

# SEABROOK BEACH VILLAGE DISTRICT PLANNING BOARD APPLICATION INSTRUCTIONS

- PAGE 2: The applicant is responsible for filling out the entire application. Incomplete applications may not be accepted by the Planning Board. The top of page 1 includes the date of the application, zoning map information on the property, contact information for the applicants and owners, the address of the property and a list of all past Planning Board Cases.
- The bottom 2/3 of page 2 is a list of items that will be required with your application. Not all items are required for every type of application so use the table on the bottom of the page to determine which items are required with your application.
- PAGE 3: Fee Calculation Work Sheet: Use the Fee Calculation Worksheet to calculate the fee for your application. **Make the check payable to Seabrook Beach Village District Planning Board.** The check must be turned in with the application. To avoid delays due to incorrect fee calculation, ask the PB Secretary for guidance.
- Additional fees may be required depending on the scope of the project. Please read the Additional Fees paragraphs at the bottom of page 3 and top of page 4.
- PAGE 4: At the bottom of page 4 please provide a description of how the property is currently being used. Also provide a description of the proposed plan and any changes to the buildings and grounds.
- PAGE 5: Signature Page: The application must contain the names, addresses and signatures of each property owner, applicant and agent if one is being used. The application will not be accepted without these signatures.
- PAGE 6 & 7: Check List of Items Required for a Complete Application. The SBVD Planner and the Planning Board use this checklist to determine if an application is complete.
- The left hand column is used to group items by the type of application. The second column indicates the requirements for a Low Impact Proposal. Columns 4,5,6 should have an "X" indicating if the item has been Submitted, Not Submitted or N/A. The right most column references the location of each item in the SBVD Land Use Regulations if more detail is needed.
- If an item is required but not submitted with the application, the applicant should request a waiver. All waivers must be provided in writing with the application and include the reason the information has not been provided. **THE PLANNING BOARD HAS THE RIGHT TO NOT ACCEPT AN APPLICATION IF REQUIRED ITEMS ARE NOT SUBMITTED.**

## TO SUBMIT THE APPLICATION:

When the application is complete and required items have been included on or with the application, call the PB secretary at 603-918-7083 to make an appointment to review and submit the application. The secretary will assign a case number and initial PB review date. Depending on the complexity of the plans a Technical Review Meeting may also have to be scheduled.

## SEABROOK BEACH VILLAGE DISTRICT PLANNING BOARD APPLICATION

Date Received: \_\_\_\_\_ Zone \_\_\_\_\_ Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Name of Applicant (s) \_\_\_\_\_ Telephone \_\_\_\_\_ email address \_\_\_\_\_

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

Name of Property Owner (s) \_\_\_\_\_ Telephone \_\_\_\_\_ email address \_\_\_\_\_

Case # for prior Planning Board proposals concerning this property – Required \_\_\_\_\_

**The Planning Board Secretary may not take delivery of your application if any of the below listed items applicable to your project are not included with your application. Application Instructions are on Page 7.**

### Application Submittal Items

- A) Application Fee
- B) List of Abutters - "any person whose property is located in NH, and adjoins or is directly across the street or stream from the land under consideration by the Planning Board, per RSA 672:3.
- C) Plan: 8 Paper copies 22" x 34"; 14 paper copies 11" x 17" conforming to [Article 5 of the subdivision regulations]
- D) Proof of application for State Permits (if applicable)
  - ( ) Curb Cut Permit or other permit related communications from NH Department of Transportation
  - ( ) Site Specific Permit (erosion control, per RSA 485-A: 17)
  - ( ) Dredge/Fill from NH Wetlands Board / Shoreland Protection Zone Permit
- E) Proof of Ownership: a copy of the existing deed, and a copy of the Tax Map evidencing that the lot(s) is an existing lot of record
- F) Cost Estimates for work such as electrical installation, water and sewer installation, removal of sumps, grading, paving and drainage
- G) Condominium Documents - two copies of proposed documents plus attorney certification. The signed original to be supplied after the Board approves the project.
- H) Deeds, easements, rights-of-way etc. – two copies of existing and/or proposed documents. Signed originals to be supplied after SBVD Planner and Town Manager review.
- I) Stormwater Operations and Maintenance Manual

