



Planning Board Comprehensive Application Form

TO: Applicants  
 FROM: Newmarket Planning Board  
 SUBJECT: Guidelines for Processing Applications

The Newmarket Planning Board wants to process applications as speedily as possible. We understand that the Zoning Ordinance and our Regulations are complex and often confusing. These requirements are designed to deal with different situations from single-issue waivers and permits to large-scale residential developments and commercial site plans. Therefore, not all requirements may be applicable to your application.

Although it is not required, it is recommended that before you file your application if you have any questions or concerns, you should discuss your proposal informally with the Town Planner. The Town Planner will review your project conformance with the Town's Ordinances and Regulations and can advise you on procedures for obtaining approval as well as other governmental permits that may be required. Call (603) 659-8501 ext 1315 for an appointment or email: [dhardy@newmarketnh.gov](mailto:dhardy@newmarketnh.gov). Town of Newmarket Regulations and Ordinances are available online at [www.newmarketnh.gov](http://www.newmarketnh.gov).

The key to receiving a prompt decision is to have all the necessary information in the Planning Department before the Planning Board meeting. All applications **MUST** be submitted to the Planning's office **FIFTEEN (15) DAYS** Prior to the Planning Board meeting at which it will formally be reviewed. The Town Planner will schedule you for a Public Meeting. In order to be scheduled, your application must be substantially complete.

**Type and Description of Project (this description will be used for notification purposes):**

<b>Application Type:</b>	<input checked="" type="checkbox"/>	<b>Description of project or application:</b>
Subdivision:	<input type="checkbox"/>	
Site Plan:	<input type="checkbox"/>	
Impact Fee Waiver:	<input type="checkbox"/>	
Special (Conditional) Use Permit:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	



## TOWN OF NEWMARKET COMPREHENSIVE APPLICATION

Note: This form and all required information must be filed at least **15 days** before the date of the meeting at which it is to be submitted to the Board. Revised plans of any type must be in the office **7 days** prior to the hearing date. Filing is to be done at the **Planning Department, Newmarket Town Hall, 186 Main Street, Newmarket, NH 03857.**

\*\* Note regarding information requested: Name, mailing address and telephone contacts must be supplied for an application to be scheduled for a hearing. Email addresses are optional and will be used to transfer electronic copies of notices, memoranda, and/or other documents.

1. Name, mailing address and telephone number of **owner of record**.

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2. Name, mailing address, telephone numbers (voice and fax) and email of **agent**. The agent is the entity with the legal authority to bring the application to the board on behalf of the landowner. If the owner is not the applicant, the 'Authorization to Act as Agent' section must be filed with the Board.

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3. Name, mailing address, and telephone numbers (voice and fax) of **applicant**.  
An applicant is the entity with authority to represent an agent and/or landowner before the Board and will be responsible for dissemination of all information to the landowner and/or agent. An applicant is often (but not necessarily) a surveyor, engineer, attorney, or real estate professional.

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4. Street Location of Subject Parcel: \_\_\_\_\_

5. Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

6. Zoning district property is located in \_\_\_\_\_

7. Overlay Districts or other regulations affecting Subject Property:

State Highway Permit: \_\_\_\_\_

Wetlands Overlay: \_\_\_\_\_

Shoreland Protection: \_\_\_\_\_

Aquifer Protection: \_\_\_\_\_

Scenic Roadway: \_\_\_\_\_

State Subdivision: \_\_\_\_\_

Current Use Tax: \_\_\_\_\_

Others (specify) \_\_\_\_\_

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8. Special (Conditional) Use Permit:

**SPECIAL (CONDITIONAL) USE PERMITS.** Pursuant to RSA 674:21,I(i), a provision which permits flexible and discretionary zoning among other innovative land use controls, the Town offers certain discretionary authority to the Planning Board in limited cases where generally stated standards appear inappropriate.

(A) Special (Conditional) Use Permits are provided in the following sections: § 1.05 (A)(3) for expansions of non-conforming uses; § 2.01(B)(2) for optional uses in the mills; § 2.04(B)(2)(a) for self-storage facilities within existing buildings in the mills; § 2.04(B)(2) for optional uses related to the golf course or outdoor recreation; § 2.07 (C) for flexible use development within the B-3 District; 5.01 (C)(7)(a) for excavations in the Aquifer Protection District; § 5.03 for impacts in the Wetland Overlay District; § 5.07(B)(3) for siting telecommunications facilities; § 7.01(B)(3) for permitting large home-based businesses; and § 7.05 Affordable Elderly Housing.

a. Section of Zoning Ordinance authorizing permit:

\_\_\_\_\_.

b. Information submitted must be sufficient for the Board to rule on the criteria found within the relevant section of ordinance authorizing the permit.





