



TOWN OF NORTHWOOD, NEW HAMPSHIRE

OFFICE OF THE PLANNING BOARD

818 First New Hampshire Turnpike, Northwood NH 03261
(603)942-5586 Extension 205 Facsimile: (603)942-9107
eplanchet@northwoodnh.org

Boundary Line Adjustment Application Form

Date: _____

Case # _____

Type of Application: Please circle one:

Location: Tax Map #: _____ Lot #: _____

Street Address: _____

Total Acreage of Lot: _____ # of Existing Lots: _____ # of Proposed Lots: _____

Overlay District(s) present on Lot: _____

Project Description:

Property Owner(s): _____

Applicant(s): _____

Applicant Daytime Phone #: _____

E-mail address: _____

Authorized Representative:

Firm: _____ Name: _____

Daytime Phone #: _____ E-mail address: _____

Certification/Authorization:

I (We) hereby authorize the above listed representative to serve as my(our) agent and to appear and present said application before the Northwood Planning Board. I hereby certify that all information presented as a part of this application is correct, to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

When Owner and Applicant are different:

I (We) hereby give permission for _____, Applicant(s), to undertake this application before the Northwood Planning Board.

Signature of Property Owner: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Town of Northwood Planning Board

Application Procedure Information

November, 2011

1. Refer to the Northwood Development Ordinance, Site Plan Review Regulations or Subdivision Regulations for your particular proposal. These regulations are available at the Town Hall for a fee of \$10.00 or at www.northwoodnh.org, at the Planning Board's link to "Documents and Forms."
2. Completed Site Plan Review and Subdivision Applications and all fees must be filed to the attention of the Planning Board Staff at the Town Hall during regular business hours. Deadline for complete applications is close of business on the **first of each month**. Whenever the first falls on a weekend or holiday, the next business day shall apply.
3. Applicants may consult with either the Town Planner or Board Administrator prior to submitting an application. Hours for the Planning Board are Mondays from 9:00-2:00 and Wednesdays from 8:30-1:30. The Town Planner is available for appointments at other times during the week; please call to schedule. All questions on the application or the site plan process should be directed to either the Town Planner or Board Administrator.
4. All projects must comply with the Northwood Development Ordinance. Some projects may also require relief from the Zoning Board of Adjustment.
5. The application includes a checklist of required information for planning board review. Please check off the documentation that has been provided or those items for which a waiver is requested. All waiver requests must be provided in writing at the time the application is submitted. The checklists are summaries of the requirements; **the regulations must also be consulted for more detail and information required.**
6. Applications containing sufficient information for review will be placed on the agenda for the planning board's regular meeting on the **fourth Thursday of the month**. The planning board staff will send written notification by certified mail of the date, time and place of the meeting to abutters listed by the applicant. Public notice will be provided to the local newspaper and posted in at least two public places.
7. The application will be reviewed by the Town Planner, Board Administrator, Code Enforcement Officer, Fire Department and other appropriate town staff as part of the Technical Review Process. The results of their reviews will be provided to the planning board at its work session held on the **second Thursday of the month**. The applicant is encouraged to attend; however, input is limited to clarification of materials. Comments from this meeting will be provided to the applicant so any missing information may be provided or any issues addressed for the regular meeting.
8. At the regular meeting, the Planning Board will first make a determination on whether the application is complete. If complete, the Board accepts it and opens the public hearing. The board will then either approve or disapprove the application within sixty-five (65) days of acceptance of the application.
9. The applicant shall receive a Notice of Decision from the Planning Board which states the approval or disapproval of the application with any conditions specified.
10. Once approved, five 22" by 34" paper copies are filed with the town. Mylars must be provided for approved subdivisions to be recorded at the Rockingham County Registry of Deeds.
11. Be aware that there may be other requirements or approvals required from other entities (building permit, fire code, driveway permit, etc.) after the Planning Board process is completed.

**Town of Northwood
International Building Code 2009 Statement**

Planning Board Application

Case #: _____

➤ Applicant to complete top section and sign statement below:

Location of proposed development: _____

Tax Map/ Lot # of proposed development: _____

Name(s) of Applicant: _____

Name(s) of Owner: _____

Description of proposal:

The applicant hereby agrees to adhere to any and all requirements of the 2009 International Building Code as applicable for this development.

