



APPLICATION TO THE PLANNING BOARD  
Town of Derry

Applicant(s)	Telephone	email address
Property Address	Parcel ID (tax map/lot)	
Name of Property Owner(s)	Telephone	email address
Name of Agent	Telephone	email address

**Type of Application**

Subdivision Design Review	<input type="checkbox"/>	Subdivision Final Phase	<input type="checkbox"/>	Site Plan Determination	<input type="checkbox"/>
Site Plan Design Review	<input type="checkbox"/>	Site Plan Final Phase	<input type="checkbox"/>	Lot Line Adjustment	<input type="checkbox"/>
Parking Lot Expansion	<input type="checkbox"/>	Other (please describe)	<input type="checkbox"/>		

Failure to comply with the application procedures and/or failure to comply with all applicable laws, ordinances and regulations shall be grounds for summary disapproval of the application. All required items must be submitted with the application. Please refer to the Town of Derry Land Development Control Regulations (LDCR) or contact the Planning Department for guidance.

**Application Submittal Items**

- A. Application Fee – payable to the Town of Derry
- B. List of abutters containing the names and mailing addresses of those to receive notice under RSA 676:4, I (d) and LDCR Sections 170-18C and 170-57C at a 200 foot radius. Three sets of mailing labels should be included with the application.
- C. Plans, calculations, reports and information as specified in these Regulations. All plans, calculations and reports shall be submitted in bound sets. Plans: 3 paper copies 22” x 34”; 15 paper copies 11 x 17.
- D. Condominium Documents – two copies of proposed documents. The signed original to be supplied after the Planning Board approves the project.
- E. Proof of application for State Permits (if applicable)
  - a. Curb cut permit or other permit related to the NH DOT [permit # \_\_\_\_\_]
  - b. Alteration of Terrain permit [permit # \_\_\_\_\_]
  - c. Dredge/Fill from NH Wetlands Board/Shoreland Protection [permit # \_\_\_\_\_]
  - d. NH DES Subdivision Approval [permit # \_\_\_\_\_]
- F. Complete list of any Land Development Control Regulations for which the applicant is seeking a waiver, with a comprehensive written explanation of the basis for any such waiver.
- G. Written, signed and notarized appointment of any agent to appear before the Planning Board if the owner is not to be present at public hearings.
- H. Comprehensive written summary of any agreement established between the applicant and any Town body, official or employee on which the applicant intends to rely, and countersigned by such body, official or employee. The foregoing summary is for Planning Board information and is not binding on the Planning Board.
- I. Other information which may be required under applicable sections of the LDCR to constitute a complete application.



Description of Project:

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### Submittal Requirements

Check whichever fees apply	Item to be submitted	Fee
Lot Line Adjustment	A B C F G H I	\$100.00 per lot
Minor Subdivision (1-3 lots)	A B C E F G H I	\$175.00 + \$50.00 per lot
Major Subdivision (3+ lots)	A B C E F G H I	\$200.00 + \$100.00 per lot
Multi-Family Residential	A B C E F G H I	\$100.00 per unit
Condominium	A B C D E F G H I	\$175.00 + \$50.00 per unit
Site Plan (new construction)	A B C E F G H I	\$0.15 per SF NTE \$10,000.00
Site Plan (amended/additions)	A B C E F G H I	\$0.10 per SF NTE \$5,000.00
Site Plan Determination	A B C F G H I	\$0.10 per SF NTE \$5,000.00
Parking Lot Expansion	A B C E F G H I	\$0.07 per SF NTE \$10,000.00
Abutter Notice	Current Certified Return Receipt rate + \$3.00 per notice	
Legal Notice	\$50.00	
Recording fee	Registry cost + 5% administrative fee	
External review	Prepayment cost to be determined by the Planning Department.	

**Additional Fees:** The Planning Board may required additional fees or escrows for administrative, research, special investigative studies, review of documents, inspections, off-site exactions and professional services as per NH RSA 674:44V and NH RSA 674:41(g). The applicant will receive notice of the amounts to be provided or reimbursed to the Planning Board.

