

**TOWN OF HOPKINTON, NH
APPLICATION TO PLANNING BOARD**

This application is for:

Subdivision Annexation/Lot Line Adjustment Site Review Conditional Use Permit
 Architectural Design Review Special Use Permit (Section 8.4.3)

Name, mailing address and telephone number of Applicant: _____

Name, mailing address and telephone number of property owner: _____

Name, mailing address and telephone number of engineer, architect, soil scientist, wetland scientist and land surveyor: _____

Name and mailing addresses of holders of conservation preservation, or agricultural preservation restrictions or easements: _____

Location of Site: _____ Zone: _____ Tax Map: _____ Lot: _____

Number of lots and/or units proposed in subdivision: _____

Type(s) of Units/lots proposed in the subdivision:

Single Family Duplex Multi-Family Condominium Conventional
 Conservation Commercial Industrial

Type of Sewage (check one): Town Septic System Other

Type of Water Supply (check one): Town Dug Well Artesian

Please submit the following with the completed application:

- Site Plan and/or Subdivision Checklist—Please read carefully to insure that all requirements in the Site Review Regulations and/or Subdivision Regulations have been addressed. **The application/plans will not be considered complete if all information required is not submitted or shown on the application/plans.**
- Abutters List as defined by RSA 672: 3—Include Tax Map, Lot Number, Name and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners.

- One (1) set of addressed mailing labels of abutters, applicant, engineer, architect, soil scientist, wetland scientist, land surveyor, and of holders of conservation preservation, or agricultural preservation restrictions or easements.
- Four (4) paper prints of the final plan(s) at full scale.
- Eleven (11) reductions of the final plan(s) reduced to no more than 11 x 17 inches.
- Appropriate filing fee:
 - \$100.00 for the first lot of a major subdivision.
 - \$ 50.00 for each lot created in a major subdivision.
 - \$ 50.00 for the first lot of a minor subdivision.
 - \$ 25.00 for each lot created in a minor subdivision.
 - \$ 50.00 for Residential Site Review applications.
 - \$ 75.00 for Commercial Site Plan Review applications.
 - \$ 50.00 Lot Line Adjustment/Annexation
 - \$ 50.00 plus \$25.00 for each additional lot Mergers Per RSA 674:39-a
 - \$500.00 Conditional Use Permit (Wireless Telecommunications Facilities)
 - \$150.00 Conditional Use Permit (Co-Location Wireless Telecommunications Facilities)
 - \$ 5.00 per notification of abutters as well as owner and applicant.
 - \$ 26.00 Filing fee for recording of final plan at the Merrimack County Registry of Deeds. This fee should be submitted at the time of recording. Check made payable to: Merrimack County Registry of Deeds.

If application is for Site Plan Review, please explain: _____

If application is for Subdivision or Lot Line Adjustment/Annexation, please explain: _____

If application is for Conditional Use Permit, please attach a detail explanation of compliance with Section 3.10 of the Zoning Ordinance along with explanation of compliance with the Site Plan Review Regulations and of the Town of Hopkinton.

The undersigned Applicant is familiar with the Subdivision Regulations, Site Plan Review Regulations, and the Hopkinton Zoning Ordinance and agrees that the proposed actions will be performed in accordance with this application, the attached plans and specifications, the Ordinance, By-Laws and Regulations of the Town. The Applicant also certifies that any plot plan submitted is accurate.

Incomplete and/or vague answers constitute an incomplete application, as does omission of the application fees, and therefore, the application will not be scheduled for a Public Hearing.

Date: _____ Signature of Applicant: _____

Date: _____ Signature of Owner: _____

For Planning Board use Only:

Completed Application Filed: _____	Approved or Denied: _____
Amount of Fees Paid: _____	Plan Filed At MCRD: _____
Notice Advertised & Posted: _____	Plan Number: _____
Certified Notices Mailed: _____	Letter Sent: _____
Accepted for Consideration: _____	

**Town of Hopkinton, NH
Planning Board Abutters List**

1. List property owner(s) name and mailing addresses.
2. List all professionals whose seal appears on any plan including architects, engineers, soil scientists and
3. Surveyors.
4. Abutters as defined by RSA 672: 3 include all property owners directly adjacent to the project or subdivision and those property owners directly across a street, brook or stream.
5. For condominium associations and property owner associations - The officers of the association are the abutters to be notified.
6. If in doubt about whether a property abuts a project or a subdivision, please contact the Planning Department.
7. Please list any holders of conservation, preservation, or agricultural preservation easements or restrictions on any parcels included in the proposed project or subdivision as abutters.