



City of Keene, NH

Conservation Residential Development (CRD) Subdivision Application

Conservation Residential Development (CRD) subdivisions are those consisting of 3 or more proposed lots and the layout and construction of a new road, where the existing parcel to be subdivided is located in either the Rural, Low Density, or Low Density-1 zoning districts, and meets the minimum lot size requirements specified in **Article 20** of the [Land Development Code \(LDC\)](#).

If you have questions about how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keeneh.gov

SECTION 1: PROJECT INFORMATION

PROJECT NAME:	NUMBER OF LOTS PROPOSED:
PROJECT ADDRESS(ES):	DENSITY INCENTIVE(S) REQUESTED: <input type="checkbox"/> OPEN SPACE DENSITY INCENTIVE <input type="checkbox"/> SOLAR DENSITY INCENTIVE <input type="checkbox"/> WORKFORCE HOUSING DENSITY INCENTIVE

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
NAME/COMPANY:	NAME/COMPANY:
MAILING ADDRESS:	MAILING ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:
SIGNATURE:	SIGNATURE:
PRINTED NAME:	PRINTED NAME:

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
NAME/COMPANY:	TAX MAP PARCEL #(s): _____ _____	
MAILING ADDRESS:		
PHONE:	TRACT SIZE:	DATE STAMP:
EMAIL:	ZONING DISTRICT:	
SIGNATURE:		
PRINTED NAME:	PROJECT #:	

SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

A COMPLETE APPLICATION MUST INCLUDE THE ITEMS BELOW. BOTH DIGITAL & PHYSICAL COPIES OF APPLICATION MATERIALS MUST BE SUBMITTED USING THE METHODS BELOW.

- **Email:** communitydevelopment@keeenh.gov, with “Planning Board Application” in the subject line. (**NOTE:** Large files should be submitted using a flash drive or a file-sharing platform, such as Drop Box.)
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for CRD applications are outlined further in **Article 20** and **Article 26.10** of the [Land Development Code](#).
Please note that additional information may be requested during the review process.

EXEMPTIONS: Exemptions may be requested from submitting materials that are not relevant to an application by checking the appropriate box below. You may request an exemption from submitting any of the items below, except the application fee, notice list, narrative, and mailing labels. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

WAIVERS: Waiver requests are submitted when an application will not comply with all applicable standards.

SECTION A: GENERAL SUBMITTAL REQUIREMENTS

CERTIFIED NOTICE LIST (See **Attachment A** for more information.)

2 SETS OF MAILING LABELS (See **Attachment A** for more information.)

PROJECT NARRATIVE (See **Section 1 of Attachment B** for more information.)

FEES: Fill in the information below to calculate the total fee.

- \$200 base fee
- \$100 fee per lot x _____ number of lots
- \$62 legal ad fee
- _____ current USPS certificate of mailing rate x _____ number of abutters

= _____ **(TOTAL FEE)**

NOTE: Please call the Community Development Department for the current certificate of mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

WAIVERS (See **Section 2 of Attachment B** for additional information.)

- WAIVER(S) REQUESTED**
- NO WAIVER(S) REQUESTED**

WRITTEN DOCUMENTATION OUTLINING THE PROCESS APPLIED BY THE APPLICANT IN THE LAYOUT OF THE PROPOSED CRD SUBDIVISION TO ENSURE THAT PROPOSED OR FUTURE DEVELOPMENT DOES NOT ADVERSELY IMPACT PRIMARY AND SECONDARY CONSERVATION AREAS AS DEFINED IN SECTION 19.3 OF THIS LDC.

