dimensions and square footage of proposed new structure(s), addition(s) or alteration(s) with use _____

4. Hours of Operation _____ Number of Employees _____

5. Off street parking available: Yes No Total parking capacity including handicap spaces _____

6. Deliveries: Yes No If yes, explain type and frequency _____

7. Noise Generated: Yes No If yes, explain _____

8. Solid Waste Disposal: Yes No If yes, explain type and disposal arrangements _____

9. Project Description _____

10. Anticipated start date for any construction required _____

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. ***The proposed business will be operated within the above parameters.***

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.

The owner/agent, by filing an application, hereby gives permission for the Code Enforcement Officer or other Planning Board designee to enter the property which is the subject of the application with twenty-four (24) hour notice for the purpose of 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.



Town of Farmington, New Hampshire
PLANNING BOARD

356 Main Street
Farmington, New Hampshire 03835

LAND USE REGULATIONS WAIVER REQUEST FORM

PLEASE SUBMIT A SEPARATE FORM FOR EACH WAIVER REQUESTED.

Property Address: _____ Map _____ Lot _____

Applicant/Owner: _____

Mailing Address: _____

Project Name: (if applicable) _____

1. Identification of Waiver Request

a. Subdivision or Site Plan Regulations: _____

b. Section # and Title: _____

2. Explanation of Request: _____

3. Waiver Justification:

a. Explain how strict conformity to the regulations would pose an unnecessary hardship to the applicant and how granting the waiver will not be contrary to the spirit and intent of the regulation.

b. List the conditions specific to the land that indicate the waiver will properly carry out the spirit and intent of the regulations.

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

NOTE: All plats and/or plans to be recorded at the Registry of Deeds will require the applicant to pay \$29 per page plus the mandatory LCHIP charge of \$25.00. The Town of Farmington will file all plats/plans at the Registry on behalf of the applicant.

Planning Board requirements continued on next page.

Additionally, all other fees for third party review or legal review by the Town Attorney must be paid by the applicant prior to filing of the decision for the application.

In the event that a Compliance Hearing is deemed necessary by the Planning Board, any and all fees resulting from said compliance hearing will be born by the APPLICANT/DEVELOPER, including any third party review and all legal fees.

Additional Requirements:

- 2 sets of Mailing Labels for Abutter Notices for all public hearings
- 1 certified Abutters List
- 13 complete copies of Application with supporting documentation plus original
- 13 copies of 11" x 17" Plan Sets
- 5 complete full size Plan Sets
- 1 colorized full size Plan Set
- 1 signed copy of this Fee Schedule

ZONING BOARD OF ADJUSTMENT

Application Fees:

Variance Request	\$150.00
Special Exception	\$150.00
Appeal from an Administrative Decision	\$150.00
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

Additional Requirements:

- 3 sets of Mailing Labels for Abutter Notices for all public hearings
- 1 certified Abutters List
- 6 complete copies of Application with supporting documentation plus original
- 1 signed copy of this Fee Schedule

NOTE: All additional copies of plans and application materials currently before the Planning Board or ZBA requested by Town staff and Boards shall be provided at the applicant's expense.

All additional copies of plans or file materials requested by the public shall cost \$1.00 per page. Plan sets that cannot be copied at the Municipal Offices will cost \$5.00 per sheet.

Applicant's Signature
*price determined by amount of ad line bumps

Date

NOTES:

TOWN OF FARMINGTON SITE PLAN COMPLETENESS AND REVIEW CHECKLIST

Applicant: _____	Project Name: _____	Map: _____	Lot: _____
Prepared By: _____	Date: _____	Reviewed By: _____	Date: _____

Please use this Checklist as a guide to prepare your Application to ensure that all requirements have been addressed. The Applicant is responsible for providing all requirements of the Site Plan Review Regulations, including any waivers as part of the application (See Regulations for complete and detailed information).

Note the appropriate code(s) for each item in the Checklist using the codes listed below:

SA – Submitted by Applicant
 NA – Not applicable
 RW – Requests Waiver (Applicant)

C – Item complete by TRC or Planning Board
 WR – Waiver Recommendation by TRC
 WA – Waiver Action by Planning Board

SITE PLAN REVIEW REQUIREMENTS Note: detailed submission requirements for each Section are located in the Site Plan Review Regulations	Applicant Checklist	Planning Board Checklist Preliminary Application		Planning Board Checklist Final Application	
		Completeness	Review	Completeness	Review
Article II Application Procedures					
Section 8. Fees					
Section 9. Submission of Application Materials					
Section 10. Application to other Governmental Units					
Section 11. Public Notice					
Section 12. Application acceptance					
Section 13. Applicant's presentation (optional)					
Article III Design Standards					
Section 18. Specific Plan Requirements (See Table on pg. 2)					
Section 19. Traffic Impact Analysis					
Section 20. Driveways/Vehicular and Pedestrian Access					
Section 21. Parking					
Section 22. Parking Lot Design					
Section 23. Loading					
Section 24. Snow Removal					
Section 25. Pedestrian access and circulation					
Section 26. Lighting					
Section 27. Storm Drainage					
Section 28. Utilities					
Section 29. Landscaping					
Section 30. General Appearance Criteria					
Section 31. Patron Restrooms					
Section 32. Solid Waste Recycling and Disposal					
Section 33. Historic Sites and Structures					
Section 34. Water Supply					
Section 35. Sewage Disposal					
Section 36. Universal Access					
Section 37. Floodplain Construction					
Section 38. Site Design and Construction Standards					
Section 39. Nuisance					

TOWN OF FARMINGTON

SITE PLAN COMPLETENESS AND REVIEW CHECKLIST

Applicant: _____

Map: _____ **Lot:** _____

SITE PLAN REVIEW REQUIREMENTS	Applicant Checklist	Planning Board Checklist Preliminary Application		Planning Board Checklist Final Application	
		Completeness	Review	Completeness	Review
Note: detailed submission requirements for each Section are located in the Site Plan Review Regulations.					
Section 40. Public Health and Safety					
Section 41. Plat Notes Required					
Section 43. Technical Assistance					
Section 44. Construction Guarantee					

SECTION 18. Specific Plan Requirements From page 1 of the Checklist	Applicant Checklist	Planning Board Checklist Preliminary Application		Planning Board Checklist Final Application	
		Completeness	Review	Completeness	Review
Existing Site Conditions					
A. Location of site					
B. Name and address of preparer					
C. Property survey					
D. Existing grades and contours					
E. Location of existing drainage systems, structures, easements					
F. Shape, size, height, location, use of existing structures					
G. Natural features					
H. Man-made features					
I. Size and location of existing public/private utilities					
J. Vicinity sketch					
K. Wetlands and soil delineation of site					
L. Location & description of existing easements/ ROW					
M. Show existing building/man-made structures					
Proposed Site Conditions					
A. Proposed grades and contours of the project site					
B. Location, layout of proposed drainage systems/structures					
C. Shape, size, height and location of proposed structures					
D. Construction drawings					
E. Location, timing patterns of proposed traffic control devices					
F. Location, width, curbing/paving of proposed streets, driveways and sidewalks					
G. Location, size and layout of on/off street parking					
H. Size and location of proposed public/private utilities					
I. Location, type, size of landscaping, screening, Open space					
J. Location and type of lighting					
K. Location, size and exterior design of proposed signs					
L. Type and location of solid waste disposal facilities, Screening					
M. Location of proposed on-site snow storage					
N. Location, description of property easements and/or ROW					
O. Plan Notes – See Site Plan Regulations for details					
P. Location, projection direction, decibel level of sound reproduction devices					
Q. Any other information					