



Town of Tamworth New Hampshire

SUBDIVISION
DESIGN REVIEW PHASE
APPLICATION

Design Review (Optional)

Prior to submission of a Subdivision Application for Board action, an Applicant may request to meet with the Planning Board for non-binding discussions beyond the conceptual and general stage, involving more specific design and engineering details of the proposed application.

Check all applicable boxes. Items already checked are required.

Property Owner(s) Information:

Name(s): _____

Address: _____

City, State, Zip: _____

Email: _____

Telephone: () _____

Property Location:

Tax Map# / Lot#(s): _____/_____

_____/_____

_____/_____

Street Address: _____

Brief Description of Proposed Subdivision:

For Official Use:
TOWN CLERK RECEIVED STAMP
Processing:
<input type="checkbox"/> 10-day public hearing notice
Date of notice: _____
Public hearing date: _____
<input type="checkbox"/> Hearing completed
Chair: _____
Date: _____

Town of Tamworth, NH

Subdivision Design Review Phase

Public Hearing: A Public Hearing is required for any Subdivision Design Review.

Attachments

You may attach whatever documents are helpful to this Design Review Phase, including a draft plat, maps, plans, etc. The following attachments are required:

Notification List: Provide a list of abutters (taken from town records not more than 5 days before submittal of this application) and other parties to be notified. For each name, include the Tax Map# / Lot# or reason for notification, name, and mailing address.

Mailing labels: Attach 3 mailing labels for each abutter and other party to be notified.

LIST OF ABUTTERS AND PROFESSIONAL SUPPORT

Pursuant to RSA 676:4, I(d) of the State of New Hampshire, the Town of Tamworth is required to notify every abutter of the public hearing by certified mail, return receipt requested. The cost of required publication of said notice, and the cost of mailing said notice to abutters shall be paid by the applicant. It is the applicant's responsibility to provide a list of abutters, parties holding an interest in the property (Right of Way, Easement, Covenant), and any professional who has placed his or her seal on a plan or plat that is being submitted (whether the plan was created for the current application or was created sometime before).

ABUTTER - "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. RSA 672:3.

Fees: When submitting this form, the following fees must be included:

(1) Application Fee = \$100	\$100.00
(2) Postage fees for ___ abutters' and other parties' (e.g. professional support) certified notices @ \$12.00 each =	\$_____
Total Payment Due	\$_____

Payment made payable to "Town of Tamworth" to cover reimbursement for notification fees & application fee (see Subdivision Regulations, Section VI C).

Note: Additional fees may be assessed during the review process for Board investigation; see Subdivision Regulations Section VI C 2.

Town of Tamworth, NH

Subdivision Design Review Phase

Submission: Two (2) copies of this completed form (signed by property owners) should be returned to the Tamworth Town Clerk by the close of business on the 1st of the month for the application to be considered at that month's meeting. A digital copy, with all attachments, shall be emailed to tamplanboard@gmail.com.

THIS FORM IS PROVIDED AS A GUIDE. IT IS INTENDED TO ASSIST IN MEETING THE REQUIREMENTS OF TAMWORTH'S SUBDIVISION REGULATIONS. THE REGULATIONS ALONE SHALL BE LEGALLY BINDING. APPLICANTS ARE ADVISED TO READ, UNDERSTAND AND RELY ON THE REGULATIONS.

Agent(s): I/We authorize the following individual(s) to represent me/us before the Planning Board.

Name: _____	Email: _____
Company/Organization name: _____	
Address: _____	
City, State, Zip: _____	Telephone: () _____

I/we understand that a public hearing is required prior to approval of a subdivision or a waiver request.

I/we hereby grant permission to the Planning Board and/or its agent(s) to enter the property, for a scheduled site walk, as part of the process of considering and evaluating this application.

If the property is not owned by an individual(s), one copy of the legal document authorizing the signature must be submitted. Examples of this include, but are not limited to: Trust, LLC, Power of Attorney, and Executor of an Estate.

Endorsement (All property owners must sign.)

I/We hereby request that the Tamworth Planning Board conduct a Design Review Phase review for the proposed subdivision, including review of all plans, plats, documents, and information herewith. I/we represent to the best of my/our knowledge and belief, this application is being submitted in accordance with the regulations of the Town of Tamworth, NH.

_____	_____	_____
Printed Name of Owner(s)	Signature(s) of Property Owner(s)	Date