Submittal Requirements (Check whichever fees apply)	Item to be Submitted	Fee
Subdivisions up to 5 lots (no road required)	A B C D E F H I	\$200 + \$100 per lot
Subdivisions up to 5 lots including a roadway	A B C D E F H I	\$500 + \$250 per lot
Subdivisions in excess of 5 lots including a roadway	A B C D E F H I	\$1,000 + \$500 per lot
Lot-Line Adjustment or Removal	A B C E H	\$300
Site Plan	A B C D E F H I	\$300 + \$100 per every 1,000 sq ft of impacted area
Condominium Conversion	A B C E G H	\$300 plus \$100 per condo unit
Low Impact Proposal	14 copies of drawing or overhead; see checklist;	\$100
Voluntary Lot Merger	A E + 3 Plans	\$100 + \$50 per lot
Conditional Use Permit	A B C D E F	\$100
Public Notice		\$150 <b>Except Low Impact Proposals</b>
Abutter, Owner, and Professional Service Provider Notices		\$170 + \$10.48 per owner, applicant, professional service provider; \$7.78 per abutter;
Recording of mylars and documents		Actual Cost based on number of pages + \$100
Re-submittal of Plan or Mylar for non construction Correction, or recording of Mylar for condo conversion		\$100

The SBVD Planning Board meets the first Monday of every month. All documents must be submitted to the SBVD Planning Board Office a minimum of 30 days prior to the hearing date. Contact the Planning Board Secretary for submission schedule or assistance.

The Planning Board Secretary will inform you of your case number upon receipt of a complete application. This case number must be used on all correspondence and submission documents.

### Fee Calculation Work Sheet

Please use the table below to calculate the fees due to the SBVD Planning Board with your application and include this worksheet with your application. Make checks payable to: **Seabrook Beach Village District.**

Fee item	Calculation	Sum
Subdivisions up to 5 lots – no road	$\$200 + (\$100 \times \text{_____ (fill in number of lots)}) =$	
Subdivisions up to 5 lots including a roadway	$\$500 + (\$250 \times \text{_____ (fill in number of lots)}) =$	
Subdivisions in excess of 5 lots including a roadway	$\$1,000 + (\$500 \times \text{_____ (fill in number of lots)}) =$	
Lot Line Adjustment	\$300	
Voluntary Lot Merger	\$100 + \$50 per lot	
Site Plan Review	\$300 + \$100 per every 1,000 sq ft of impacted area– identify and measure all impacted area including, but not limited to, buildings, parking, landscaping, woodlands and wetlands;	
Condo Conversion	$\$300 + (\$100 \times \text{_____ (fill in number of units)}) =$	
Low Impact Proposal	\$100	
Re-submit / Mylar Correction	\$100	
Public Notice	\$150 <b>Except Low Impact Proposals</b>	
Abutter, Applicant & Professional Service Provider Notices – names supplied on 3 sets of address labels	\$170 Plus	
	A = \$10.48 X (for each owner, applicant & engineering firm)	
	B = \$7.78 X (fill in number of abutters per NH RSA676:41 (d))	
	Total = \$170 + A + B	
Application Administration Fee	\$150 <b>Except Low Impact Proposals</b>	
Document Recording Fee (SBVD)	\$100	
<b>TOTAL APPLICATION FEE DUE</b>		

Document Recording Fees: Rockingham Registry of Deeds		
Recording of Mylar, documents, and condominium documents	A separate check made out to the <b>Rockingham Registry of Deeds</b> for actual recording costs. Cost per sheet X number of sheets to be recorded. (See charts below for size/mylar cost).	
	<b>This amount is separate from the application fee</b>	
Mylar Plan Size	Cost / Page	Document Recording Fees:
<b>8 1/2 X 11 inches</b>	<b>11.00</b>	17.00 for first page, 4.00 each additional page
<b>11 X 17 inches</b>	<b>11.00</b>	17.00 + (_____ (number of pages) X 4.00) =
<b>17 X 22 inches</b>	<b>16.00</b>	Make a separate check to the <b>Rockingham Registry of Deeds</b> for recording of Condo Docs and all other documents to be recorded. The Fee schedule is set by the Registry.
<b>22 X 34 inches</b>	<b>26.00</b>	
State <u>LCHIP surcharge</u>		\$25.00 due on each deed, and plan set recorded per RSA 478:17g, II-(a). Make check payable to <b>Rockingham County Registry of Deeds</b> . Submitted check to the SBVD PB after the mylar is signed.

#### Additional Fees

**Plan Review:** All plans will be reviewed by the SBVD Planner. Subdivisions that include provisions for roadway construction or connection to Town services, and most site plans, will be reviewed by the SBVD Planning Board's engineer. The cost for such reviews shall be borne by the applicant. SBVD Planner and Engineering reviews will be billed on a per-hour rate.