Printed Name of Applicant/Owner

Printed Name of Applicant/Owner

Signature of Applicant/Owner

Date

Signature of Applicant/Owner

Date

Town of Northwood
Fire Department Review Form

Planning Board Application

Case #: _____

➤ Applicant to complete top section only and file with application:

Location of proposed development: _____

Tax Map/ Lot # of proposed development: _____

Name(s) of Applicant: _____

Name(s) of Owner: _____

Description of proposal:

➤ Fire Department Representative to complete comment section:

Fire Department Comments:

Town of Northwood
Police Department Review Form

Planning Board Application

Case #: _____

- Applicant to complete top section only and file with application:

Location of proposed development: _____

Tax Map/ Lot # of proposed development: _____

Name(s) of Applicant: _____

Name(s) of Owner: _____

Description of proposal:

- Police Department Representative to complete comment section:

Police Department Comments:

FEES SUBMITTED WITH APPLICATION: Enter amount: \$ _____

FEES: In accordance with RSA 676:4, I(g) and "RSA 674:44(V)", the applicant shall pay the following fees to compensate the Town of Northwood for its expenses with processing, noticing, and reviewing each application:

Land Use Department - Planning Board.

Recording Fees: All mylars will be recorded at the Rockingham County Registry of Deeds by the Northwood Planning Board for the following fees:	
<i>Subdivision and BLA Plans</i>	\$59.00 and \$28.00 per additional sheets
Voluntary Merger-Recording Fee	\$25.00
Minor Site Plan	\$200.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
Major Site Plan	\$300.00 application fee & .025/sf for disturbed area & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
Home Business	100.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
Minimal Impact Site Plan	\$100.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
Design Review	\$150.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
Subdivision	
Minor/Major Subdivision	\$200.00 application fee plus \$200.00 per lot & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
Lot Line Adjustment	\$100.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
Pin Inspection	\$60.00 per lot
Plan Copies	\$25.00 per sheet
<i>Planning Board Publications</i>	
Development Ordinance	\$10.00
Subdivision Regulations	\$10.00
Site Plan Review Regulations	\$10.00
Master Plan Update	\$10.00

**Town of Northwood
Boundary Line Adjustment
Checklist for Completeness**

Case #: _____

Review Date: _____

		Provided?		Waiver	Staff
		YES	NO	Request	Comments
Section 2.03	<u>Application</u>				
	To follow process specified in sections 2.06 through 2.20 of Northwood Subdivision Regulations.				
	Applicant shall submit the following:				
2.03(A)(1)	Correctly completed application form signed by the owner				
2.03(A)(2) and 2.10(B)	Abutters list which includes: correct abutters, applicant and authorized representative dated within 5 days of submittal, signed by preparer; additional list on adhesive mailing labels.				
2.03(A)(3)	Payment of fees for administration and public notice per current Fee Schedule				
2.03(A)(4)	Ten (10) paper copies of plans complying with requirements of section 4.00.				
2.03(A)(5)	State subdivision approval number for all boundary line adjustments involving lots less than 5 acres per NHDES "Subdivision and Individual Sewage Disposal System Design Rules."				
2.11	For applications with Regional Impact, additional notice required				
4.00	<u>Plat Standards</u>				
4.01	Plat sheet shall measure and meet the standard criteria required by the Rockingham County Registry of Deeds such as 11" by 17", 22" by 34", 24" by 36".				
4.02	Applicant shall provide three or more paper copies of each plat sheet. Copies of plat sheets to be recorded shall be printed on mylar, or other material as specified by the Rockingham County Registry of Deeds.				
4.03	<u>Basic Information:</u>				
4.03(A)	Title Block to include:				
4.03(A)(1)	Title of the sheet				
4.03(A)(2)	Owner's Name				
4.03(A)(3)	Applicant's name, if other than owner				
4.03(A)(4)	Tax map and parcel number				
4.03(A)(5)	Name and address of the person or company which prepared the sheet				
4.03(B)	Scale of the plan in text and graphic form				