**APPLICATION FEES**

In accordance with RSA 676:4, I(g), the applicant shall pay the following fees to compensate the Town for its expenses in processing, noticing and reviewing each application, one or more may apply, however, only one notice fee is required:

**SUBDIVISION OF LAND**

(A) Administration:

- (1) Lot Line Adjustment: \$70
- (2) Subdivision: \$500.00 plus \$175/lot
- (3) Minor Subdivision: \$250.00 plus \$75/lot

(B) Public Notice:

- (1) \$40.00 per notice; plus
- (2) \$7.00 per abutter or other party notified.

(C) \$26.00 per sheet. Recording: The applicant shall reimburse the Town the cost of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the Register of Deeds. Payment for first sheet due with application. Additional sheets must be paid upon presentation of Mylars to the Planning Office. *No sheets will be recorded until this and all other fees are paid.*

(D) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Newmarket Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.

Each Lot/Parcel or Dwelling Unit		_____
Public Notice Fee		_____
Abutter Notification [____(# of abutters) x \$7]		_____
Total	\$	_____



**SITE PLAN REVIEW**

(A) Administration:

- (1) Minor Review: \$125.00
- (2) Major Review, one or more of the following shall apply:
  - (a) Residential Base Fee \$250  
Per Unit \$125
  - (b) Commercial Base Fee \$250  
Plus per square foot of floor space-
    - 0-1,000 \$0.12 per sq. ft.
    - 1,001-5,000 \$0.10 per sq. ft.
    - 5,001-10,000 \$0.08 per sq. ft.
    - 10,001+ \$0.05 per sq. ft.
  - (c) Industrial Base Fee \$250  
Plus per square foot of floor space-
    - 0-1,000 \$0.06 per sq. ft.
    - 1,001-5,000 \$0.05 per sq. ft.
    - 5,001-10,000 \$0.04 per sq. ft.
    - 10,001+ \$0.03 per sq. ft.

(B) Public Notice:

- (1) \$40.00 per notice; plus
- (2) \$7.00 per abutter or other party notified.

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(D) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Newmarket Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.

Administration Fee			
Public Notice Fee			
Abutter Notification [____(# of abutters) x \$7]			
Total	\$		



IMPACT FEE WAIVER or SPECIAL USE PERMIT

(A) Public Notice:

- (1) \$40.00 per notice; plus
- (2) \$7.00 per abutter or other party notified.

(B) \$26.00 per sheet. Recording: The applicant shall reimburse the Town the cost of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the Register of Deeds. Payment for first sheet due with application. Additional sheets must be paid upon presentation of Mylars to the Planning Office. *No sheets will be recorded until this and all other fees are paid.*

(C) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Newmarket Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.

Public Notice Fee

\_\_\_\_\_

Abutter Notification [\_\_\_\_(# of abutters) x \$7]

\_\_\_\_\_

Total

\$

\_\_\_\_\_



## Verification & Signature Pages

1. The applicant and/or owner and/or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Newmarket in the final subdivision process of this property shall be borne by the following party:

Applicant \_\_\_\_\_ Owner \_\_\_\_\_ Agent \_\_\_\_\_

\*\* Failure to indicate a responsible party for fees and associated costs will result in the denial of the application without a public hearing in accordance with RSA 676:4.

2. The owner/agent hereby authorizes the Newmarket Planning Board and its agents to access the subject land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Newmarket ordinances and regulations.
3. The undersigned owner/agent hereby submits to the Newmarket Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:
  - To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
  - To provide and install standard street signs as approved by the Town for all street intersections.
  - To give the Town on demand, proper deeds for land or rights of ways reserved on the plat for streets, drainage or other purposes as agreed upon.
  - To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
  - To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Board.



- To construct improvements or post the Planning Board’s Performance Guarantee to insure completion of the improvements shown on the plat and related drawings.
- There are no known violations of the Town of Newmarket Zoning Ordinance or Newmarket Planning Board Regulations present on the property that have not been disclosed as part of this application.
- To insure proper boundary monumentation at the project’s completion in accordance with the Town of Newmarket Subdivision Regulations.

### **Authorization to Act as Agent**

Mr./Ms. \_\_\_\_\_ of \_\_\_\_\_

is hereby designated as the person whom is authorized to act as my agent in securing any and all permits necessary from the Newmarket Planning Board for the development of my property, all communications to the owner may be addressed to the agent or applicant on the agent’s behalf.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Witness: \_\_\_\_\_

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

By \_\_\_\_\_  
 Owner/President or Treasurer if a Corporation

