Town of Hopkinton
Planning Department
330 Main Street
Hopkinton, NH 03229

Phone: (603) 746-4487
Fax: (603) 746-2952
E-mail: planzone@tds.net
Web: www.hopkinton-nh.gov

TOWN OF HOPKINTON, NH
APPLICATION TO PLANNING BOARD

This application is for: ☐ Subdivision ☐ Lot Line Adjustment/Annexation/Merger ☐ Site Plan Review
☐ Conditional Use Permit (ZO Section III) ☐ Architectural Design Review (ZO Section IV-A)
☐ Special Use Permit (ZO Section VIII) ☐ Preliminary Review (SD Section II)

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(s):_____Lot(s):_____

Number of lots and/or units proposed:_____

Type of use of Unit(s) and/or Lot(s):

☐ Residential ☐ Temporary Residential ☐ Recreational ☐ Agricultural ☐ Institutional
☐ Commercial ☐ Industrial ☐ Accessory

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:

☐ Narrative description of proposal.

☐ Copies of any Planning Board meeting minutes from Conceptual Consultation or Preliminary Review.

☐ Copy of property deed, easements and covenants and restrictions, if any, for subject property.

☐ Copy of the property tax map showing subject parcel and abutting properties.

☐ Copies of any ZBA Notices of Decision for project.

TOWN OF HOPKINTON, NH
APPLICATION TO PLANNING BOARD

- ☐ Site Plan Regulations/Subdivision Regulations/Zoning Ordinance — Read carefully to insure that all applicable requirements in the Site Review Regulations and/or Subdivision Regulations have been addressed. **If requesting waiver(s) from any of the provisions, please submit request in writing at the time of submittal of application/plans.** Plans must be complete at the time of submittal.

- ☐ 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) copies of the application, along with all supporting document(s), including reductions of the final plan(s) reduced to no more than 11 x 17 inches.

- ☐ Appropriate filing fee: *(Non-refundable) Made payable to Town of Hopkinton*

Major Subdivision	$500.00 Application Fee, $100.00 per Lot/Unit
Minor Subdivision	$250.00 Application Fee, $100.00 per Lot/Unit
Lot Line Adjustment/Annexation/Merger	$100.00 Application Fee
Voluntary Merger	$50.00 Application Fee
Site Plan Review	$300.00 Application Fee, $100.00 per Unit (Res./Non-Res.)
	$150.00 Change of Use
Condition Use Permit	$500.00 Application Fee (Wireless Telecommunications)
	$150.00 Application Fee (Co-Location)
Owner/Applicant/Agent Notice	$10.00 Fee per Address
Abutter Notice	$10.00 Fee per Address
Newspaper Notice	Actual Cost

- ☐ Recording Fees: *Separate Checks Payable to Merrimack County Registry of Deeds*

Recording Fee	$26.00 per Page (22" x 34")
LCHIP Fee	$25.00 per Document

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

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

List of Abutters					
Map	**Lot(s)**	**Property Owner(s) Name**	**Mailing Address**	**Office Use Only**	

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.

TOWN OF HOPKINTON, NH
SUBDIVISION CHECKLIST

Applicants shall use the General Principal and Design and Construction Standards (Section IV, Subdivision Regulations) when designing and laying out a subdivision. These principles and requirements shall be construed as the minimum requirements. The Planning Board may require higher standards in individual cases or may waive certain requirements for good cause.

Submittal Material

- ☐ An application, either signed by all the current owner(s) of the property, or signed by an individual authorized by the owner(s) to act as their agent. NOTE: A letter must be submitted with the application authorizing the individual to act as agent on the owner(s) behalf when the agent signs the application.
- ☐ The appropriate application fee.
- ☐ A deed showing property description and ownership.
- ☐ List of the current abutters to the property including those property owners located across street, brook or stream from the property being subdivided. Please include the name, address and profession of the professionals responsible for the preparation of the subdivision plans.
- ☐ One (1) set of addressed mailing labels of abutters, applicant, engineer, architect, soil or wetland scientist, land surveyor, and holder of conservation preservation, or agricultural preservation restrictions or easements.
- ☐ Copies of any approvals or permits required from state and federal agencies.
- ☐ Written request for any waivers from the Subdivision Regulations, if any.
- ☐ A copy of any variances or special exceptions which have been granted by the Zoning Board of Adjustment.
- ☐ Four (4) copies of the subdivision plat which contains all the information outlined in the Subdivision Regulations.
- ☐ Eleven (11) copies of the application, along with all supporting document(s), including reductions of the plan(s) reduced to no more than 11" x 17".

