TOWN OF THORNTON PLANNING BOARD

16 Merrill Access Road Thornton, New Hampshire 03285

SUBDIVISION APPLICATION INSTRUCTIONS

Please read carefully prior to filling out your application. If you need assistance, please contact the Planning Department at 603-726-8168.

All information requested on the application must be filled in completely and legibly and submitted to the Planning Department with any additional documentation and all fees required. All documents in package must be collated by the applicant prior to submission. Incomplete application packages will not be scheduled until all requirements are met.

- Completed checklist(s);
- 2. Current deed(s);
- 3. Association Rules and Regulations, if applicable;
- 4. Plot Plan, if applicable;
- 5. Required application materials; and
- 6. All fees.

All checks or money orders must be made payable to the Town of Thornton and must be paid in full at the time your application is submitted. The LCHIP surcharge requires a separate check payable to the Grafton County Registry of Deeds.

ABUTTERS' NAMES AND ADDRESSES MUST BE VERIFIED BY THE APPLICANT OR AGENT AGAINST THE RECORDS OF THE TOWN OF THORNTON NOT MORE THAN FIVE (5) DAYS PRIOR TO SUBMISSION OF THE APPLICATION.

When your application submission is determined to be complete, a hearing will be scheduled in accordance with the Planning Board's published Hearing Schedule. Public Notice of the hearing will be published in The Record Citizen at least ten (10) days prior to the scheduled hearing.

TOWN OF THORNTON PLANNING BOARD

16 Merrill Access Road, Thornton, NH 03285 603-726-8168

(For	Office Use Only)	
Date Rcv'd:	By:	_
FEES:		
Application: \$		
Public Notice: \$ <u>50.00</u>		
Abutters: x \$5.00 /2	Abutter = \$	
+ Certified/Return Po	stage Fee/Abutter= \$	_
Recording Fees: \$	LCHIP: \$	_
Total Received: \$	$\operatorname{Cash} \square \operatorname{Check} \#$	

SUBDIVISION APPLICATION

Subdivision	${\bf Minor\ Subdivision\ _}$	Bounda	ry Line Adjustment
Tax Map L	ot(s) Zoning	District	Acreage
	No 🗌 If amendment to a prior		approval date and reason for
Property Information:			
Property Address			
Owner(s)	Address (Include n	nailing if different)	
Describe any existing readocument	strictive covenants, easements o	or rights of way, current	use and include recorded
	oroperty within 250 feet of the h		l, stream or other body of water?
	property within or adjacent to a gency? Yes \(\) No \(\) If yes, de	-	a as identified by the Federal
Town of Thornton			

Town of Thornton Subdivision Application Adopted June 17, 2021

1 Applicant/Agent (it	fother than Property Owner	attach Owner's Authorization Letter)
	-	
Address (Include man	mig ii different)	
Home Phone	Cell Phone	Email
2. Does the applicant	(if other than the owner) hav	ve a legal interest in these properties or in any abutting property
Additional Partie		
1. Name of Licensed	l Professional preparing plan	(e.g. Surveyor, Engineer, Architect, Soil Scientist, etc.)
Name		State of License and #
Address		
Work Phone	Cell Phone	Email
2. Name of Licensed	Professional preparing plan ((e.g. Surveyor, Engineer, Architect, Soil Scientist, etc.)
Name		State of License and #
Address		
Work Phone	Cell Phone	Email
3. Name of Licensed	l Professional preparing plan	(e.g. Surveyor, Engineer, Architect, Soil Scientist, etc.)
		(e.g. Surveyor, Engineer, Architect, Soil Scientist, etc.) State of License and #
Name		
Name		State of License and #
Name Address Work Phone		State of License and # Email
NameAddress Work Phone 4. Other parties to the	Cell Phone he application (attach separat	State of License and # Email
Name Address Work Phone 4. Other parties to the Name	Cell Phone he application (attach separat	State of License and # Email te sheet if necessary).

