



Town of Goffstown

TOWN OFFICES

16 MAIN STREET • GOFFSTOWN, NH 03045

Revised 08/10/26

APPLICATION FOR DEVELOPMENT REVIEW

- | | <u>Check as Appropriate</u> | <u>Check as Appropriate</u> |
|----------------------------------|-----------------------------|-----------------------------|
| 1. Application is submitted for: | Subdivision Review | Conceptual Review |
| | Site Plan Review | Plan Amendment |
| | Conditional Use Permit | Time Extension |
2. Is applicant a corporation, partnership or trust? Yes: _____ No: _____
(If yes, please fill out the Certificate of Authorization)
3. Location: Tax Map No.: _____ Lot No.: _____ Zoning District: _____
Address: _____
4. Owner's Name: _____
Address: _____ Town: _____ Zip: _____
Phone: _____ Fax: _____ E-Mail Address: _____
5. Developer Name (If different from above): _____
Address: _____ Town: _____ Zip: _____
Phone: _____ Fax: _____ E-Mail Address: _____
6. Surveyor/Engineer/Agent's Name: _____
Address: _____ Town: _____ Zip: _____
Phone: _____ Fax: _____ E-Mail Address: _____
7. Name of Development: _____
8. Present use of the property: _____
9. Proposed use of the property: _____
10. Has a variance or special exception been granted at this site? Yes: _____ No: _____
(If yes, please attach decision.)
11. Is property within 100 feet of a Prime Wetland? Yes: _____ No: _____
(If yes, please attach letter to NH Department of Environmental Services seeking its comment.)
12. Is property within a Special Flood Hazard Area? Yes: _____ No: _____
13. Is the property located within the 79-E Districts? Yes: _____ No: _____
14. If Subdivision:
a) Number of Lots proposed: _____



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b) Length of roads: _____ feet

15. If site plan:

a) Does this application require a Conditional Use Permit: Yes: _____ No: _____

b) Number of employees: Currently: _____ Proposed: _____

c) Gross square feet: Currently _____ Proposed: _____

d) Telecommunications facility: Height of new tower: _____ feet

Height of co-located antennas: _____ feet

16. Will this proposal require a condominium ownership: Yes: _____ No: _____

17. I have attached the names and mailing addresses of all abutters to this site.

18. I have reviewed the Goffstown Master Plan. Yes: _____ No: _____

19. I am requesting that, following the Board's acceptance of my proposal, its further consideration be continued to a date uncertain, with my required re-noticing, and to waive the Board's mandated 65-day decision clock in accordance with RSA 676:4(c)(1). Yes: _____ No: _____

20. I have submitted for an Amendment and have included all relevant information, or I have submitted for Final Approval and have included an application, thirteen (13) 22"x32" sets of plans and one (1) 11" X 17" set of plans, the Application Checklist and Waiver Request, and, if appropriate, the Certificate of Authorization, and have paid all application fees.

The owners, by filing of this application, hereby certify that they have developed this proposal in accordance with the Goffstown Zoning Ordinance and the Goffstown Planning Board's Development Regulations.

The owners, by filing of this application, also hereby give permission to the Goffstown Planning Board, Planning and Economic Development Coordinator, Town Engineer, Conservation Commission, and such agents or employees of the Town as the Planning Board may authorize to enter upon the property, which is the subject of this application, at all reasonable times for the purpose of conducting examinations, surveys, tests, inspections as maybe appropriate; to enable release of any claim or right we may now or hereafter possess against any of the above individuals as a result of any examinations, survey tests, or inspections, conducted on my/our property in connection with this application.

Agent(s) Name (Print): _____

Signature: _____

Owner's Name (Print): _____

(Include all owners)

Signature: _____

Signature: _____

Date: _____

PLANNING AND ECONOMIC DEVELOPMENT

(603) 497-8990 Ext. 117

FAX (603) 497-8993

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Appendix K –Application Completeness Checklist

A. Determination of Completeness of Application

The Board shall determine whether the application is complete and vote formal acceptance or rejection of the application.

