



# Town of Northwood, New Hampshire

## OFFICE OF THE PLANNING BOARD

818 First New Hampshire Turnpike, Northwood NH 03261

(603)942-9100 Extension 5 Facsimile: (603)942-9107

[eplanchet@northwoodnh.org](mailto:eplanchet@northwoodnh.org)

### **HOME BUSINESS REVIEW APPLICATION**

Date: \_\_\_\_\_ Case # \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

2. Location: Tax Map/ Lot Number: \_\_\_\_\_ / \_\_\_\_\_ Total Acreage of Lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

Overlay District, if any: \_\_\_\_\_

3. Property Owner(s):

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Tel.# \_\_\_\_\_ Tel.#: \_\_\_\_\_

5. Applicant Name(s)\*:  
Representative\*:

Agent or Authorized

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Tel.# \_\_\_\_\_ Tel.#: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Letters of Authorization must accompany this application if owner and applicant differ and for designation of Agent or Authorized Representative.**

**6. Home business uses include office, personal or business service, light manufacturing, or other uses of a similar nature where there is no on-site sale of goods except as is incidental to the primary activity or service. (Northwood Development Ordinance and Site Plan Review Regulations.)**

**Description of Proposed Home Business:**

---

---

---

---

---

---

---

---

---

---

**7. Proposed Home Business:** (Check all that apply.)

Office  Personal Service  Business Service

Light Manufacturing  Other Use: \_\_\_\_\_

Employees Existing #: \_\_\_\_\_ Proposed #: \_\_\_\_\_

Parking Existing # spaces: \_\_\_\_\_ Proposed # spaces: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

This application must be accompanied by:

1. Complete List of Abutters and Current mailing Address (Attached sheet provided)
2. Ten copies of sketch drawn to scale per Section VII.D.
3. Fire & Police Department Forms
4. BOCA Statement Form signed
3. Completed Checklist
4. Written Waiver Requests, if any
5. Applicable Fee

**Please refer to Current Fee Schedule for all costs required for submission.**

**Checks are to be made payable to "Town of Northwood, NH"**

**Signatures:**

I, the applicant or property owner's duly authorized agent, do hereby submit this plan for review as required by the Site Plan Review Regulations of the Town of Northwood, New Hampshire. I agree to be fully responsible for the payment of all fees, costs, and expenses incurred with respect to this application. I understand that if I am not the owner(s) of the property named above, written authorization is required of the property owner for me to present this application to the Planning Board. I

hereby certify that all information presented as a part of this application is correct, to the best of my knowledge.

_____	_____	_____
(Applicant's Signature)	(Print or Type)	(Date)

_____	_____	_____
(Applicant's Signature)	(Print or Type)	(Date)

_____	_____	_____
(Agent's Signature)	(Print or Type)	(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](http://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.**

<b>Recording Fees:</b> 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
<b>Voluntary Merger-Recording Fee</b>	\$25.00
<b>Minor Site Plan</b>	\$200.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
<b>Major Site Plan</b>	\$300.00 application fee & .025/sf for disturbed area & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
<b>Home Business</b>	100.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
<b>Minimal Impact Site Plan</b>	\$100.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
<b>Design Review</b>	\$150.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
<b>Subdivision</b>	
<b>Minor/Major Subdivision</b>	\$200.00 application fee plus \$200.00 per lot & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
<b>Lot Line Adjustment</b>	\$100.00 application fee & \$10.00 per abutter/applicant notice & \$60.00 public notice fee.
<b>Pin Inspection</b>	\$60.00 per lot
<b>Plan Copies</b>	\$25.00 per sheet
<i>Planning Board Publications</i>	
<b>Development Ordinance</b>	\$10.00
<b>Subdivision Regulations</b>	\$10.00
<b>Site Plan Review Regulations</b>	\$10.00
<b>Master Plan Update</b>	\$10.00