Bus	siness Information:		
1.	Name of Proposed Business Type of Proposed Business		
2.	Dimensions and total square footage of existing structure(s) and existing use		
3.	Dimensions and total square footage of proposed new structure(s), addition(s) or alteration(s) with proposed use		
4.	Hours of Operation Number of Employees		
5 .	Off street parking available: Yes 🔲 No 🔲 Total parking capacity including handicap spaces		
6.	Deliveries: Yes No No If yes, explain type and frequency		
7.	Noise Generated: Yes No No If yes, explain		
8.	Solid Waste Disposal: Yes No No If yes, explain type and disposal arrangements		
9.	Project Narrative (use additional sheet if necessary)		
10.	Anticipated start date for any construction required		
11.	If waiver(s) of any of the submission requirements are being requested, please complete a separate <i>Waiver</i>		
Req	<i>quest Form</i> for each waiver requested and submit with this application.		
12.	The proposed business will be operated within the above parameters.		
Subdi	of Thornton ivision Application ted June 17, 2021		

Certification and Agreement: To the best of my knowledge, all information submitted on this Application is true and correct. All proposed development will be in conformance with the information contained on the Application, and in the approved plan as well as the provisions of Town Ordinances and Regulations. By filing an application with the Town of Thornton Planning Board, the owner/agent hereby gives permission for the Code Enforcement Officer or other Planning Board designee to enter the property which is the subject of the application with twenty-four (24) hour notice for the purpose of inspection as may be appropriate.		
Applicant/Agent Signature	Date	
Owner Signature	Date	
Owner Signature	Date	
SIGNATURE PAGE MUST BE ORIGINALLY SIGNED, OR APPLICATION	ON WILL NOT BE PROCESSED.	

CERTIFIED LIST OF ABUTTERS

RSA 672:3 "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

The following information must be completed by the applicant in order to begin the Subdivision Review application process. Below, list the verified names and mailing addresses of the applicant, authorized agent(s), engineer, architect, land surveyor, soil scientist, consultant, abutter, holders of conservation easements or restrictions on adjacent lands, municipal/regional planning commissions (if a regional notice is required), associations, etc., not more than five (5) days prior to submission, per RSA 676:4,I(b). Abutters' names and mailing addresses must be verified against the records kept in the Thornton Assessor's Office. Attach additional copies of this form if necessary. Include two (2) sets of mailing labels for each person listed below and three (3) sets for each owner/applicant/professional listed.

Map/Lot	Name of Property Owner / Professional	Mailing Address of Owner / Professional
Name of Person Preparing List		Date Prepared
Preparer's Signature		Date
Treparer 8 Sig	311atut C	Date
Town of Thornton	tion	

Adopted June 17, 2021

LAND USE REGULATIONS WAIVER REQUEST FORM

PLEASE SUBMIT A SEPARATE FORM FOR EACH WAIVER REQUESTED.

Pr	operty Address: Map Lot
Αp	oplicant/Owner:
	ailing Address:
Pr	roject Name: (if applicable)
1.	Identification of Waiver Request
	a. Subdivision or Site Plan Regulations:
	b. Section # and Title:
2.	Explanation of Request:
3.	Waiver Justification:
a.	Explain how strict conformity to the regulations would pose an unnecessary hardship to the applicant and how granting the waiver will not be contrary to the spirit and intent of the regulation.
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ь.	List the conditions specific to the application that indicate the waiver will properly carry out the spirit and intent of the regulations.
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Town of Thornton Subdivision Application Adopted June 17, 2021

PLANNING BOARD

Applications for Amendments to previously approved Subdivisions will be treated as a new application.

Αp	plic	atior) Fee	es:
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Subdivision Application \$ 150.00 base fee, plus the following (due upon Subdivision

approval):

\$ 75.00 per new lot up to 3 new lots or \$ 100.00 per new lot of 4 or more

Abutter Notification Fees As determined Recording Fees, including postage As determined

NOTE: All plats and/or plans to be recorded at the Registry of Deeds will require the applicant to pay \$ xxx per page plus the mandatory LCHIP charge of \$ xxx. The Town of Thornton will file all plats/plans at the Registry on behalf of the applicant.

Additionally, all fees for third party review or legal review by the Town Attorney must be paid by the applicant prior to filing of the decision for the application.

In the event that a Compliance Hearing is deemed necessary by the Planning Board, any and all fees resulting from said compliance hearing will be borne by the APPLICANT/DEVELOPER, including any third-party review and all legal fees.

Additional Requirements:

- 1 certified Abutters List
- 7 complete copies of Application with supporting documentation plus original
- 7 copies of 11" x 17" Plan Sets
- 7 complete full-size Plan Sets
- 1 signed copy of this Fee Schedule

NOTE: All additional copies of plans and application materials currently before the Planning Board requested by Town staff and Boards shall be provided at the applicant's expense.

Applicant's Signature	Date
Applicant's Signature	

Town of Thornton Subdivision Application Adopted June 17, 2021