1. *An application shall be considered as sufficient for the Planning Board to take jurisdiction if:*
 - a. **The application form has been completed, including:**
 - i. Names and addresses of Applicant,
 - ii. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions, as defined by RSA 477:45,
 - iii. Names and addresses of all abutters as of not more than 5 days before filing,
 - iv. Names and addresses of every engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted, and
 - b. **The abutters names are shown on any plat filed with application;**
 - c. **The checklist has been completed and signed, and shall be accompanied by drawings and reports, as appropriate:**
 - i. The proposed plan,
 - ii. Waivers,
 - iii. Wetland and wetland conservation district delineations,
 - iv. Topography based on the Town's GPS control points,
 - v. Drainage study in support of proposed drainage solution,
 - vi. Sediment and erosion control solution for proposed construction.
 - vii. Yield plan, if proposal is an open space subdivision, and
 - viii. Architectural renderings for new buildings or external renovations, if proposal is a site plan.
 - ix. Traffic study, in accordance with Development Regulations' thresholds.
 - d. **Fees have been received;**
 - e. **Appropriate notice has been given to abutters and the public; and**
 - f. **ZBA Notices of Decision for any required special exceptions or variances.**
 - g. **Staff shall make a recommendation to the Planning Board on whether or not an application is complete based on this checklist.**
2. *If the application is incomplete, the Board shall notify the Applicant and shall specify what would be required to make the application complete. If the application is complete, the Board may, but need not, begin formal consideration of the application at the same meeting.*



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Appendix L – Subdivision Submittal Checklist

The Plan shall contain the following minimum information, and any other information requested by the Board:

Yes	N/A	Regulation Requirement:	For Staff Use
☐	☐	Drawn in black ink on 22" x 34" sheets at a scale of 1"=40' or larger.	☐
☐	☐	The submission shall include digital files in PDF format.	☐
☐	☐	Name and title of the subdivision, and acreage to be subdivided in lower right-hand corner.	☐
☐	☐	Number of existing and proposed lots.	☐
☐	☐	If residential, the design number of bedrooms.	☐
☐	☐	Name and address of the owner of the property and owners of abutting property.	☐
☐	☐	Names, addresses, phone numbers, stamps, and signatures of all professionals responsible for the information within the plans.	☐
☐	☐	Signature and stamp of the licensed land surveyor	☐
☐	☐	Signature and stamp of the engineer	☐
☐	☐	Signature and stamp of Soil or Wetland Scientist	☐
☐	☐	List of Zoning variances/special exceptions with conditions	☐
☐	☐	List of Planning Board Waivers acquired or requested (as applicable)	☐
☐	☐	Purpose of Plan.	☐
☐	☐	Proposed Phasing Description or Plan.	☐
☐	☐	Date, graphic scale and north point	☐
☐	☐	Vicinity or Locus Plan.	☐
☐	☐	List FEMA Sheet(s) used to identify 100-year flood elevation. (Note if no flood zone present, as applicable)	☐
☐	☐	Municipal boundaries, if any.	☐
☐	☐	Boundaries of the tract with their true bearings and distances and references to Town Property Maps by page and parcel numbers	☐
☐	☐	Plan and deed references.	☐
☐	☐	Boundary monuments found and to be set.	☐
☐	☐	Locate all structures within 200 feet of the proposed site.	☐
☐	☐	Date of original submission and a revision block with a date and descriptions of all revisions made to the plan set.	☐
☐	☐	Sheet index with corresponding numbers and titles for each sheet.	☐
☐	☐	Match lines.	☐
☐	☐	Municipal boundaries if adjacent to site.	☐
☐	☐	Plan index.	☐
☐	☐	Present zoning classifications on and adjacent to the tract	☐



