

CITY OF KEENE PLANNING BOARD

Department File# _____

Received _____

Surface Water Protection Conditional Use Permit (SWP CUP) Application To be used when project also requires Site Plan Review

Please fill out entire application

Section One: Project

Tax Map Parcel # _____ - _____ - _____ - _____

Existing Zoning: _____

Project:

Name _____

Address _____

Section Two: Contact Information

Owner:

Name _____ Signature _____

Name _____ Signature _____

Address _____

Phone (day) (____) _____ (Fax) (____) _____

Date _____

Applicant/Agent:

Name _____ Signature _____

Address _____

Phone: (day) (____) _____ Fax: (____) _____ Date _____

Surveyor/Planner/Engineer:

Name _____ Signature _____

Address _____

Phone: (day) (____) _____ Fax: (____) _____ Date: _____

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.
- 7 Copies of the scaled and dimensioned plot plan of the property, showing existing conditions and proposed changes, detailing all the relevant features of the site including surface waters and buffer zones.
- 2 Copies of the plan reduced to 8½ x 11 inches.
- 2 Copies of the written narrative that includes all information outlined in Section 4.
- 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: Conditional Use Permit Criteria

All applicants must comply with the standards of Section 102-1480 Surface Water Protection of the Keene Zoning Ordinance (Please refer to the Keene Zoning Ordinance for a full description.). All applicants *must* submit documentation that supports the following:

Documentation of proposed mitigation measures, including details of how mitigation has been designed to prevent adverse impacts to surface water resources

Disclosure of any State or Federal Permits needed in addition to CUP requirements

Written narrative explaining:

Why proposed use or activity cannot be placed outside of Overlay District

How encroachment into buffer zone has been minimized to maximum extent possible

How proposed use was designed to avoid adverse impacts to surface water resources

How the buffer will be maintained in natural state

Location and connectivity of surface water in relation to surrounding watershed

Extent to which buffer serves as wildlife habitat

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
❖ Formal Review	\$250.00 + \$0.05 per sq. ft. of new construction
❖ Request for Modifications to an approved Site Plan	\$250.00 + \$0.05 per sq. ft. of new construction
❖ Request to extend expiration of conditionally approved Site Plan	\$25.00 for 1st request, \$50 for each request thereafter
❖ Postage for Certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$25

SUBDIVISION APPLICATION

❖ Advice & Comment	\$25.00
❖ Formal Review	\$200.00 + \$100.00 per lot
❖ Formal Review for Boundary Line Adjustment	\$100.00 + \$20.00 per lot
❖ Boundary Line Survey (RSA 676:18)	\$25.00
❖ Request to extend expiration of conditionally approved Subdivision	\$25.00 for 1st request, \$50 for each request thereafter
❖ Postage for certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$25
❖ Filing mylar with Cheshire County Registry of Deeds made payable to <u>Cheshire County Registry of Deeds</u> . Due after approval when mylar and paper copies are submitted.	Cheshire County Registry of Deeds Fee (Includes LCHIP fee)

ADMINISTRATIVE REVIEW

❖ Administrative Review - Minor Projects & Minor Modifications	\$125
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CONDITIONAL USE PERMIT (CUP) APPLICATION

❖ Telecommunication CUP	\$300.00
❖ Accessory Dwelling CUP	\$100.00
❖ Hillside CUP	\$100.00
❖ Surface Water Buffer CUP	\$100.00
❖ Conservation Residential Development CUP	\$200.00 + \$100.00 per lot
❖ Postage for certified mail	Current USPS certified mail rate
❖ Printing fee for legal ad in newspaper	\$25

DRIVEWAY-CURB CUT APPLICATION

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

VOLUNTARY MERGER APPLICATION

❖ Application Fee	\$50.00
❖ Recording fee	Cheshire County Registry of Deeds Fee

Notes:

- ❖ 1) All abutter mailing costs, legal notifications and recording fees are to be paid by the applicant.
- ❖ 2) 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.

May 22, 2017 Revisions to Planning Board Fee Schedule:

- Removed "Design Review" from Site Plan Application and Subdivision Application Fees
- Amended fee for "Formal Review under Site Plan Application" to be "\$250 + \$0.05 per sf of new construction" from "\$250+ \$5 per 100 sf of new construction"
- Amended fee for "Request for Modification to an Approved Site Plan Formal Review" to be "\$250 + \$0.05 per sf of new construction" from "\$100"
- Removed fee for "Request for Waiver of Full Site Plan Review"
- Added "for 1st request, \$50 for each request thereafter" to the fee for "Request to Extend Expiration of Conditionally Approved Site Plan"
- Amended "Printing Fee for Legal Ad in Newspaper" to \$25 from \$9
- Removed the fee for "Request for Modification to an Approved Subdivision"
- Added "for 1st request, \$50 for each request thereafter" to the fee for "Request to Extend Expiration of Conditionally Approved Subdivision"
- Amended fee for "Filing Mylar with Cheshire County Registry of Deeds" to be "Cheshire County Registry of Deeds Fee" from "\$51.00 per mylar"
- Amended fee for "Administrative Review" to be "\$125" from "\$50"
- Amended fee for "Telecommunication CUP" to be "\$300" from "\$200"
- Added fee for "Hillside CUP" of "\$100"
- Added fee for "Surface Water Buffer CUP" of "\$100"
- Amended fee for "Conservation Residential Development CUP" to be "\$200+\$100 per lot" from "\$150+\$100/lot or dwelling unit whichever is greater"
- Amended fee for "Voluntary Merger Application" to be "\$50.00" from "\$25.00"

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_____