

# ***CITY OF KEENE - PLANNING BOARD***

Dept File# \_\_\_\_\_

## ***Hillsides Protection Conditional Use Permit (HSP CUP) Application***

*To be used with Site Plan Review per article XII of Keene's Municipal Code:*

*<http://www.ci.keene.nh.us/government/city-code>*

**Please fill out entire application**

### **Section One: Project**

**Date** \_\_\_\_\_ **Tax Map Parcel #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Existing Zoning:** \_\_\_\_\_

#### **Project:**

Name \_\_\_\_\_

Address \_\_\_\_\_

### **Section Two: Contact Information**

#### **Owner:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **Applicant/Agent:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone: (day) (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **Surveyor/Planner/Engineer:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone: (day) (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

### Section Three: Required items included with this submittal

- 2 Copies of the application.
- 1 Copy of Notarized abutters list required as part of the Site Plan Review Application, including Name, Address, and Tax Map # of owner, agent, and all abutters within 200 feet.
- 3 Copies of the scaled and dimensioned plans of the property, showing all information outlined in Section 102-1402 (shown below).
- 2 Copies of the plan reduced to 8½ x 11 inches.
- 2 Copies of the written narrative that includes all information outlined in Section 102-1403 to 1408.
- 3 Copies of wetland delineation reports completed by a NH Certified Wetland Scientist including location, area, and limits of all surface waters and associated buffers (9 copies for the Planning Board may be required after staff review).
- 2 Copies other reports: \_\_\_\_\_

### Section Four: Required Information

Per the standards of Section 102-1402 Hillside Protection of the Keene Zoning Ordinance, all applicants *must* submit a plan or plans sealed and signed by a NH licensed engineer or land surveyor with the following, required information:

- All existing and proposed lots, parcels and/or tracts of land and a depiction of topographic features based on a field survey or aerial photogrammetry with contour intervals of two feet or less.
- A building area showing the location of each proposed structure, existing structure, and/or expansion to existing structures on an existing or proposed lot, parcel, or tract that includes prohibitive and precautionary slopes, and which conforms to the standards set forth in this article.
- The location of proposed driveways and parking areas & a profile showing the slope of any proposed driveway that will cross a precautionary slope area.
- Any other information necessary to demonstrate compliance with this article.
- The location of test pits and proposed on-site wells and septic systems.
- The limits and area calculations of proposed land areas within the precautionary slope areas that will be subject to clearing of vegetation and grading.
- The location of existing and proposed roads and trails and location of existing or proposed public or private utility lines.
- A delineation of all prohibitive and precautionary slope areas on the lot, parcel, or tract of land, the size of each area identified, and a calculation of the total area of prohibitive and precautionary slope on the parcel to be altered.
- Existing or proposed earth excavation operations.

Please note that the submittal of this signed application grants members of the Planning Board and City employees to access the project site for matters related to site plan and conditional use permit review from the time of application submittal to the time of the final decision rendered by the Planning Board.

**CITY OF KEENE**  
**PLANNING BOARD FEES**

**SITE PLAN APPLICATION**

❖ Advice & Comment	\$25.00
❖ Design Review	\$100.00 + \$1.00/100 sq. ft. of new construction. Add \$10.00/acre when total building square footage is less than 5% of the total site area.
❖ Formal Review	\$250.00 + \$5.00/100 sq ft of new construction. Add \$20.00/acre when total building square footage is less than 5% of the total site area.
❖ Request for Modifications to an approved Site Plan	\$100.00
❖ Request for Waiver of Full Site Plan Review	\$50.00
❖ Request to extend expiration of conditionally approved Site Plan	\$25.00
❖ Postage for Certified mail	\$3.29 per abutter + applicant + owner (subject to change).
❖ Printing fee for legal ad in newspaper	\$9.00

**SUBDIVISION APPLICATION**

❖ Advice & Comment	\$25.00
❖ Design Review	\$100.00 + \$50.00/ lot or dwelling unit, whichever is greater.
❖ Formal Review	\$200.00 + \$100.00/lot or dwelling unit, whichever is greater.
❖ Formal Review for Boundary Line Adjustment	\$100.00 + \$20.00 per lot.
❖ Request for Modifications to an approved Subdivision	\$100.00
❖ Boundary Line Survey (RSA 676:18)	\$25.00
❖ Request to extend expiration of conditionally approved Subdivision	\$25.00
❖ Postage for certified mail	\$3.29 per abutter + applicant + owner (subject to change).
❖ Printing fee for legal ad in newspaper	\$9.00
❖ Filing mylar with Cheshire County Registry of Deeds made payable to Cheshire County Registry of Deeds.	\$51.00 per mylar (includes LCHIP fee).
Due after approval when mylar and paper copies are submitted.	Other costs - \$12.00 for the first page of 8-½ x 11 documents. - \$4.00 for each additional page of 8-½ x 11 documents.

**ADMINISTRATIVE REVIEW**

❖ Administrative Review	\$50.00
- Minor Projects & Minor Modifications	

**CONDITIONAL USE APPLICATION**

❖ Telecommunication CU	\$200.00
❖ Accessory Dwelling CU	\$100.00
❖ Conservation Residential Development CU	\$150.00 + \$100.00/lot or dwelling unit, whichever is greater.
❖ Postage for certified mail	\$3.29 per abutter + applicant + owner (subject to change).
❖ Printing fee for legal ad in newspaper	\$9.00

**DRIVEWAY-CURB CUT APPLICATION**

❖ New Driveway Curb-Cut	\$50.00
❖ Expansion of existing Driveway Curb-Cut	\$50.00

**VOLUNTARY MERGER APPLICATION**

❖ Application Fee	\$25.00
❖ Recording fee	\$16.00

**Notes:**

- ❖ 1) The balance of any design review fees over \$1000.00 shall be credited to the application fee for the formal submittal.
- ❖ 2) All abutter mailing costs, legal notifications and recording fees are to be paid by the applicant.
- ❖ 3) All fees are requested in a check made payable to The City Of Keene, **except for recording fees** which should be made out to the Cheshire County Registry of Deeds.



**Notarized Statement**

I, the undersigned \_\_\_\_\_, (**PRINTED NAME**) swear that to the best of my knowledge, the above is an accurate and complete abutters list.

\_\_\_\_\_

Signature

New Hampshire; Cheshire County:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_