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Yes	N/A	Regulation Requirement:	For Staff Use
☐	☐	Existing and proposed streets with names, classification (i.e. Class V), status, travel surface width and right of way widths.	☐
☐	☐	Existing uses of abutting parcels.	☐
☐	☐	Final road profiles, center line stationing and cross-sections	☐
☐	☐	Purpose, location, width, and distances of proposed and existing easements	☐
☐	☐	Certification in writing from the engineer of record that the drainage design and erosion control measures as proposed meet all Town and state requirements and best management practices as promulgated by the New Hampshire Department of Environmental Services.	☐
☐	☐	Locations of all existing and proposed easements defined by metes & bounds.	☐
☐	☐	Driveway locations with width and profiles as requested	☐
☐	☐	Proposed 9-1-1 compatible road names for public and private streets or driveways that serve two or more lots, as approved by the Fire Department	☐
☐	☐	Lines, dimensions, and areas (in acres and square feet) with the appropriate lot and block numbers which shall conform to the system of numbering used on Town Property Maps, approved by the Assessor	☐
☐	☐	Sanitary sewer source (name of provider (company) if offsite)	☐
☐	☐	Water supply source (name of provider (company) if offsite)	☐
☐	☐	Topographic Map based on datum plane established by the Town of Goffstown GPS Control Points or at elevations approved by the Planning Board, at contour interval of 2 feet where the slope is 20 percent or less, and a contour interval of up to 5 feet where the slope of the land is greater than 20 percent	☐
☐	☐	Location and profiles with elevations, sizes, and types of all existing and proposed water mains, gas lines, sewer lines, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage	☐
☐	☐	If water mains and sewers are not on or adjacent to the tract, the direction and distance to the nearest lines with their size and invert elevations shall be shown	☐
☐	☐	Location of all utilities on and adjacent to the tract (within 200') showing location, proposed connections, type, and size of pipe, fire hydrants, electric and telephone poles and conduits, and street light standards	☐
☐	☐	If water is to be supplied by wells, the location of the proposed well and the protective radius shall be shown for each lot. The protective well radius shall not extend into the Town's roadway ROW, into any adjoining lots or into any drainage easements or flow ways; except however, reference to appropriate easements and/or releases for any existing well and/or well protective radius that extends into the Town's roadway ROW, on to any adjoining lots or onto any drainage easements or flow ways shall be indicated on the plan	☐
☐	☐	The location of the percolation test and test results and the 4,000 square foot area of proposed on-site septic & leach field systems.	☐
☐	☐	Location of special features, natural and manmade, affecting the subdivision or giving it character, such as bodies of water, streams and watercourses, swamps	☐

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Yes	N/A	Regulation Requirement:	For Staff Use
		and marshes, wetlands, wooded areas, houses, barns, and other significant features	
☐	☐	Location where stonewall protection is necessary per RSA 472:6.	☐
☐	☐	Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses	☐
☐	☐	Sites, if any, for multi-family dwellings, shopping centers, churches, industry, or other non-public uses, exclusive of single-family dwellings	☐
☐	☐	Proposed public improvements, including highways or other major public improvements planned by public authorities, for future construction on or near the site	☐
☐	☐	Site data including number of lots, lot sizes, gross residential density of the entire site, net residential density of site without steep slopes, wetlands and wetland conservation districts, acres in non-residential use, and data illustrating conformance with dimensional requirements of the Zoning Ordinance	☐
☐	☐	Building setback lines	☐
☐	☐	Wetland delineation in accordance with Section S.1.a.	☐
☐	☐	Base flood elevations. The one-hundred-year flood elevation line shall be included where applicable.	☐
☐	☐	Test pit data for soils and ground water level every 100 feet for road and paved areas, at above and below ground stormwater detention systems, or where required by the Town Engineer	☐
☐	☐	The location, grading, and drainage of any proposed driveways the driveway culverts must be included in the drainage study and driveway permit applications must be filed with the Department of Public Works, by the Applicant upon the Board's approval of the plan	☐
☐	☐	Owner's signature	☐
☐	☐	Signature Block, lower right-hand corner under title block This Subdivision Plan is approved in accordance with The Town of Goffstown Development Regulations: Date of Signature: _____ Date of Approval _____ Signed: _____	☐
☐	☐	The seal of a New Hampshire licensed land surveyor certifying that the error of closure of the boundary of the subdivision is 1:10,000 or better.	☐
☐	☐	A fire turning template showing proposed access for emergency vehicles. The Applicant shall coordinate with the Fire Department to obtain vehicle characteristics.	☐
☐	☐	List of all required and acquired permits and associated permit numbers.	☐
☐	☐	Submit final plans electronically to the Department of Public Works in both AutoCAD and PDF. Submit PDF to Planning Department.	☐
☐	☐	Submit as-built plans electronically to the Department of Public Works in both AutoCAD and PDF.	☐

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Additional Documents and Information

