

HOLLIS PLANNING BOARD

Seven Monument Square

Hollis, NH 03049

Tel. (603) 465-2209, Ext 108 Fax (603) 465-3701

Email: planning@hollisnh.org

PLANNING BOARD APPLICATION

Please check appropriate category:

MAJOR SUBDIVISION ___ *MINOR SUBDIVISION* ___ *LOT LINE RELOCATION* ___

DESIGN REVIEW ___ *CONCEPTUAL CONSULTATION* ___ *SITE PLAN* ___

Date Submitted ___ *Hearing Date* ___ *File #* ___

Subdivision/Site Plan Name _____

Property Location: Map _____ Lot _____ Street: _____

Owner's Name _____

Address _____

Signature _____ Tel. _____ Email _____

Applicant (If Other Than Owner) _____

Address _____

Signature _____ Tel _____ Email _____

Engineer/Surveyor _____

Address _____

Signature _____ Tel _____ Email _____

Permission for Planning Board On-Site Inspection _____
(Signature owner/agent)

Plan Purpose: _____

Planning Board Fees for Application # / Name _____

<u>Fees</u>	<u>Amount</u>	<u>Amount /Date Paid</u>
Abutter / Certified	\$ **	\$ _____ / _____
Recording	\$26.00 (\$24.00 + \$2.00 surcharge)	\$ _____ / _____ (Additional pages - \$24.00 ea)
LCHIP (Required for all)	\$25.00	\$ _____ / _____
Check made out to: Hillsborough County Registry of Deeds		
Site Plan Review (full)	\$**	\$ _____ / _____
(minor)	\$**	\$ _____ / _____
Design Review	\$ **	\$ _____ / _____
Subdivision plan/lot line	\$ ** per lot	\$ _____ / _____
** See Fee Schedule		
Consultant Review Fees ¹		\$ 500 / 00
TOTAL FEES		\$ _____

Application Review & Approval Status

<u>Permit Name</u>	<u>Approval Date</u>	<u>Permit Number</u>
State Subdivision	_____	_____
Wetlands Board	_____	_____
State Curb Cut	_____	_____
State Site Specific _____	_____	_____

Name _____

Bond Required: ____ yes ____ no

Bond Purpose _____

Bond Amount \$ _____ Date Paid _____

Deeds/Easement Documents approved by Board of Selectmen (date) _____ N/A ____

List of Deeds/Easements _____

Date of Plan Acceptance	_____
Date of Plan Approval	_____
Date of Plan Signature	_____
Date of Plan Recording	_____

Fire Protection Requirements Satisfied ____ yes ____ no

Site Engineering Inspection Fees Required ____ yes ____ no

Inspection Fee Amount \$ _____ Date Paid _____

¹ Consultant Review Fees will be required for all applications including Conceptual review. Anticipated costs should be discussed with the Planning Staff prior to application submittal.

HOLLIS PLANNING DEPARTMENT FEE SCHEDULE

Subdivision Applications		Fee	Abutter Notification
• Conceptual Review		\$100.00 Flat Fee *	Regular Mail
• Design Review		\$75.00 Flat Fee *	Certified Mail
• Lot Line Adjustment		\$75.00 Flat Fee *	Certified Mail
• Subdivision		\$75.00 per new lot *	Certified Mail
• Mapping Fees		\$25.00 per lot *	N/A
Site Plan Applications		Fee	Abutter Notification
• Conceptual Review		No Fee – Application *	Regular Mail
• Design Review		\$100.00 Flat Fee *	Certified Mail
• Minor Site Plan		\$100.00 Flat Fee *	Certified Mail
• Major Site Plan		\$200.00 Flat Fee *	Certified Mail
Notifications (mail)			
• Certified Mail		current postal rate	
• Regular Mail Notification		current postal rate	
Recording		Fee	
• Plans		A. 8.5 x 11 = \$ 9.00 + \$2.00 surcharge (1 st pg) (NH RSA 478:17-j)	
• LCHIP fee		B. 11 x 17 = \$ 9.00 + \$2.00 surcharge (1 st pg) (NH RSA 478:17-j)	
Under RSA479:17g,l-a(a)		C. 17 x 22 = \$14.00 + \$2.00 surcharge (1 st pg) (NH RSA 478:17-j)	
\$25.00 due on a separate		D. 22 x 34 = \$24.00 + \$2.00 surcharge (1 st pg) (NH RSA 478:17-j)	
check made out to:		(each additional 22 x 34 pg. recorded is: \$24.00—no additional surcharge)	
Hillsborough County		Checks made out to:	
Registry of Deeds.		Hillsborough County Registry of Deeds.	
• Documents		Per HCRD	
Other Fees		Fee	Abutter Notification
• Scenic Road Hearing		\$50.00 + Advertising	Certified Mail
• Regional Impact Hearing		\$50.00 + Advertising	Certified Mail
• Miscellaneous Applications		\$75.00 Flat Fee	Varies
• * Consultant /Conceptual /Final Review		\$500.00 (unless prior arrangement was made w/planner)	Regular Mail

WAIVER REQUEST – SITE PLAN REVIEW REGULATIONS

Project Name _____	
Street Address: _____	Map/Lot: _____
<p>I (name) _____ hereby request that the Planning Board waive the requirements of Section _____ Subsection _____ of the Site Plan Regulations, to the plan presented by (name of surveyor or engineer) _____, dated _____, job or project number _____, in the Town of Hollis.</p>	
<p>Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations.</p>	
<p>OR: Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.</p>	
<p>I acknowledge, as the applicant, that this waiver is requested in accordance with the provisions set forth in RSA 674:44 III (e) [Site Plan Review Regulations].</p>	
<p>Signature – Applicant or Authorized Agent: _____ Date: _____</p>	
<p style="text-align: center;"><u>Planning Board Action – Site Plan Review Regulations Waiver</u></p> <p style="text-align: center;">Granted _____ Not Granted _____</p> <p style="text-align: center;">Date: _____</p>	

WAIVER REQUEST – SUBDIVISION REGULATIONS

Project Name _____	
Street Address: _____	Map/Lot: _____
<p>I (name) _____ hereby request that the Planning Board waive the requirements of Section _____ Subsection _____ of the Subdivision Regulations, to the plan presented by (name of surveyor or engineer) _____, dated _____, job or project number _____, in the Town of Hollis.</p>	
<p>Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations.</p>	
<p>OR: Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.</p>	
<p>I acknowledge, as the applicant, that this waiver is requested in accordance with the provisions set forth in RSA 674:36 II (n) [Subdivision Regulations].</p>	
Signature – Applicant or Authorized Agent: _____	Date: _____
<p style="text-align: center;"><u>Planning Board Action – Regulations Waiver</u></p> <p style="text-align: center;">Granted _____ Not Granted _____</p> <p style="text-align: center;">Date: _____</p>	