



# Town of Tamworth New Hampshire

## SUBDIVISION DESIGN REVIEW PHASE APPLICATION

### -Design Review Phase (Optional)

1. Prior to submission of a full Subdivision Application for Board action, an Applicant may request to meet with the Planning Board or its designee for non-binding discussions beyond the conceptual and general stage, involving more specific design and engineering details of the proposed application.
2. The design review phase may proceed only after identification of and notice to Abutters and the general public as required by RSA 676:4,I (d).
3. Persons wishing to engage in pre-application design review shall submit a request to the Planning Board not less than 19 days (28 days recommended) before a regular meeting of the Board for the application to be considered at that meeting. The request shall include:
  - a. List of Abutters, holders of conservation, preservation or agricultural preservation restrictions, and their addresses taken from municipal records not more than five (5) days before submission of the application.
  - b. Check to cover mailing and public notice costs.

**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:**

10-day public hearing notice

Date of notice: \_\_\_\_\_

Public hearing date: \_\_\_\_\_

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) Newspaper Advertisement fee	\$45.00
(3) Postage fees for ___ abutters' and other parties' (e.g. professional support) certified notices @ \$10.00 each =	\$ _____
<b>Total Payment Due</b>	<b>\$ _____</b>

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

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

## **Town of Tamworth, NH** **Subdivision Design Review Phase**

- Submission:** Two (2) copies of this completed form (signed by land owners) should be returned to the Tamworth Town Clerk at least 19 days (28 days recommended) before a regular meeting of the Planning Board in order for the Design Review Phase to occur at that meeting.

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 you are signing for anyone other than yourself, you must submit one copy of the legal document authorizing you to do so.

- 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.

\_\_\_\_\_  
\_\_\_\_\_  
Signature(s) of Property Owner(s)                      Date