**Deadline:** All documents must be submitted to the Planning Department by the published deadlines.

**The applicant is responsible for reviewing and complying with all town and state regulations.**



Fee Calculation Worksheet

Item	Fee Calculation	Fee
Voluntary Merger	\$20.00 plus recording fee	\$
Lot Line Adjustment	\$100.00 x number of lots	\$
Minor Subdivision (1-3 lots)	\$175.00 + [ \$50.00 x number of lots]	\$
Major Subdivision (3+ lots)	\$200.00 + [ \$100.00 x number of lots]	\$
Multi-Family Residential	\$100.00 x number of units	\$
Condominium	\$175.00 + [ \$50.00 x number of units]	\$
Commercial/Industrial new construction	\$0.15 x square feet (not to exceed \$10,000.00)	\$
Commercial/Industrial additions/new floor space	\$0.10 x square feet (not to exceed \$5,000.00)	\$
Site Plan Determination	\$0.10 x square feet (not to exceed \$5,000.00)	\$
Parking Lot Expansion	\$0.07 x square feet (not to exceed \$10,000.00)	\$
Abutter Notification	Current Certified Return Receipt fee, plus \$3.00 per notice	\$
Legal Notice	\$50.00	\$50.00
External Review (does not apply to Land Transfers or Lot Consolidations)	Prepayment cost to be determined by the Planning Department	\$
W9 form	Required for all applications with outside review	

Application fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Accepted by: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Affirmation by Owner or Authorized Agent:

I, \_\_\_\_\_, do hereby depose, affirm and say under oath, to the best of my knowledge and belief, that this application and all related materials attached hereto conform in each and every respect with all laws, ordinances and regulations, that I have personally completed the applicable checklist attached hereto (recognizing that the checklist is merely a summary of the highlights of some of the applicable regulations and is not intended to be all inclusive); that this application and all related materials and information have been prepared in accordance with the recognized professional standards; and that all information called for in the ordinances, regulations and checklist is attached hereto. I recognize that failure to comply with these application procedures and/or failure to comply with all applicable laws, ordinances and regulations shall be grounds for summary disapproval of the application.

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature)

State of New Hampshire

County of Rockingham, S.S.

On this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ personally appeared before me \_\_\_\_\_ who under oath administered by me did execute, of his own free will, the foregoing affirmation.

\_\_\_\_\_  
 (Notary Public-Justice of the Peace)

My commission expires: \_\_\_\_\_



## Application Procedures

1. Whenever any subdivision is proposed and before any contract for the sale of, or any offer to sell such subdivisions or any part thereof shall have been negotiated, and before any application for a permit for the erection of any structure thereon shall be made, the owner or his authorized agent shall apply in writing to the Planning Board for approval of such subdivision.
2. Application for approval where abutter notification is required shall be filed at the Planning Board office who shall furnish the applicant with a receipt stating the date, time and all fees received. Abutter notification shall be required for Design Review Phase and Final Phase, Subdivision and Site Plan Review applications per RSA 676:4, I (d).
3. All applications for Design Review and Final Phase Subdivision and Site Plan review by the Board shall be made in writing by the owner of the property or his authorized agent, and shall conform to the application submittal requirements listed on page 1.
4. The owner, or authorized agent, shall complete the application form and shall execute under oath the affirmation thereon.
5. After the application has been submitted to the Planning Board office, such application shall not be supplemented, amended or modified except at the request or with the permission of the Planning Director. Notwithstanding the foregoing, all application fees shall be forfeited and the applicant shall remain liable for all consultants' fees incurred prior to the withdrawal of the application.
6. The scheduled date for consideration by the Planning Board listed on the Application Checklists by the Board's administrative staff is an estimate only. All applications will be dealt with in the order in which they are received. The applicant and/or agent will be notified of any required rescheduling.
7. The applicant shall be familiar with the current Master Plan for the Town of Derry.
8. By filing an application with the Board, the applicant (including all of the applicant's agents, consultants and representatives) consents to the review of the application and all associated materials by an independent consultant(s) retained by the Planning Board for the purpose of:
  - a. Confirming that all materials submitted by the applicant conforms with applicable laws, ordinances, regulations and requirements; and,
  - b. Recommending to the Planning Board any additional studies, investigations and/or information which could facilitate the Board's determination that the proposed development:
    - i. Would not involve danger or injury to health, safety or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection and/or other public services, or necessitate the excessive expenditure of public funds for the supply of such property.
    - ii. Would tend to create conditions favorable to health, municipal safety, convenience and prosperity; all in accordance with good planning and development practices. Such consultants may include Land Surveyors, Engineers, Architects, Attorneys, Soil Scientists, Wetland Scientist or others who may have expertise in particular fields related to the application.
9. The owner(s) of every parcel that is the subject of the PB review shall be present at all public hearings related to such review. Alternatively, the owner(s) may appoint an agent, by means of a written, signed and notarized authorization, to act for and on behalf of the owner(s) at such public hearings; however, such authorization must afford the agent the full power to make all decisions and commitments with respect to the PB review of the proposed development which the owner(s) could make if personally present.