Yes	N/A	Regulation Requirement:	For Staff Use
☐	☐	Plan for the control of sedimentation and erosion control in accordance with the Town's Water Quality Standards.	☐
☐	☐	Drainage report and any other Stormwater Management Report, Operation and Maintenance Plan, and/or inspection documentation for proposed stormwater BMPs;	☐
☐	☐	Any additional reports or studies deemed necessary by the Board to make an informed decision, including but limited to: ☐ Traffic Impact Study or other Traffic Memo as required ☐ School ☐ Fiscal environmental impact analysis ☐ Wildlife ☐ Other studies	☐
☐	☐	In the case of proposed condominium ownership: condominium association documents, i.e. condominium declaration and by-laws, floor plans, and the condominium site plan.	☐
☐	☐	A statement from the appropriate Water utility that will supply water approving the size and location of all proposed mains, valves, and hydrants;	☐
☐	☐	Written recommendation of the Fire Chief, or designee, of the number, size, and location of proposed hydrants and cisterns;	☐
☐	☐	Written approval from the Goffstown Sewer Commission of the proposed improvements and confirming the necessary flow/capacity has been met.	☐
☐	☐	Warranty Deed conveying to the Town all streets, rights-of-way, and any sites for public use.	☐
☐	☐	Protective Covenants in form for recording.	☐
☐	☐	Easement deeds with warranty covenants for all easements to be conveyed to the Town or to any third parties, agreements in recordable form acceptable to the Town, to provide easements for lots or parts of lots for construction, utilities, common ownership, restrictive covenants conservation, well radii protection, or other appropriate purposes.	☐
☐	☐	Release of Liability documents in a form acceptable to the Town, relative to existing wells and/or well protective radii, or other appropriate purposes	☐
☐	☐	State Department of Environmental Services Subdivision Approval, Wetland Board Approval and/or Alteration of Terrain Approval	☐
☐	☐	Any other State or Federal permits, as applicable;	☐
☐	☐	Written certification from a surveyor that all the monumentation has been properly set in accordance with the approved plan.	☐
☐	☐	New development of a lot shall require, through the building permit process, a certified foundation and well location plan to ensure that setbacks are met and that the well radius is as approved by the subdivision plan.	☐
☐	☐	Drainage Maintenance Agreement	☐
☐	☐	Retaining Wall calculations and details as required	☐

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Appendix M –Site Plan Submittal Checklist

The Plan shall contain the following minimum information, and any other information requested by the Board:

Yes	N/A	Regulation Requirement:	For Staff Use
☐	☐	Drawn in black ink on 22" x 34" sheets at a scale of 1"=40' or larger.	☐
☐	☐	The submission shall include digital files in PDF format.	☐
☐	☐	Name and title of the site plan.	☐
☐	☐	Name and address of the owner of the property and owners of abutting property	☐
☐	☐	Names, addresses, phone numbers, stamps, and signatures of all professionals responsible for the information within the plans.	☐
☐	☐	If residential, the design number of bedrooms.	☐
☐	☐	Signature and stamp of the licensed land surveyor with certification that the error of closure of the site is 1:10,000 or better.	☐
☐	☐	Signature and stamp of the engineer	☐
☐	☐	Signature and stamp of Soil or Wetland Scientist	☐
☐	☐	Date, graphic scale and north point	☐
☐	☐	Boundaries of the tract with their true bearings and distances and references to Town Property Maps by page and parcel numbers	☐
☐	☐	Date of original submission and a revision block with a date and descriptions of all revisions made to the plan set.	☐
☐	☐	Sheet index with corresponding numbers and titles for each sheet.	☐
☐	☐	Match lines, if appropriate.	☐
☐	☐	Present zoning classifications on and adjacent to the tract	☐
☐	☐	A vicinity sketch (suggested scale: 1" equals 800') showing the location of the site in relation to the surrounding public street system. The zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown.	☐
☐	☐	Existing and proposed streets with names, classification (i.e. Class V), travel surface width and right of way widths.	☐
☐	☐	Final road profiles, center line stationing and cross-sections	☐
☐	☐	Purpose, location, width, and distances of proposed and existing easements	☐
☐	☐	Certification in writing from the engineer of record that the drainage design and erosion control measures as proposed meet all Town and state requirements and best management practices as promulgated by the New Hampshire Department of Environmental Services.	☐
☐	☐	A table indicating existing and proposed square feet of buildings on site, total square feet of all buildings on site, vehicle parking and stacking required by the zoning ordinance and as provided, including handicapped spaces, loading facilities as required by the zoning ordinance and as provided and landscaping elements as required and as provided.	☐
☐	☐	The existing and proposed topographic contours at an interval of 2 feet where the	☐