**Town of Northwood  
Home Business Application  
Checklist for Completeness**

Review Date: \_\_\_\_\_

		Provided?		Waiver	Staff
		YES	NO	Request	Comments
Section IV	<b><u>APPLICABILITY</u></b>				
IV-D	Description of proposed use of property provided for the record to determine that the proposed use qualifies as a home business.				
Section VI	<b><u>PUBLIC NOTICE REQUIREMENTS</u></b>				
	No Site Plan Review application shall be accepted or acted on by the planning board without giving due notice to the public.				
Section VII	<b><u>SITE PLAN REQUIREMENTS</u></b>				
	Site Plan Review applications shall be made on forms available from the planning board secretary.				
VII-D(1)	At a minimum the application shall contain the following:				
	The sketch of the lot with proposed activity drawn to scale				
VII-D(1)	Title Block shall be shown on the sketch to include:				
	Title of plan				
	Owner's name, address and name of agent, if any				
	Date of plan/sketch preparation and date of subsequent revisions				
	Scale of plan				
	North Arrow and bar scale				
	Exterior Lighting shown on the sketch				
VII-D(2)	The sketch shall show at a minimum the following:				
	Names, addresses and tax map numbers of abutting property owners				
	Location and layout of existing and proposed structures and buildings				
	Overlay districts on property to be noted				
	Deed reference and tax map number				
	Location and layout of all on-site parking and loading facilities				
	Location and size of proposed and existing signs, walls and fences				
	Location and type of outdoor lighting.				
Section IX	<b><u>DESIGN STANDARDS AND REQUIRED IMPROVEMENTS</u></b>				
IX-A	<b>General Requirements</b>				
IX-A(1)	Conformance to Applicable Laws, Rules and Regulations				
IX-A(2)	Self-Imposed Restrictions				
IX-A(3)	Specifications References				

**Town of Northwood  
Home Business Application  
Checklist for Completeness**

Review Date: \_\_\_\_\_

		Provided?		Waiver	Staff
		YES	NO	Request	Comments
IX-B	<b>Architectural Design Review</b>				
IX-B(2)	Proposed activity conforms with General Guidelines/Criteria				
IX-C	<b>Streets and Access</b>				
IX-C(1)	All developments shall make adequate provision for safe and suitable access to an existing public street or shall make provisions for the construction and dedication of a public street in order to obtain safe and suitable access to the development site.				
IX-D	<b>Storm Water Drainage</b>				
IX-D(1)(a)	All developments shall make adequate provisions for storm water disposal facilities.				
IX-E	<b>Water Supply</b>				
IX-E(1)	All developments shall make adequate provision for a water supply of potable water for domestic consumption and for water supply for fire protection purposes.				
IX-F	<b>Sewerage</b>				
IX-F(1)	All developments shall make adequate provision for sanitary sewage disposal facilities.				
	Copy of state approved septic design plan or letter of verification from septic designer.				
IX-H	<b>Off-Street Parking and Loading</b>				
IX-H(1)	All developments shall make adequate provisions for off-street parking and loading facilities for use by both employees and patrons.				
IX-I	<b>Signs</b>				
IX-I(1)	Signs are intended to identify the use of the property on which they are located. Signs shall not be a hazard or nuisance by virtue of their location or illumination.				
IX-I(2)	Sign size, type, location, height, and illumination shall conform to the requirements of the town ordinances.				
IX-M	<b>Outdoor Lighting</b>				

**Town of Northwood  
Home Business Application  
Checklist for Completeness**

Review Date: \_\_\_\_\_

		Provided?		Waiver	Staff
		YES	NO	Request	Comments
IX-M	Lighting of all sites shall be designed to prevent off-site disturbance, nuisance, or hazard, and shall not detract from the qualities of the community which attract many visitors, such as the heritage of the community and its natural beauty. In addition to the town's ordinances, the following shall apply:				
IX-M(1)	All outdoor light sources shall be designed, directed and/or shielded such that the nighttime lighting is primarily contained on the site, shielding abutting properties and roads to the extent necessary				
IX-M(2)	No light source shall be permitted if that light causes glare or other safety problems on an adjacent street or property, and;				
IX-M(3)	Commercial outdoor lighting, except for a minimal amount of security lighting, shall be turned off when the establishment is not open for business.				
IX-N	<b>Hours of Operation</b>				
	All applicants shall present limits on the hours of operation of non-residential operations. This shall be reviewed by the board to ensure that adverse impacts on the neighborhood and town are suitably mitigated by means as deemed appropriate by the board.				
IX-O	<b>Lot Coverage</b>				
	For all developments, lot coverage by low permeability surfaces shall not exceed the following percentages:				
	Mixed Use (Combination of Residential and Non-Residential Use) 40%				
	Non-Residential 50%.				
IX-P	<b>Noise</b>				
	The applicant and future owners of all site developments shall conform with the Northwood Development Ordinance for the purpose of regulating noise levels within the town.				