General Information

- ☐ A subdivision shall be shown at a scale of not less than one inch equals one hundred feet (1”=100’) or at a greater detail as directed by the Planning Board.
- ☐ Plans shall be presented on sheets sized at 22" x 34". Recordable drawings must conform to the requirements of the Merrimack County Registry of Deeds.
- ☐ Title of plat and Name and address of the owner and that of agent, if any.
- ☐ Date the plan was prepared and the date of all revisions.
- ☐ North arrow, bar scale and Tax Map/Lot references.
- ☐ Name, address, seal, and signature of the licensed surveyor, engineer, and certified soils or wetland scientist.

Design and Sketch Plan

- ☐ A vicinity sketch showing location of property in relation to surrounding streets systems and other pertinent features.

TOWN OF HOPKINTON, NH
SUBDIVISION CHECKLIST

- ☐ A sketch of the site showing existing natural features, including watercourses, waterbodies, tree lines, and other significant vegetation cover, topographic features and any other features that are significant to the site design.
- ☐ Contours at intervals not exceed five feet (5') with spot elevations provided when the grade is less than five percent (5%).
- ☐ Surveyed exterior property lines showing their bearings and distances and showing monumentation locations.
- ☐ Location and dimensions of uplands and wetlands as certified by a certified soils or wetland scientist.
- ☐ Lines and right-of-way of existing abutting streets.
- ☐ Location, elevation, and layout of existing and proposed catch basins and other surface drainage features.
- ☐ Location and size of all utilities serving the site.
- ☐ Soils location and types.
- ☐ Any other features that would fully explain the concept of the proposal, existing conditions, and future development.

Subdivision Plan

- ☐ Location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
- ☐ Location and width of existing and proposed streets and easements, alleys, and other public ways, easements and proposed street rights-of-ways.
- ☐ Building setbacks lines, including location and setback dimensions of existing structures within 50-feet of the parcel to be subdivided.
- ☐ Location, dimensions, and areas of all proposed or existing lots (calculated in acreage and square feet).
- ☐ Location and dimensions of all property proposed to be set aside for a park or playground use, public or private reservation, with designation of the purpose and conditions, if any, of dedication or reservation.
- ☐ Location of all parcels of land proposed to be dedicated to public or common use and the covenants, conditions of such dedications, and a copy of such private deed declarations, covenants or restrictions.
- ☐ Location, bearing and lengths of all lines; and sufficient data to be able to reproduce such lines upon the ground; and location of all proposed monuments.
- ☐ Statement as to the proposed use of all lots, sites, or other realty (whether single-family, two-family, etc.) and all other uses proposed.
- ☐ Lots consecutively numbered or lettered in alphabetical order.
- ☐ Location and explanation of proposed drainage easements and any other site easements, if any.
- ☐ Form of approval by the Planning Board.

Construction Plan

☐ Profiles plotted with the same horizontal scale as the plans and a horizontal to vertical scale ratio of 5 to 1 respectively showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads within one hundred (100) feet of the intersection, shall be shown. Curve data of all horizontal curves, lengths of tangents, central angles and stationing of all streets shall be shown. Vertical curve data, percent grade and elevation shall be shown on the profiles.

☐ Plans and profiles showing the locations and typical cross-section of street pavements including curbs and gutters, sidewalks, drainage easements, rights-of-way, manholes, and catch basins; the locations of street trees, street lighting standards, and street signs; the location, size and invert elevations of existing and proposed sanitary sewers, storm water drains, and fire hydrants, showing connection to any existing or proposed utility systems; and exact location and size of all water or other underground utilities or structures.