**Additional Fees:** The SBVD Planning Board may require additional fees or escrows in connection with a particular case application process including, but not limited to, administration, research, special investigative studies, review of documents, attorneys, inspections, and other professional services, as per NH RSA 674:44V and NH RSA 674:41.

The need for additional services incurring fees and/or expenses shall be the sole determination of the SBVD Planning Board. All additional fees specified in Section 4 of the Subdivision Regulations apply to applications for site plan review. The Planning Board reserves the right to recover all legal fees in connection with an application, including court related fees. The Applicant will receive one or more Invoices for amounts to be reimbursed to the Planning Board. Prompt payment is expected. All outstanding Invoices shall be paid prior to the recording of a mylar or the issuance of a building permit. All reimbursement amounts due shall be paid in full prior to the issuance of an occupancy permit.

**Incomplete Applications.** Applications submitted to the Planning Board that are incomplete will result in an administrative processing fee of \$75.00

**Returned Checks.** The assessment for returned checks is \$50.00. Your application will be suspended until all fees due are paid in full.

**Technical Review Committee.** The applicant shall reimburse the Town for the cost of Technical Review, if such review is required by the Planning Board. The calculation of such costs shall include the hourly rates for each member of the Technical Review Committee, and that of the Secretary.

**Charge for Extensive Review.** A charge of \$100 / meeting will be assessed to the applicant for each Planning Board review meeting greater than four meetings.

**Construction Oversight** – The Applicant shall reimburse the Town for all costs of construction monitoring as determined by the Planning Board. The applicant shall reimburse the Town for all costs of outside inspection services incurred by the Building Department.

**Administrative Service Fee** – The applicant will be assessed an administrative fee of 20 percent of the cost of professional services rendered to the Planning Board. Said fee is intended to cover accounts payable and record keeping, but in no instance shall the fee exceed \$100 per invoice.

**Applicant's Follow-on Responsibility.** Applicants are responsible for providing revised plansets and mylars, in a timely way after the application has been approved, and for carrying out the conditions of the Notice of Decision. The Applicant will receive one or more invoices for amounts to be provided or reimbursed to the Planning Board. Plans and mylars will not be signed unless they are entirely satisfactory to the SBVD Planner and all invoices provided to date have been paid. . A fee of \$100 will be assessed for refilling of any Mylar rejected by the Registry Outstanding Invoices must be paid in full prior to the Planning Board Chair signing the final revised plan set, and again prior to the issuance of a Certificate of Occupancy.

**Exaction Payments** – During the approval process the Applicant and the Planning Board may agree to certain offsite or exaction mitigation payments. Such payments shall be identified as a condition of approval, and shall be paid in full prior to the issuance of a certificate of occupancy.

#### **Security Amounts**

The minimum security amount for any case is \$5000 or as recommended by the Planning Board Engineer, and/or as stipulated by Planning Board approval. Security must be submitted prior to the preconstruction meeting and/or the issuance of a building permit.

**Re-submittal of an Application** – The fee for resubmitting an Application within one year is at least one half the original application fee, but no less than \$500. In the event that the Planning Board's review of the re-submittal extends more than three meetings, the applicant will be assessed the full original application fee in addition to fees specified in Section 4.330 above.

**Describe existing uses and structures on the property.**

**Describe proposed uses, structures and modifications:**

**CERTIFICATION**

**I certify that this application and the accompanying plans, supporting information and documents are originals or true copies, and have been prepared in conformance with all applicable regulations. I have read The Seabrook Beach Village District Land Use Regulations and the "Planning Board Application Procedures and Guidelines Manual".**

**I understand that the Applicant is responsible for payment of all costs associated with the review of this Application.**

**\*APPLICANT IS RESPONSIBLE FOR REVIEWING AND COMPLYING WITH ALL TOWN AND STATE REGULATIONS.**

OWNER(s): \_\_\_\_\_  
(signature) (print)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(signature) (print)

\_\_\_\_\_  
(address)

APPLICANT(s): \_\_\_\_\_  
(signature) (print)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(signature) (print)

\_\_\_\_\_  
(address)

AGENT\*: \_\_\_\_\_  
(signature) (print)

\_\_\_\_\_  
(address)

\*If an Agent is designated, an authorization letter signed by Owner must be submitted with the Application

Copies of the Seabrook Beach Village District Land Use Regulations and Application Procedures and Guidelines Manual are available on-line and in the SBVD Planning Board Office, SBVD Precinct Building, 210 Ocean Blvd, Seabrook, NH 03874, Phone: (603) 474-7083 e-mail: dhawkins51@yahoo.com

Checklist of Items Required for an  
Application to the SBVD Planning Board

\* Low Impact Proposal: Applicable items required to be submitted for a Low Impact Proposal are designated by an "L".