- EXEMPTION REQUESTED**
- NO EXEMPTION REQUESTED**

PLAN SETS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
LOCATION MAP		
OVERVIEW PLAN		
EXISTING CONDITIONS PLAN		
PROPOSED CONDITIONS PLAN		
LANDSCAPING PLAN		
TECHNICAL REPORTS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
DRAINAGE REPORT		
TRAFFIC ANALYSIS		
SOIL ANALYSIS		
OTHER REPORTS / ANALYSES		

SECTION B: DENSITY INCENTIVE SUBMITTAL REQUIREMENTS

In addition to the normal submittal requirements for a CRD subdivision outlined in **Article 26.10.5.C** of the [Land Development Code](#), Applicants seeking one or more density incentives will also need to submit the items below.

SOLAR DENSITY INCENTIVE SUBMITTAL REQUIREMENTS	SUBMITTED	EXEMPTION REQUESTED
WRITTEN REQUEST FOR THE DENSITY INCENTIVE THAT DESCRIBES HOW THE APPLICATION MEETS THE REQUIREMENTS OF ARTICLE 20.3.6.B OF THE LAND DEVELOPMENT CODE.		
SOLAR ACCESS PLAN THAT DISPLAYS THE BUILDING AREAS OR LOCATIONS OF STRUCTURES ON ALL SOLAR-ORIENTED LOTS IN ORDER TO DEMONSTRATE THAT IT WOULD BE POSSIBLE TO SITE A STRUCTURE WHICH IS UNSHADED BY OTHER NEARBY STRUCTURES, SITE FEATURES, OR TOPOGRAPHY. THIS SOLAR ACCESS PLAN SHALL DEMONSTRATE THAT THE BUILDING AREAS OR STRUCTURES ON SOLAR-ORIENTED LOTS ARE NOT OBSCURED BY ANY VEGETATION, BUILDING, OR OBJECT FOR A MINIMUM OF FOUR HOURS BETWEEN THE HOURS OF 9:00 AM AND 3:00 PM STANDARD TIME ON ANY DAY OF THE YEAR. THIS PLAN MAY BE INCLUDED AS AN OVERLAY TO THE SUBDIVISION PLAN OR SITE PLAN, IF REQUIRED.		
WORKFORCE HOUSING DENSITY INCENTIVE SUBMITTAL REQUIREMENTS	SUBMITTED	EXEMPTION REQUESTED
WRITTEN REQUEST FOR THE DENSITY INCENTIVE THAT INCLUDES A CALCULATION OF THE NUMBER OF UNITS PROVIDED UNDER THIS SECTION AND A DESCRIPTION OF EACH UNIT'S SIZE, TYPE, NUMBER OF BEDROOMS, ESTIMATED COST, LOCATION WITHIN THE DEVELOPMENT, AND OTHER RELEVANT DATA.		
WRITTEN STATEMENT DESCRIBING HOW THE PROPOSED DEVELOPMENT WILL MEET THE REQUIREMENTS OF ARTICLE 20.3.6.C.3 OF THE LAND DEVELOPMENT CODE.		

ATTACHMENT A: CERTIFIED NOTICE LIST INSTRUCTIONS

City of Keene, NH

Community Development Department Certified Notice List



If you have questions about how to complete an application, please call: (603) 352-5440 or email: communitydevelopment@keenenh.gov

Per Article 26.2.4 of the Land Development Code (LDC) and in accordance with state law, certain Zoning Board of Adjustment (ZBA), Planning Board, and Historic District Commission (HDC) applications require mailed notice.

The following parties are required to be noticed as part of the application process:

- Property owner
- Project applicant
- Authorized agent (if applicable)
- All direct property abutters (including those across water bodies and roads), as well as all properties within 200-ft of the subject parcel
- Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plan
- Holders of conservation, preservation, or agricultural preservation restrictions on the property

**Note: Only direct abutters must be noticed as part of HDC applications.*

For these applications, the following items must be submitted:

- A list of all persons entitled to notice
- 2 sets of mailing labels
- Notice certification form
- Mailing fee (current USPS certificate of mailing rate* x number of abutters)

**Please call the Community Development Department for the current certificate of mailing rate.*

The notice list shall include the following information:

- Property owner's name
- Property owner's mailing address
- Property owner's street address,
- The tax map parcel (TMP) number(s) (15-digit number)

The mailing labels shall include the following information:

- Property owner's name
- Property owner's mailing address
- The tax map parcel (TMP) number(s)

The City of Keene's [GIS Database](http://axisgis.com/keenenh/) (axisgis.com/keenenh/) can be used to generate an abutters list and mailing labels.