☐ Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, septic disposal facilities, sewers, drains, water mains, wells, easements, water bodies, streams, and other pertinent features, such as surface drainage areas, swamps, buildings, at the point of connection to proposed facilities and utilities within the subdivision. The water elevations of adjoining lakes or streams at the date of the survey, and the approximate high and low water elevations of such lakes or streams.

☐ Topography at the same scale as the sketch plat with a contour interval of two (2) feet, in the area of new roadway construction, referred to sea-level datum. All datum provided shall be referenced to U.S. Coast and Geodetic Survey datum, where practical, and should be so noted on the plat.

☐ Cross sections at a minimum of one hundred (100) foot intervals, all cross pipes and at other critical locations drawn at a scale of 1” = 10 feet.

Additional Information

In order to evaluate the subdivision proposal, the applicant is expected to supply or the Planning Board may specifically require the following information, as appropriate:

☐ Draft of any protective covenants or easements.

☐ Warranty deeds conveying to the Town Streets, right-of-way, and any sites for public use in fee simple, free from all encumbrances, unless waived by the Planning Board.

☐ Calculations specifying the quantity of storm water run-off and a statement from applicant's engineer certifying the adequacy of the proposed drainage facility to handle such run-off.

☐ Calculations on the type and quantity of sanitary waste generated and a statement from the engineer or licensed designer certifying that the proposed facilities will adequately handle the projected effluent.

☐ Traffic Impact Analysis, Fiscal Impact Analysis, School Impact Analysis, Environmental Impact Analysis and/or Community Services Impact Assessment.

☐ Necessary State and local permits.

Performance Guarantees

Except in the case of a subdivision in which each lot is on an existing Town road, before the plat is signed by the Chairperson of the Planning Board, all applicants shall be required to submit to the Planning Board the following:

☐ Cash, irrevocable letter of credit or passbook (in the name of the Town) issued by a Banking Institution doing business in New Hampshire, in the amount approved by the Planning Board and deposited with the Board of Selectmen.

☐ The performance guarantee shall comply with all statutory requirements and be satisfactory to the Board of Selectmen as to form, sufficiency, and manner of execution. The amount of the performance guarantee shall be in the amount representing 100% of the cost of completion of the streets, the installation of utilities, and other proposed facilities. Upon partial completion of the subdivision improvements and inspected by the Town's Consultant Engineer, the Board of Selectmen may authorize in writing a prorated reduction in the performance guarantee relating to the remaining cost to complete.

☐ The entity responsible for the constructing of the roadway and utilities shall provide the Town with cash, irrevocable letter of credit, or passbook (in the name of the Town) issued by a Banking Institution doing business in New Hampshire to cover the cost of inspection services. As a minimum this security shall be $3.00/foot of roadway to be constructed plus ten percent (10%). Ten percent of the total construction observation costs shall be retained by the Town of Hopkinton to cover administrative costs.

Town of Hopkinton, NH
Site Plan Review Checklist

In cases where not all items are applicable, draw a line through the items that are not applicable. **All requests for waivers must be in writing with the application.**

ALL APPLICATIONS

☐ 1. Ten (10) copies of completed application, all associated documentation and checklist;

☐ 2. List of names and addresses of abutters and use of abutting properties, identified with location of the structures and access roads;

☐ 3. One (1) set of address mailing labels of abutters, applicant, engineer, architect, soil scientist, wetland scientist, land surveyor, and any holders of conservation preservation, or agricultural preservation restrictions or easements;

☐ 4. The appropriate fee;

☐ 5. Site plan: 24" by 36" sheet size maximum, scale not less than 1" = 100', match lines where needed, date, title, graphic scale, north arrow, location map, legend, name & address of developer/applicant, designer/engineer, and owner of record;

☐ 6. Four (4) prints of each plan sheet at full scale and one (1) reduction of each plan reduced to no more than 11” x 17”;

☐ 7. All existing and proposed easements;