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		slope of the land is 20 percent or less, and an interval of 5 feet where the slope of the land is greater than 20 percent. All elevations shall be based on a datum plane established by the United States Geodetic Survey.	
☐	☐	Driveway locations with width and profiles if applicable.	☐
☐	☐	Existing and proposed natural features such as surface waters, wetlands and wetland conservation districts, ledge outcropping and significant plant materials	☐
☐	☐	Existing and proposed manmade features such as, but not limited to, existing rights-of-way, roads, utility poles, and signs.	☐
☐	☐	The size and location of all existing and proposed, public and private, above, or below, ground utilities.	☐
☐	☐	An indication of sufficient capacity, and capacity reservation, shall be required for all proposed utility services.	☐
☐	☐	Sanitary sewer source (name of provider (company) if offsite)	☐
☐	☐	Water supply source (name of provider (company) if offsite)	☐
☐	☐	The shape, size, height, and location of existing and proposed structures including expansion of existing buildings. This shall include buildings within 200 feet of the site.	☐
☐	☐	Existing and proposed uses of all buildings on site.	☐
☐	☐	An access plan showing means of access to the site and proposed changes to existing public streets, including any traffic control devices necessary in conjunction with the site development plan, and a circulation plan showing the interior of the lot indicating provisions for both auto and pedestrian circulation. These plans should show proposed streets, driveways, parking spaces, sidewalks, pedestrian crosswalks, with indication of direction of travel for one-way streets and drives and inside radii of all curves. The width of streets, driveways, and sidewalks, and the total number of parking spaces shall be shown, including spaces designated for handicapped individuals. In addition, loading spaces and facilities associated with the structures on the site shall be shown.	☐
☐	☐	Architectural renderings in color shall be required for new buildings or external renovations, as well as floor plans, to show relationship and connection to the site development features and surrounding properties.	☐
☐	☐	The location, type, and size of all proposed landscaping and screening	☐
☐	☐	Exterior lighting plan and location of proposed signs.	☐
☐	☐	Base flood elevations. The one-hundred-year flood elevation line shall be included where applicable.	☐
☐	☐	If water mains and sewers are not on or adjacent to the tract, the direction and distance to the nearest lines with their size and invert elevations shall be shown	☐
☐	☐	Location of all utilities on and adjacent to the tract (within 200') showing location, proposed connections, type, and size of pipe, fire hydrants, electric and telephone poles and conduits, and streetlight standards	☐
☐	☐	If water is to be supplied by wells, the location of the proposed well and the protective radius shall be shown for each lot. The protective well radius shall not	☐



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Yes	N/A	Regulation Requirement:	For Staff Use
		extend into the Town's roadway ROW, onto any adjoining lots or onto any drainage easements or flow ways; except however, reference to appropriate easements and/or setback reduction form for any existing well and/or well protective radius that extends into the Town's roadway ROW, on to any adjoining lots or onto any drainage easements or flow ways shall be indicated on the plan.	
☐	☐	The location of the percolation test and test results and the 4,000 square foot area of proposed on-site septic & leach field systems	☐
☐	☐	Proposed public improvements, including highways or other major public improvements planned by public authorities, for future construction on or near the site	☐
☐	☐	Building setback lines	☐
☐	☐	Wetland delineation in accordance with Section VIII.S	☐
☐	☐	Test pit data for soils and ground water level every 100 feet for road and paved areas, at above and below ground stormwater detention systems, or where required by the Town Engineer	☐
☐	☐	The location, grading, and drainage of any proposed driveways the driveway culverts must be included in the drainage study and driveway permit applications must be filed with the Department of Public Works, by the Applicant upon the Board's approval of the plan	☐
☐	☐	Plans for snow removal and/or storage. A note should be added to the plan set that any excess snow shall be removed from the site and disposed of in accordance with any applicable regulations. Provisions shall be made for snow removal so as to ensure that no snow will be pushed, shoveled or placed in a public way. Rain gardens, ponds, and other stormwater management features shall not be used as excess snow storage areas.	☐
☐	☐	Signature Block, lower right-hand corner under title block This Subdivision Plan is approved in accordance with The Town of Goffstown Development Regulations: Date of Signature: _____ Date of Approval _____ Signed: _____	☐
☐	☐	All sites with private drainage including, but not limited to, culverts, catch basins, detention ponds, and rain gardens, will be required to complete a Drainage Maintenance Agreement. The Drainage Maintenance Agreement shall be recorded with the Hillsborough County Registry of Deeds. It shall be understood that the Drainage Maintenance Agreement holds the Applicant and/or property owner responsible for all future maintenance. In the event of an emergency, the Town or Town's contractor will perform the required maintenance and or repairs in order to protect Town infrastructure or property. The Applicant and/or property owner will be sent a bill to cover the cost of any maintenance or repairs performed by the Town. The Department of Public Works, acting through its engineers, and/or the Planning Director shall have the authority to enforce the Drainage Maintenance Agreement.	☐



