

OFFICE USE ONLY
Case # _____
Date Rec'd _____
Amount Rec'd _____
Rec'd by _____

TOWN OF ASHLAND – PLANNING BOARD
20 HIGHLAND STREET – PO BOX 517
ASHLAND, NH 03217
603-968-4432 FAX 603-968-3776
landusepb@ashland.nh.gov

APPLICATION FOR SITE PLAN REVIEW

SECTION 1: PROPERTY OWNER(S) / APPLICANT(S)

Name(s): _____
Mailing Address: _____
Work Telephone: _____ Home Telephone: _____ Cell Phone: _____
Email Address: _____

SECTION 2: PROPERTY

Physical Address of Property: _____
Tax Map & Lot: _____
Property Zone: Check All That Apply
 Commercial Industrial Village Residential
 Rural Residential Pemi Overlay Squam Overlay

SECTION 3: AGENT(S)

Name(s): _____
Mailing Address: _____
Telephone Number(s): _____ Email Address: _____

Please be advised that if you, as the property owner, are having an agent present your application to the Planning Board, the “Letter of Authorization” form must be filled out completely and submitted at the time of the application.

SECTION 4: SITE PLAN REQUIREMENTS (Article 5 of Site Plan Review Regulations)

This application shall include a Site Plan prepared by a New Hampshire licensed surveyor containing, at a minimum, the following details:

- Surveyed boundaries, abutters’ names, easements, buffer zones, signs, rights-of-way, streams, drainage
- Location and width of walks, streets and other ways within and around the site
- All existing and proposed buildings, additions, or other structures with their dimensions
- All setback dimensions (front, rear and side)
- Parking and loading spaces, and solid waste disposal facilities
- Location of septic systems, wells, catch basins and other surface drainage facilities
- Location and size of fences, retaining walls, signs and outdoor lighting
- Proposed grading and filling
- Proposed landscaping and existing vegetation
- Elevations and contour lines, if required by the Planning Board

All site plans shall be submitted with the application electronically, as well as hard copy (nine 11” x 17” and three 22’ x 34” copies).

SEE ALSO THE FORM “SITE PLAN REVIEW CHECKLIST AND WAIVERS” FOR ADDITIONAL REQUIREMENTS.

REQUESTS FOR WAIVERS FROM ANY REQUIREMENTS MUST BE IN WRITING AND ATTACHED TO THIS APPLICATION.

THIS COMPLETED APPLICATION MUST BE FILED NO LATER THAN 21 DAYS PRIOR TO THE DATE OF THE NEXT SCHEDULED PLANNING BOARD MEETING.

SECTION 5: PROPOSAL

Description of Your Proposal: _____

SECTION 6: ALL NOTIFICATION LETTERS

For proper notification of all parties concerned, this application must include the correct names and mailing addresses of all abutters, property owner(s), agent(s) and any professionals consulted in the preparation of this application (for example: engineers, architects, land surveyors and soil scientists). For condos, only the Homeowners’ Association board must be notified. If additional space is required, please feel free to use additional paper.

RSA 672:3 Abutter. – "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

PROPERTY OWNER(S): _____

Mailing Address: _____

SURVEYOR(S): _____

Mailing Address: _____

AGENT: _____

Mailing Address: _____

ABUTTERS:

Tax Map & Lot: _____ **Name(s):** _____

Mailing Address: _____

Tax Map & Lot: _____ **Name(s):** _____

Mailing Address: _____

Tax Map & Lot: _____ **Name(s):** _____

Mailing Address: _____

Tax Map & Lot: _____ **Name(s):** _____

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Mailing Address: _____

Tax Map & Lot: _____ **Name(s):** _____

Mailing Address: _____

Tax Map & Lot: _____ **Name(s):** _____

Mailing Address: _____

Tax Map & Lot: _____ **Name(s):** _____

Mailing Address: _____

SECTION 7: FEES

Application Fee: \$ 100.00

Notification Letters: \$ _____ (**\$10 x total number of notification letters in Section 6**)

Total: \$ _____ (**Checks payable to the Town of Ashland**)

**** NOTICE TO APPLICANT: THE BOARD RESERVES THE RIGHT TO REQUIRE PAYMENT OF ADDITIONAL FEES OR COSTS THAT MAY BE REQUIRED DURING CONSIDERATION OF THE APPLICATION.**

SECTION 8: CERTIFICATIONS

The undersigned hereby submits this application for approval of a site plan pursuant to RSA 674:43 and the Ashland Site Plan Review Regulations and acknowledges and certifies as follows:

Initial Below

- _____ A. The person identified in the application as the owner of the property has record title thereto. The applicant certifies that this application is made with proper authorization and consent of all owners of record.
- _____ B. The applicant/property owner will comply with all ordinances and regulations of the Town of Ashland, and with all conditions or restrictions, imposed in connection with approval of this application.
- _____ C. The Planning Board, Building Inspector, or other duly authorized representative of the Ashland Planning Board may enter upon the property for the purposes of site inspection in connection with this application, provided that prior notice is given, and this authorization extends to inspection and site visits prior to and after approval, including inspections for the purpose of determining compliance with applicable ordinances and regulations and conditions of approval.
- _____ D. All representations and statements made by the applicant or the applicant’s agent(s) in this application or during the Planning Board’s consideration of this application are made knowing they will be relied upon by the Board.
- _____ E. The applicant certifies that all abutters, and professionals consulted in the preparation of this application, including engineers, architects, land surveyors and soil scientists are listed to receive notice of this application, as described in Section 4.

I/We certify that we have **read and personally reviewed this application** and the materials submitted herewith, and that the information contained herein is true, correct and complete to the best of my/our knowledge and belief.

Applicant Signature	Print Name	Date
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Applicant Signature	Print Name	Date
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Agent Signature	Print Name	Date
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