☐ 8. Site plan showing boundaries, existing natural features including watercourses & water bodies, trees & other vegetation, topographical features, and other pertinent features that should be considered in the site design process;

☐ 9. Plan of all buildings depicting their type, size, and location (setbacks);

☐ 10. Location of off-street parking and loading spaces with a layout or the parking indicated;

☐ 11. The location, width, curbing and type of access ways and egress ways (driveways), plus streets and sidewalks within and around site;

☐ 12. Location, size, and design of proposed signs and advertising or instructional devices;

☐ 13. Location and type of lighting for all outdoor facilities, including direction and area of illumination;

☐ 14. Right-of-way lines of all existing adjoining streets;

☐ 15. Location and type of Water supply & sewage disposal facilities;

☐ 16. Zoning districts and boundaries for site and within 1000 feet of site;

☐ 17. 100 year flood elevation line, where applicable;

☐ 18. An elevation view or photograph of all buildings indicating their height, width and surface treatment;

☐ 19. Landscaping plan showing required details described within the Site Plan Review Regulations, and

☐ 20. Other required exhibits or data in order to adequately evaluate the proposal.

Town of Hopkinton, NH
Site Plan Review Checklist

PROJECTS REQUIRING NEW OR ADDITIONAL BUILDINGS OR CHANGES TO THE EXTERIOR DIMENSIONS OF EXISTING OR CHANGES TO EXISTING CONTOURS AND FINISHED GRADE ELEVATIONS, INCLUDING TYPE, EXTENT, AND LOCATION OF LANDSCAPING, PARKING AND OPEN SPACE AREAS SHALL SUBMIT THE FOLLOWING IN ADDITION TO ABOVE:

- ☐ 1. Reproducible mylar, to be retained by the Planning Board at its option;
- ☐ 2. Plan of all buildings with their type, size, location (setbacks) and elevation of first floor indicated: (assume permanent onsite elevation);
- ☐ 3. The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet;
- ☐ 4. The location, elevation and layout of catch basins and other surface drainage features;
- ☐ 5. Existing and proposed contours and finished grade elevations – all contours shall be a minimum of 2-foot intervals;
- ☐ 6. The type, extent and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained;
- ☐ 7. The size and location of all public service connections – gas, power, telephone, fire alarm, (overhead or underground);
- ☐ 8. Surveyed property lines showing their angles, distances, radius, lengths of arcs, control angles, along property lines and monument locations and names of all abutters;
- ☐ 9. If a subdivision, the lines and names of all proposed streets, lanes, ways, or easements intended to be dedicated for public use shall be indicated and all Subdivision Regulations shall apply, and
- ☐ 10. Erosion and sedimentation control plan.

TOWN OF HOPKINTON, NH
ARCHITECTURAL DESIGN REVIEW CHECKLIST

Planning Board approval of an Application for Architectural Design Review shall be required prior to the issuance of a building permit for the following activities (check as applicable):

☐ New building construction to be used for non-residential or multi-family purposes; or

☐ Additions or alterations to buildings used for non-residential or multi-family purposes which increase or decrease the square footage of the building; or

☐ Renovation, rehabilitation or reconfiguration of building exteriors where such buildings are used for non-residential or multi-family purposes.

The **Performance Criteria** is intended to encourage building architecture that is complementary to the community. It is intended that the criteria be administered with flexibility and consistency in order to allow for responsive, creative and innovative architectural designs. The criteria is not intended to dictate specific building styles, or to mandate historical preservation, restoration or replication.

In order to approve an Application for Architectural Design Review, the Planning Board shall find that the application demonstrates substantial conformity with the following Performance Criteria:

(a) The proposed building design is consistent with the purposes of the Architectural Design Review Ordinance.

(b) The proposed building design demonstrates sensitivity towards and is complementary to, the architectural heritage of Hopkinton.