PLEASE MAKE SURE THAT ALL PARTIES INCLUDED ON THE NOTICE LIST ARE ALSO INCLUDED ON THE MAILING LABELS.

CERTIFICATION OF ACCURACY

By signing below, you are certifying that the submitted notice list is accurate and true to the best of your ability and that per **Article 26.2.4.A.3** of the LDC, the notice list is current to within 10 days of the application submittal.

Print Name

Date

Signature

NOTICE LIST

This template can be used to record the name, mailing address, street address, and tax map parcel (TMP) # for each party that is required to be noticed as part of an application.

OWNER NAME	MAILING ADDRESS	STREET ADDRESS (if different from mailing address)	TAX MAP PARCEL (TMP) #

ATTACHMENT B: PROJECT NARRATIVE & WAIVER INSTRUCTIONS

SECTION 1: PROJECT NARRATIVE INSTRUCTIONS

A written narrative addressing the Subdivision Regulations in **Article 20**, the applicable Site Development Standards in **Article 21**, and the criteria in **Article 26.10.5.B.1** of the [LDC](#) is required for a complete application.

Below is a checklist of the items that must be included as part of this narrative:

- Description of the existing and proposed uses.**
- The sizes of the existing and proposed lots.**
- The location of access points for the existing and proposed lots.**
- An explanation of how the proposal complies with the general Subdivision Standards in Article 20.2 of the LDC:**
 - 20.2.1** Lots
 - 20.2.2** Character of Land for Subdivision
 - 20.2.3** Scattered or Premature Development
 - 20.2.4** Preservation of Existing Features
 - 20.2.5** Monumentation
 - 20.2.6** Special Flood Hazard Areas
 - 20.2.7** Fire Protection & Water Supply
 - 20.2.8** Utilities

An explanation of how the proposal complies with the CRD Standards in Article 20.3 of the LDC:

- 20.3.2** Dimensional Standards
- 20.3.3** Permitted Uses
- 20.3.4** Primary & Secondary Conservation Areas
- 20.3.5** Design Criteria
- 20.3.6** Optional Density Incentives

SECTION 2: WAIVER REQUEST INSTRUCTIONS

Per **Article 26.10.14** of the [Land Development Code \(LDC\)](#), Applicants may request a waiver from strict compliance with specific provisions of the Subdivision Regulations in **Article 20**, Site Development Standards in **Article 21**, or subdivision review standards in **Article 26.10** of the LDC.

Any waiver request must be in writing, and must cite the specific regulation or standard a waiver is requested from and the reason(s) it cannot be met. In addition, the waiver request should address the waiver criteria below.

PLEASE SUBMIT A SEPARATE WAIVER REQUEST FOR EACH STANDARD THAT YOU ARE REQUESTING A WAIVER FROM.

EXEMPTIONS VS. WAIVERS: Waiver requests are submitted when an application will not comply with all applicable standards. Exemptions may be requested from submitting materials that are not relevant to an application by checking the appropriate box under **Section 3** of the application form.

Please call the Community Development Department at 603-352-5440 if you have questions about waivers or exemptions.

GENERAL WAIVER CRITERIA: The criteria below must be addressed as part of each waiver request.

1. Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations; and,
2. Granting the waiver will not increase the potential for creating adverse impacts to abutters, the community or the environment; and,
3. Consideration will also be given as to whether strict conformity with the regulations would pose an unnecessary hardship to the applicant.