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Yes	N/A	Regulation Requirement:	For Staff Use
☐	☐	A fire turning template showing proposed access for emergency vehicles. The Applicant shall coordinate with the Fire Department to obtain vehicle characteristics.	☐
☐	☐	Submit final plans electronically to the Department of Public Works in both AutoCAD and PDF. Submit PDF to the Planning Department.	☐
☐	☐	Submit as-built plans electronically to the Department of Public Works in both AutoCAD and PDF.	☐

Additional Documents and Information

Yes	N/A	Regulation Requirement:	For Staff Use
☐	☐	In the case of proposed condominium ownership: condominium association documents, i.e. condominium declaration and by-laws, floor plans, and the condominium site plan.	☐
☐	☐	Written certification from a surveyor that all the monumentation has been properly set in accordance with the approved plan, submitted to the Planning Department.	☐
☐	☐	Warranty Deed conveying to the Town all streets, rights-of-way, and any sites for public use.	☐
☐	☐	Protective Covenants in form for recording.	☐
☐	☐	A statement from the appropriate Water Department that will supply water approving the size and location of all proposed mains, valves, and hydrants.	☐
☐	☐	Written approval of the Fire Chief, or designee, of the number, size, and location of proposed hydrants and cisterns.	☐
☐	☐	Written approval from the Goffstown Sewer Commission of the proposed improvements and confirming the necessary flow/capacity has been met.	☐
☐	☐	Easement deeds with warranty covenants for all easements to be conveyed to the Town or to any third parties, agreements in recordable form acceptable to the Town, to provide easements for lots or areas of lots for construction, utilities, common ownership, restrictive covenants conservation, well radii protection, or other appropriate purposes.	☐
☐	☐	Release of Liability documents in a form acceptable to the Town, relative to existing wells and/or well protective radii, or other appropriate purposes	☐
☐	☐	Plan for the control of sedimentation and erosion control in accordance with the Town of Goffstown Water Quality Standards.	☐
☐	☐	State Department of Environmental Services Subdivision Approval, Wetland Board Approval and/or Alteration of Terrain Approval;	☐
☐	☐	Any other State or Federal permits, as applicable;	☐
☐	☐	Drainage report and any other Stormwater Management Report, Operation and Maintenance Plan, and/or inspection documentation for proposed stormwater BMPs;	☐

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Yes	N/A	Regulation Requirement:	For Staff Use
☐	☐	Any additional reports or studies deemed necessary by the Board to make an informed decision, including but limited to: ☐ Traffic Impact Study or other Traffic Memo as required ☐ School ☐ Fiscal environmental impact analysis ☐ Wildlife ☐ Other studies	☐
☐	☐	Drainage Maintenance Agreement	☐
☐	☐	Retaining Wall calculations and details as required	☐
☐	☐	New development of a lot shall require, through the building permit process, a certified foundation and well location plan to ensure that setbacks are met and that the well radius is as approved by the subdivision plan.	☐

Application for Waiver of Checklist Requirement (Do not seek waiver for N/A items.)

Tax Map No.: _____ Lot No.: _____

Address: _____

Owner's Name: _____

Surveyor/Engineer/Agent's Name: _____

Pursuant to Sections 3 and 4 of the Development Regulations of the Board, and the attached Checklist, the following requirements are imposed: (Attach sheets if necessary.)

