



93 Main Street
Sutton Mills, NH 03221

PLANNING BOARD SUBDIVISION APPLICATION

Application Instructions

This completed application must be submitted to the Land Use Coordinator by the 15th of the month. If the application is deemed to be complete, your hearing will be held the following month. The Planning Board meets the 2nd and 4th Tuesday of each month at 7:00 p.m. (as needed) at the Town of Sutton's Town Hall.

A completed application will consist of the following:

1. One (1) original signed application.
2. Eleven (11) photo copies of your application.
3. Three (3) full size maps.
4. Nine (9) 11x17 size maps.
5. Complete and accurate abutters list from Town records no more than 5 days prior to filing.
6. A check made out to the Town of Sutton for appropriate fees.
7. All documentation included in the Town of Sutton's Planning Board check list.

An application that is not complete may be rejected by the Planning Board members at the meeting at which the application is presented for acceptance.



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FOR OFFICE USE ONLY

Date Application Received: _____ Date Application Accepted by PB: _____

Date(s) of Public Hearing: _____ Decision Date: _____

1. Name of Project (if applicable): _____

2. Tax Map # _____ Lot # _____

3. Street Address: _____

4. Owner's Name and Address: _____

_____ Telephone # _____

5. Applicant's Name (if not owner) & Address: _____

_____ Telephone # _____

6. Engineer's Name & Address: _____

_____ Telephone # _____

7. Surveyor's Name & Address: _____

_____ Telephone # _____

We, the undersigned, certify that this application includes:

1. All the requirements in Section V of the Subdivision Regulations.
2. Application fees.
3. Any requested waivers in writing.
4. Twelve (12) copies of the paperwork being submitted.
5. A list of all abutters verified at the Merrimack County Registry of Deeds within seven (7) days of filing.
6. Abutters names and addresses verified with town records within five (5) days of filing.
7. NH Water Supply and Pollution Control Commission approval for any lots less than five (5) acres.
8. A copy of a letter to the Board of Selectmen confirming that the land is not in current use or describing any proposed changes to current use.

We, the undersigned, hereby apply for approval of a subdivision or annexation in accordance with the regulations of the Planning Board of the Town of Sutton. We are familiar with applicable state and local regulations.

SIGNATURE of Owner _____ Date _____

SIGNATURE of Applicant _____ Date _____

SIGNATURE of Engineer _____ Date _____

SIGNATURE of Surveyor _____ Date _____



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ABUTTER(s) list

Map/Lot # _____ - _____

Name: _____

Address: _____

City, State & Zip _____

Map/Lot # _____ - _____

Name: _____

Address: _____

City, State & Zip _____

Map/Lot # _____ - _____

Name: _____

Address: _____

City, State & Zip _____

Map/Lot # _____ - _____

Name: _____

Address: _____

Map/Lot # _____ - _____

Name: _____

Address: _____



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FEE SCHEDULE

Subdivision or Annexation:

Minor subdivision or annexation

(1, 2 or 3 lots/sites/units)

\$100.00 filing fee
\$100.00 per lot/site/unit
\$ 7.00 per Abutter
\$ 2.50 per member (9) members
\$ 3.50 for Fire/Highway/Police
notification costs
All consulting costs
***Recording Fees – if approved**

Major subdivision or annexation

(4+ lots/sites/units)

\$200.00 filing fee
\$200.00 per lot/site/unit
All notification costs (See above)
All consulting costs
***Recording Fees – if approved**

Site Plan:

All site plans for commercial or
Multi-unit residential development

\$200.00 filing fee
\$100.00 for 1000 sq. feet of area of existing
or proposed construction or portion
thereof
All notification costs (See above)
All consulting costs

*Recording Fees:

\$ 70.00 First Mylar Sheet
\$ 40.00 Each Additional Mylar Sheet
\$ 16.00 First Decision Page
\$ 4.00 Each Additional Decision Page
\$ 25.00 LCHIP Separate and Payable to Merrimack County Registry of Deeds

Scenic Road Work Approvals

\$100.00 filing fee plus reimbursement for publishing costs

Send applications to: Land Use Coordinator, Sutton Planning Board, 93 Main Street, Sutton Mills, NH 03221