10. The application and related materials shall be prepared, certified and submitted to the PB by a Land Surveyor, Engineer, Architect, or other professionals as applicable, within their area of professional expertise. By way of example, but not limited to, the following items shall be prepared as follows:
  - a. Boundary locations and monumentation shall be prepared, shown on a plan(s) and shall be certified and sealed by a Licensed Land Surveyor;
  - b. Topography shall be prepared, shown on a plan(s) and shall be certified and sealed by a Licensed Land Surveyor;
  - c. High Intensity Soil Survey information (showing soil types and locations) shall be prepared, shown on a plan(s) and shall be certified by a Certified Soil Scientist;
  - d. Wetland information shall be prepared, shown on a plan(s) and shall be certified by a Certified Wetland Scientist;
  - e. Drainage calculations shall be prepared, certified and sealed by a Licensed Professional Engineer and drainage improvements shall be shown on a plan(s);
  - f. Traffic Impact Statements shall be prepared and certified by a Licensed Professional Engineer;
  - g. Road designs shall be prepared, shown on a plan(s) and certified and sealed by a Licensed Professional Engineer;
  - h. State Plane Coordinates shall be shown on final plans and a disk provided to the IT Director and the Planning Department.
  - i. A worksheet shall be completed and approved by the Public Works Department for project escrow prior to Planning Board approval.
11. The Planning Board may, for good cause, waive one or more of the foregoing.
12. All plans shall be submitted in bound sets (rolled not folded).
13. Each applicant shall execute and submit an Application Checklist. The checklist form includes a generalized recitation of required submission information. The purpose of the checklist is to serve as a guide to those making application to the Derry Planning Board only. In order for any application to be deemed complete under the Land Development Control Regulations, the application must include all information noted as required under applicable sections of the Land Development Control Regulations. (See Article IV of the Subdivision Regulations or Article III of the Site Plan Regulations)



## Application Checklist

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| <input type="checkbox"/> Fees<br><input type="checkbox"/> Parcel Boundaries<br><input type="checkbox"/> Locus<br><input type="checkbox"/> Monumentation<br><input type="checkbox"/> Zone<br><input type="checkbox"/> Error of Closure<br><input type="checkbox"/> State Plan Coordinates<br><input type="checkbox"/> Tax Lot Numbers (abutters)<br><input type="checkbox"/> Buildings & Easements (abutters) | <input type="checkbox"/> 3 Prints (24 x 36, rolled) & 15 (11 x 17)<br><input type="checkbox"/> Lot Boundaries<br><input type="checkbox"/> North Point<br><input type="checkbox"/> Lot Numbers (see Tax Assessor)<br><input type="checkbox"/> Approval Block<br><input type="checkbox"/> Owner's Signature(s)<br><input type="checkbox"/> TRC Signatures<br><input type="checkbox"/> Wells (abutters) | <input type="checkbox"/> 3 sets, abutter mailing labels<br><input type="checkbox"/> Scale<br><input type="checkbox"/> House Numbers (see Fire Dept.)<br><input type="checkbox"/> Title Block (lower right hand corner)<br><input type="checkbox"/> Surveyor's Cert & Seal<br><input type="checkbox"/> State Subdivision approval<br><input type="checkbox"/> Agent Authorization<br><input type="checkbox"/> Septic Systems (abutters)<br><input type="checkbox"/> W9 Form |
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### Subdivision Applications – Design Review and Final Application

