

## 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.

1. 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

Date Rcv'd: \_\_\_\_\_ By: \_\_\_\_\_

**FEES:**

Application: \$ \_\_\_\_\_

Public Notice: \$ **50.00**

Abutters: \_\_\_\_\_ x **\$5.00/Abutter** = \$ \_\_\_\_\_

+ Certified/Return Postage Fee/Abutter= \$ \_\_\_\_\_

Recording Fees: \$ \_\_\_\_\_ LCHIP: \$ \_\_\_\_\_

Total Received: \$ \_\_\_\_\_ Cash  Check # \_\_\_\_\_

## SUBDIVISION APPLICATION

Subdivision \_\_\_\_\_ Minor Subdivision \_\_\_\_\_ Boundary Line Adjustment \_\_\_\_\_

Tax Map \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zoning District \_\_\_\_\_ Acreage \_\_\_\_\_

New Application: Yes  No  If amendment to a prior application give original approval date and reason for amendment. \_\_\_\_\_

### Property Information:

Property Address \_\_\_\_\_  
\_\_\_\_\_

Owner(s) \_\_\_\_\_ Address (Include mailing if different) \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

1. Describe any existing restrictive covenants, easements or rights of way, current use and include recorded document

\_\_\_\_\_  
\_\_\_\_\_

2. Are any portions of the property within 250 feet of the highwater mark of a pond, stream or other body of water?

Yes  No  If so, name of water body \_\_\_\_\_

3. Are any portions of the property within or adjacent to a special flood hazard area as identified by the Federal

Emergency Management Agency? Yes  No  If yes, describe \_\_\_\_\_

\_\_\_\_\_

**Applicant Information:**

1. Applicant/Agent (if other than Property Owner, attach Owner's Authorization Letter)

Name \_\_\_\_\_

Address (Include mailing if different) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Does the applicant (if other than the owner) have a legal interest in these properties or in any abutting property?

Yes  No  If yes, please explain. \_\_\_\_\_

**Additional Parties to Application:**

1. 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 \_\_\_\_\_

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 Professional preparing plan (e.g. Surveyor, Engineer, Architect, Soil Scientist, etc.)

Name \_\_\_\_\_ State of License and # \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

4. Other parties to the application (attach separate sheet if necessary).

Name \_\_\_\_\_ Relationship to Application \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**Business 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  If yes, explain type and frequency \_\_\_\_\_  
\_\_\_\_\_
7. Noise Generated: Yes  No  If yes, explain \_\_\_\_\_
8. Solid Waste Disposal: Yes  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 **Waiver Request Form** for each waiver requested and submit with this application.
12. ***The proposed business will be operated within the above parameters.***

**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** \_\_\_\_\_

**Applicant/Agent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SIGNATURE PAGE MUST BE ORIGINALLY SIGNED, OR APPLICATION WILL NOT BE PROCESSED.**



# LAND USE REGULATIONS WAIVER REQUEST FORM

***PLEASE SUBMIT A SEPARATE FORM FOR EACH WAIVER REQUESTED.***

Property Address: \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Name: (if applicable) \_\_\_\_\_

## **1. Identification of Waiver Request**

a. Subdivision or Site Plan Regulations: \_\_\_\_\_

b. Section # and Title: \_\_\_\_\_

## **2. Explanation of Request:**

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## **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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b. 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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**PLANNING BOARD**

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

**Application Fees:**

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

\_\_\_\_\_  
Date