WAIVER OF CRD REQUIREMENT: The Planning Board may grant a waiver from the requirement that a subdivision be a conservation residential development subdivision, if the following criteria are met:

1. Conservation values on a property would be better protected by a conventional subdivision design;
2. A conservation residential development subdivision would significantly detract from the character of the surrounding neighborhood; and,
3. A conventional subdivision design provides the only reasonable alternative to developing the parcel to be subdivided given the parcel configuration and site constraints.

ATTACHMENT C: PLAN SETS & TECHNICAL REPORTS

A plan set signed and stamped by a NH licensed surveyor showing all items outlined in **Article 26.10.5.B & Article 26.10.5.C** of the [LDC](#) is required as part of a complete application. **Please submit 2 copies of plan sets on 22-in by 34-in paper or larger size and an electronic PDF file.**

A complete plan set shall include the following materials. You may request an exemption from submitting any of these items by checking the appropriate box in **Section 3** of the application form.

ITEM DESCRIPTIONS

LOCATION MAP OF THE PROPOSED CONSERVATION RESIDENTIAL DEVELOPMENT SUBDIVISION.

AN OVERVIEW PLAN WHICH DISPLAYS THE ENTIRE TRACT AND ANY EXISTING PUBLIC ROADS, PUBLIC OR PRIVATE PROTECTED LANDS, WOODLANDS AREAS, SURFACE WATERS, AND PRECAUTIONARY OR PROHIBITIVE SLOPES LOCATED WITHIN 200-FT OF THE TRACT.

AN EXISTING CONDITIONS PLAN (AT A SCALE OF 1-IN = 100-FT OR LARGER) SHOWING ALL PARCELS AFFECTED BY THE PROPOSAL, AND DEPICTING THE FOLLOWING INFORMATION:

- Contours of at most 5-ft intervals.
- Owner names and tax map parcel numbers for all abutters.
- Boundaries and acreage of the existing lot(s) subject to review.
- Location of primary and secondary conservation values as defined in **Article 20.3** of the [LDC](#).
- Surface waters, including wetland areas delineated by a NH certified wetland scientist, and any manmade waterways, ponds, ditches, etc.
- Precautionary and prohibitive slopes.
- Delineation of 100-year floodplain and floodways as shown on current FIRM maps.
- Location of any public streets, rights-of-way, and easements.
- Location of existing structures, wooded and vegetated areas, site features (e.g. fences, walls, ground-mounted equipment, utilities, stormwater facilities, wells, septic systems, stonewalls, etc.), driveways, and parking areas on the subject property, and to the extent practicable on directly abutting properties.

A PROPOSED CONDITIONS PLAN (AT A SCALE OF 1-IN = 100-FT OR LARGER) SHOWING ALL PARCELS AFFECTED BY THE PROPOSAL, AND DEPICTING THE FOLLOWING INFORMATION:

- Owner names and tax map parcel numbers for all direct abutters.
- Boundaries and acreage of the lot(s) subject to review.
- Location of any existing structures or site features, public streets, rights-of-way, easements, driveways, parking areas, surface waters (including wetland areas delineated by a NH certified wetland scientist), precautionary and prohibitive slopes, 100-year floodplain and floodways delineation, and wooded and vegetated areas that are displayed on the existing conditions plan, and are proposed to remain.
- Location of proposed structures and site features, lot lines, public streets, rights-of-way, easements, driveways and parking areas.
- The area(s) designated as Open Space, any common land and any specifically protected conservation values.
- Any proposed uses of the Open Space (e.g. agriculture, recreation, forestry, etc.) and/or common lands shall be noted on the plan.
- The location and dimensions of any proposed roads, sidewalks, and trails.

A LANDSCAPING PLAN PROVIDING THE FOLLOWING INFORMATION:

- The location of existing wooded and vegetated areas and proposed changes to the outline of these areas.
- The location, species and size of all landscaping materials proposed to be installed on the site, including street trees.
- A table listing all plant species to be installed on the site, indicating the size (average height and width) at planting and at maturity as well as the number of each species to be installed.