<b>STREETS</b>	<input type="checkbox"/> Street Names <input type="checkbox"/> Road Profile – <i>(Proposed/New/ROW/)</i> <input type="checkbox"/> Road Profile – <i>(Existing)</i> <input type="checkbox"/> Driveway Locations <input type="checkbox"/> Curbs & Sidewalks <input type="checkbox"/> Easements <i>(Dimensions)</i>	<input type="checkbox"/> Stopping Sight Distances <input type="checkbox"/> Road Class <input type="checkbox"/> PE Stamp
<b>LOTS</b>	<input type="checkbox"/> Lot Area <i>(Sq. Ft. &amp; Acreage)</i> <input type="checkbox"/> Soil Type Boundaries Certified by a Soil Scientist on Plan <input type="checkbox"/> Percolation Test Locations/Data <input type="checkbox"/> Lot Size Calculations	<input type="checkbox"/> Existing buildings <input type="checkbox"/> Bearings and Radii
<b>DRAINAGE</b>	<input type="checkbox"/> Drainage Calc. <i>(Preliminary)</i> <input type="checkbox"/> Watercourses <input type="checkbox"/> Water & Sewer Mains <input type="checkbox"/> Catch Basin Locations <input type="checkbox"/> Easements <i>(Dimensions)</i> <input type="checkbox"/> Flood Plain/Conservation Corridor	<input type="checkbox"/> Edges of Wet Area <input type="checkbox"/> Water and Sewer mains <input type="checkbox"/> Bridge & Culvert Designs
<b>MISC</b>	<input type="checkbox"/> Public Dedication of Land <input type="checkbox"/> Waivers <i>(If Any Requested)</i> <input type="checkbox"/> Impact Reports <i>(See LDCR)</i>	<input type="checkbox"/> Current Use Status <i>(see Tax Assessor)</i> <input type="checkbox"/> Copies of all applications for 3 <sup>rd</sup> party approvals

### Site Plan Applications – Design Review and Final Phase

<b>STREETS</b>	<input type="checkbox"/> Proposed Use <input type="checkbox"/> Street Width <input type="checkbox"/> Road Profile <input type="checkbox"/> Driveway Locations <input type="checkbox"/> Parking & Paving <input type="checkbox"/> Easements <i>(Bearing &amp; Dimensions)</i>	<input type="checkbox"/> Zoning Classification <input type="checkbox"/> Rights of Way <input type="checkbox"/> Existing Classification <input type="checkbox"/> Proposed Contours <input type="checkbox"/> Curbs and Sidewalks <input type="checkbox"/> On Site Traffic Flow
<b>SITE</b>	<input type="checkbox"/> Lot Area <i>(Sq. Ft. &amp; Acreage)</i> <input type="checkbox"/> Existing/Proposed Buildings <input type="checkbox"/> Signage <i>(with details)</i> <input type="checkbox"/> Exterior Lighting <i>(with details)</i>	<input type="checkbox"/> Existing buildings <input type="checkbox"/> Setbacks <input type="checkbox"/> Bearings and Radii <input type="checkbox"/> Topography <i>(with soil types)</i> <input type="checkbox"/> Landscaping <i>(with details)</i> <input type="checkbox"/> Building Elevations
<b>DRAINAGE</b>	<input type="checkbox"/> Drainage Calc. <i>(Preliminary)</i> <input type="checkbox"/> Watercourses <input type="checkbox"/> Water & Sewer Mains <input type="checkbox"/> Flood Plain/Conservation Corridor <input type="checkbox"/> Easements <i>(Bearings &amp; Distances)</i>	<input type="checkbox"/> Edges of Wet Areas <input type="checkbox"/> Catch Basin Locations
<b>MISC</b>	<input type="checkbox"/> Current Use Status <i>(see Tax Assessor)</i> <input type="checkbox"/> Waivers <i>(If Any Requested)</i>	<input type="checkbox"/> Copies of all applications for 3 <sup>rd</sup> party approvals <input type="checkbox"/> Impact Reports

Prepared By: \_\_\_\_\_

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