Town of Northwood
Boundary Line Adjustment
Checklist for Completeness

Case #: _____

Review Date: _____

		Provided?		Waiver	Staff
		YES	NO	Request	Comments
4.03(C)	North Arrow				
4.03(D)	Each sheet shall indicate the date of original preparation, and the date and nature of each revision.				
4.04	NH Licensed Land Surveyor stamp & signature				
4.05	Plat sheet which requires any required engineering information shall be stamped and signed by a NH Licensed Professional Engineer.				
4.06	Approval Sheet to include:				
4.06(A)	Signature Block for Planning Board with a signature line and date space				
4.06(A)	Signature Block located near the lower right side of the plat whenever possible.				
4.06(B)	Supplemental plat sheets to include title and most recent date of revision.				
4.06.C	A locus map showing the location of the property within the municipality				
4.06(D)(1)	Indication of existing or proposed easements, covenants and deed restrictions.				
4.06(D)(2)	Indication of the zoning district, including applicable overly districts, if such districts exist.				
4.06(D)(3)	Area of each lot				
4.06(D)(4)	Length of road frontage for each lot.				
4.06(D)(5)	List of waivers and substitutions granted by the board.				
4.07	Match lines for multiple sheets				
4.08	Plat scale not less than 1" equals 100' or at greater detail				
4.09	Area of Coverage:				
4.09	The entire area and boundary of each lot shall be depicted except:				
4.09(A)	Each lot of 5 acres or less in area shall be shown in its entirety;				
4.09(A)	For lots larger than 5 acres, the plan shall depict a portion of the lot, at least 5 acres in size, which includes the area from the boundary line adjustment to the nearest road frontage.				
4.10	<u>Site Information</u>				
4.10	The set of plans submitted shall provide the following information about the site:				
4.10(A)	Boundary survey of the existing boundaries, including:				
4.10(A)(1)	Distances, deflection angles, radii, arc lengths, control angles, monument locations, and other necessary survey data				
4.10(A)(2)	Names of all abutters, including map and parcel numbers				

**Town of Northwood
Boundary Line Adjustment
Checklist for Completeness**

Case #: _____

Review Date: _____

		Provided?		Waiver	Staff
		YES	NO	Request	Comments
4.10(A)(3)	Roads, rights of way, intersections and driveways within 50' of the lot				
4.10(A)(4)	Location and nature of easements, deed restrictions and covenants				
4.10(A)(5)	Reference to deeds, earlier surveys, and other pertinent information as determined by the Licensed Land Surveyor.				
4.10(B)	Existing Conditions on the property, showing:				
4.10(B)(2)	Soil types and boundaries per the Rockingham County Soil Survey shall be indicated. Poorly and very poorly drained soils shall be clearly labeled as such.				
4.10(B)(3)	Existing Buildings, wells, septic systems, water lines, sewer lines, drainage facilities, utilities and other such improvements, in plan view, with description of uses and sizes, if applicable.				
4.10(B)(4)	Approximate location of buildings, wells and septic systems, in plan view, within 100' of the site.				
4.10(B)(5)	Surface waters, stone walls, and other significant natural and manmade resources.				
4.10(B)(6)	Overlay district boundaries that are located anywhere on the property				
4.10.C	Municipal, municipal precinct and zoning district boundaries, if any				
4.10(D)	Setback lines				
4.10(E)	Elevation of 100-Year Floodplain				
4.10(F)	Proposed Conditions on the property, showing:				
4.10(F)(1)	Boundary survey of the existing and proposed boundaries, showing all information provided for 4.10(A) plus distances, deflection angles, radii, arc lengths, control angles, monument locations, and other necessary survey data for proposed property boundaries.				
4.10(F)(2)	Proposed contours at 2' intervals in areas where changes are proposed.				
4.10(F)(3)	Buildings in plan view, with description of uses and sizes, if applicable.				
4.10(F)(4)	Proposed use(s), if other than single family residential.				
4.10(F)(10)	Each lot shall be numbered according to the town's tax map numbering system.				