(1) _____



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(2) _____

(3) _____

It is respectfully requested that the Board grant a waiver from this requirement for the following reasons:

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

Respectfully submitted,

Dated: _____

Fee Schedule

Fee Owed

Planning

Conceptual Site Plan or Subdivision	\$100	_____
Site Plan Waiver Request / Determination of Exemption or Non-Material Change	\$25	_____
Voluntary Lot Merger	\$30	_____
Site Plan ⁽¹⁾ Final Review	\$400	_____
Plus \$60/1000 SF, up to 100,000		_____
Plus \$30/1000 SF, over 100,000		_____
Plus \$50/foot of height for new tower		_____
Plus \$35/foot of height for co-location		_____
Plus, if Condominium	\$100	_____
Subdivision ⁽²⁾ Final Review	\$400	_____
Plus per lot	\$100	_____
Other Fees for Site Plans or Subdivisions		
Notice and abutter fees	(3)	_____

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Recording fees	(4)	_____
Special study	(5)	_____
Time Extension, Conditional Use Permit		_____
Or Other Amendment (6)	\$100	_____
Engineering Review		
Lot-Line Adjustment	\$300	_____
2-Lot Subdivision or Site Plan		_____
of less than 2,500 SF	\$500	_____
For a larger Subdivision or Site Plan (7), an escrow in an amount of \$_____ has been collected for the Finance Department.		
<u>TOTAL OWED</u>		\$ _____
<u>TOTAL COLLECTED</u>		\$ _____
		BY _____

NOTES

- (1) Condominiums are site plans/subdivisions, whose fees are calculated like site plans.
 - (2) Subdivision includes lot line adjustments.
 - (3) Abutter = \$12/abutter, or other required notice.
 - (4) Recording Fee = \$20 for 1st - 8 1/2" x 14" page.
\$5 for each additional 8 1/2" x 14" page
\$35 for each 22" x 34" plan page that is to be recorded.
 - (5) Pass through actual cost.
 - (6) Amendment to recent plan, less than 3 years old.
 - (7) Initial minimum escrow of \$1,800 for engineering review (separate check). Review charge to be at \$89.30/hour
- **Check payable to Hillsborough County LCHIP, for \$25.00 is required to be submitted along with final plans that are to be recorded at the Hillsborough County Registry of Deeds Office.

Certificate of Authorization for Corporations, Partnerships or Trusts

Application of _____ (Owner)
Street Address: _____ (Map _____, Lot _____)

The undersigned, being all the directors/general partners/trustees of _____ (the "Corporation/Partnership/Trust"), hereby certify that, at a duly called meeting of the board of directors of the Corporation, or otherwise if a Partnership or Trust, authorize the following individual to represent the Corporation/Partnership/Trust in all respects before the Goffstown Planning Board with respect to the above described matter, including but not limited to, signing applications and binding the Corporation/Partnership/Trust to any agreement, condition or any other matter with respect to the above, and certify that we have all necessary powers to grant that authority:

Signed under penalties of perjury this _____ day of _____, 202____.



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Director/General Partner/Trustee

Director/General Partner/Trustee

STATE OF NEW HAMPSHIRE

_____, SS.

Personally appeared before me this _____ day of _____, 202____, the above named _____ and made oath that the foregoing statements are true to the best of his/her knowledge and belief.

Notary Public / Justice of the Peace

STATE OF NEW HAMPSHIRE

_____, SS.

Personally appeared before me this _____ day of _____, 202____, the above named _____ and made oath that the foregoing statements are true to the best of his/her knowledge and belief.

Notary Public / Justice of the Peace

CONDITIONAL USE PERMIT

All these Conditional Use Permits are recommended to be approved with the following findings:

- a. **15.4.1.4.1** The use is specifically authorized in the Ordinance as a conditional use;
- b. **15.4.1.4.2** If completed as proposed by the applicant, the development in its proposed location will comply with all requirements of this Section, and with the specific conditions or standards established in this Ordinance for the particular use;
- c. **15.4.1.4.3** The use will be compatible with the neighborhood and with adjoining or

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abutting uses in the area in which it is to be located;

- d. **15.4.1.4.4** The use will not have a substantial adverse impact on vehicular or pedestrian safety;
- e. **15.4.1.4.5** The use will not have a substantial adverse impact on the appearance and visual quality of the surrounding neighborhood. In evaluating visual impact, the Planning Board may consider architectural and design elements; and
- f. **15.4.1.4.6** The use will be adequately serviced by necessary public utilities and by community facilities and services of a sufficient capacity to ensure the proper operation of the proposed use.