

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

Planning 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.
- 1 Copy 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.
- 1 Copy 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
❖ 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	\$3.79 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	\$3.79 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 - Minor Projects & Minor Modifications	\$50.00
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**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	\$3.79 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.



## Planning Board Meeting Schedule 2015

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Meeting Date	Pre-Submission Meeting Date 11:00am, 4 <sup>th</sup> fl. conf. rm.	Application Submission Deadline	Application Revision Submission Deadline
January 26, 2015	December 10, 2014	December 19, 2014	January 12, 2015
February 23, 2015	January 7, 2015	January 16, 2015	February 9, 2015
March 23, 2015	February 4, 2015	February 13, 2015	March 9, 2015
April 27, 2015	March 11, 2015	March 20, 2015	April 13, 2015
<b><u>Tuesday</u></b> , May 26, 2015	April 8, 2015	April 17, 2015*	May 11, 2015
June 22, 2015	May 6, 2015	May 15, 2015	June 8, 2015
July 27, 2015	June 10, 2015	June 19, 2015	July 13, 2015
August 24, 2015	July 8, 2015	July 17, 2015	August 10, 2015
September 28, 2015	August 12, 2015	August 21, 2015	September 14, 2015
October 26, 2015	September 9, 2015	September 18, 2015	October 12, 2015
November 23, 2015	October 7, 2015	October 16, 2015	November 9, 2015
December 28, 2015	November 11, 2015	November 20, 2015	December 14, 2015
January 25, 2016	December 9, 2015	December 18, 2015	January 11, 2016

**Please submit all application materials no later than 4:00PM**