	*	Item	Submitted	Not Submitted	N/A	Authority
<i>Application</i>	L	Completed application form with owner signature				Applica. Form
	L	Fees paid				Sub III-E
	L	Abutters list				Sub V-E5
		Copy of deed				Applica. Form
		Cost estimate for site work				App Form F
<i>Low Impact Proposal</i>	L	14 copies of plan sheets, drawings, or aerial photos depicting the site with lot, building, driveway, parking dimensions and setbacks;				Site Plan Section 4
<i>Subdivision &amp; Site Plan Exhibits</i>		Eight 34"x22" and Fourteen 11x17" paper copies of the plan sets				Sub V-A
		Scale not greater than 20' nor less than 100'				Sub V-B
		Locus				Sub V-C
	L	Title Block, with space for Case #, parcel identification, owner and plan preparer ID in lower right corner				Sub V-E1
	L	Date				Sub V-E2
	L	North arrow				Sub V-E2
		Surveyor stamp				Sub V-E3
		Engineer stamp				Sub V-E3
		Wetlands Scientist stamp				Sub V-E3
		Landscape Architect Stamp				Site V
		Easements and easement holders				Sub V-E5
		Dimensions to hundredths of a foot				Sub V-E6
		Radii & bearings of prop lines, ways & easements				Sub V-E6
		Street & Utility profiles, cross sections & details				Sub V-E7
	L	Street name				Sub V-E8
	L	Proposed use of property				Sub V-E9
		Proposed public areas				Sub V-E10
		Permanent monuments				Sub V-E11
		Flood elevation data				Sub V-E11
	L	Sign details				Sub V-E12
	L	Lighting details				Sub V-E12
		Landscaping details				Sub V-E12
		Driveway details				Sub V-E14
		Wetlands, streams, ponds & creeks				Sub V-E15
		2-foot contours, existing & proposed				Sub V-E16
		Revision Block to the left of Title Block				Sub V-E17
		Approval signature line above Title Block				Sub V-E18
		Stormwater Drainage Analysis				Sub V-M
		Stormwater Operations & Maintenance Manual				Sub V-N
		Intended location of dwellings & structures				Sub V-E19
	L	Signature of Planner or Building Inspector				

		<b>Item</b>	<b>Submitted</b>	<b>Not Submitted</b>	<b>N/A</b>	<b>Authority</b>
<i>Subdivision &amp; Site Plan Exhibits</i>		Size and location of impermeable surfaces				Sub V-E20
	L	All appropriate setback lines				Sub V-E21
		Lot depth & width rectangles on building sites				Sub V-F
	L	Lot numbers				Sub V-G
	L	Street numbers				Sub V-G
		Board of Adjustment approval with explanation				Sub V-H
		Applications filed for State & Federal permits				Sub V-I
		ConComm comments, if wetlands involved				Sub V-J
		Wetlands Survey extending 25 feet off-site				Sub V-L
		Permanent boundary markers for wetlands				Sub V-L
		Stormwater Pollution plan				Sub V-M
		Erosion & Sediment Control plan				Sub V-N
		Water Meter installation note				Sub V-O
		Draft Deed citing easements and wetlands				Sub V-P
		Acreage				Sub V-E4
	L	Waiver Requests in Writing				Sub V-B
<i>Site Plan Exhibits</i>		Architectural elevations				Site Art. VI
	L	Lighting fixture details				Site Art. VI
	L	Lighting locations & hours of operation				Site Art. VI
		Maintained horizontal luminance				Site Art. VI
		Photometric grid				Site Art. VI
		Light pole foundation & pole details				Site Art. VI
		Traffic Study				Site Art. XI
<i>CondoConversion</i>		Certified copy of condo documents				Site Art. XI-A
		Utility plan showing shutoff valves				Site Art. XI-B
		Wetland delineation				Site Art. XI-E

APPLICANTS MUST SUBMIT ALL ITEMS ON THE CHECKLIST OR REQUEST A WAIVER IN WRITING WITH THE APPLICATION FOR ANY ITEM NOT SUBMITTED.

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Signature of SBVD Planner or Building Inspector to allow a Low Impact Proposal

End of Application Case # \_\_\_\_\_