☐ ***Building Orientation****:* How a building is positioned or located on a site can complement or detract from the site and/or the architectural character of the surrounding area. The orientation of proposed buildings should take into consideration building setbacks, spacing between buildings, alignment of building(s), open spaces, access and circulation areas, as may be evidenced in the development pattern of the surrounding area or as determined to be appropriate by the Planning Board; and

☐ ***Building Scale and Proportion****:* Building elevations, scale, massing and the proportional relationship between structures can complement or detract from the architectural character of the surrounding area. Building designs should be compatible with or provide a harmonious transition from adjacent sites. The scale and proportion of proposed buildings should take into consideration the scale and proportion of surrounding buildings, as evidenced in the development pattern of the surrounding area, and should also take into consideration natural features, historically significant buildings or features and surrounding land uses. Visual conflicts between properties should be minimized; and

☐ ***Roofline****:* Rooflines can provide visual interest and help to reduce the mass of a building. Traditional roofline types such as gabled, hipped, and gambrel that are evidenced in Hopkinton's architectural heritage are strongly encouraged. Type, shape, pitch and direction of roofs should be considered in the design. Flat roofs are strongly discouraged; and

☐ ***Massing****:* The physical bulk or mass of buildings, particularly larger or elongated ones, can either enhance or detract from the architectural character of the community. Structures should be carefully designed to break up their mass into smaller visual components providing human scale, variation and depth; and

☐ ***Architectural Features and Details****:* Architectural features and details such as cornices, columns, corner trim, doorways, entrances, windows/trim, awnings, dormers, porches, etc., can provide or enhance visual interest, provide a pedestrian scale and help mitigate negative effects of building mass. Architectural features and details should be considered in every building design. Traditional features should be considered in every building design. Traditional features and details associated with Hopkinton's architectural heritage are strongly encouraged; and

☐ ***Materials, Texture and Color****:* Exterior building materials, texture and colors should be treated as significant design elements that help define the appearance of a structure and create visual interest. The use of

traditional materials that are consistent with Hopkinton's vernacular or indigenous architecture, or materials having the same visual effect, are strongly encouraged. Consideration should be given to the materials, textures and colors used in the neighborhood; and

☐ ***Building Facade****:* Facades for new or renovated structures should provide visual interest from all visually accessible sides. Windows, doorways and architectural detailing and patterns should complement the building form and historical context. Facades should be designed to establish a complementary relationship with other site considerations such as pedestrian scale and orientation, signage, landscaping and lighting; and

☐ ***Building Renovation or Addition****:* Where an existing building has features that are consistent with the Performance Criteria, proposed renovations or additions should be designed to respect the proportions, patterns, detailing, materials, etc., of the original building. Where the existing building does not have features that are consistent with the Performance Criteria, the owner/applicant is encouraged to upgrade the structure to meet the Performance Criteria; and

☐ ***Signs****:* Signs should be designed to meet the needs of individual uses while complementing the building, the site and its surroundings. The design of building-mounted signs should complement, not detract from the architectural features of the building. Signs should be scaled to the architectural elements that surround it. Consideration should be given to sign form, color, lighting and materials that are compatible with the building and its surroundings; and

☐ ***Gateways and Scenic Resources****:* Some places in Hopkinton contribute to the landscape character of the community because of their location and scenic qualities. Many such properties and approaches acts as gateways, providing first impressions and reinforcing Hopkinton's sense of place. Consideration should be given towards complementing these resources through the careful citing of new buildings, and the application of the Performance Criteria; and

☐ ***Design Continuity****:* Each building design, from the simple to the complex, requires the coordination of multiple design elements such as architectural style, form, massing, materials, detailing, etc. The proposed building design shall demonstrate coordination of design elements and an overall design continuity.

WAIVER PROVISION

The Planning Board may grant waivers to the requirements of this Architectural Design Review Ordinance provided that a majority of the Planning Board finds that the criteria set forth in Section 15.8.3 of the Hopkinton Zoning Ordinance regarding "variances" have been satisfied.

In approving waivers, the Planning Board may impose such conditions, as it deems appropriate to substantially secure the objectives of the standards or requirements of the Architectural Design Review Ordinance.

A letter for any such waiver shall be submitted in writing by the applicant for Planning Board review. The letter shall state fully the grounds for the waiver and all of the facts relied upon by the applicant in support thereof.