



City of Laconia Planning Board Application & Instructions

Please read these instructions carefully. Contact the Planning Department at 527-1264 if you have any questions. We will do our best to provide assistance. We recommend beginning to complete the application and checklist(s) well in advance of the submittal deadline and suggest that if you have any questions concerning specific items that you bring the checklist to a pre-app meeting with the Plan Review Committee for review.

APPLICATION SUBMITTAL REQUIREMENTS:

If you have any questions pertaining to particular documents please contact the Planning Department for assistance.

- ❑ One original signed application, appropriate fees, abutters list, abutters envelopes with correct postage or appropriate fee, one complete set of folded plans and one copy of any reports, cost estimates, studies, or other documents required for review of the proposal shall be submitted to the Planning Department, basement of City Hall by the published deadline. **No exceptions.**
- ❑ One copy of the application and one copy of the full set of plans, cost estimate, drainage and watershed analysis shall be submitted to the Assistant Director at DPW, 27 Bisson Ave.
- ❑ One copy of the application and one full, folded set of architectural plans shall be submitted to the Deputy Chief of Fire Prevention, at the Central Station.

One copy of the application and a complete plan set shall be submitted to the following city Departments at the following locations:

- ❑ Assessing Department – 1st Floor, City Hall
- ❑ Water Works Superintendent, 988 Union Ave
- ❑ Code Enforcement, Basement, City Hall
- ❑ Conservation Technician, Planning Office, Basement, City Hall

PLEASE PROVIDE A COVER LETTER FOR EACH DEPARTMENT'S SUBMITTAL WITH EXPECTED PLANNING BOARD MEETING DATE INCLUDED.

DEADLINE: In order to be considered for a Planning Board agenda this application and the required fees, plans and other associated documents must be filed with the appropriate City Departments as required by the official Planning Board Schedule, published by the Planning Department. Failure to do so will result in the application being postponed until a future meeting.

PLANS: Submitted Plans shall consist of a complete plan set, with original stamps and signatures of all appropriate professionals.

FEES: Refer to the fee schedule as adopted by the City Council and administered by the City Manager. The Planning Department will approve the calculation of fees. Failure to submit required fees will result in postponement of the application. Fees are calculated separately for each submittal request.

SIGNATURES: The property owner provides the official signature for an application. An agent or power of attorney may sign provided appropriate documentation of authorization is provided. In the case of a corporation, association, or other non-person ownership, the president or chief executive officer may sign provided a certification by the clerk or secretary is provided. Only one original copy of agent certification is required with application submittal. Applications should be signed to be considered complete.

WAIVER REQUESTS: Waiver requests for submittal data must be indicated on the checklists provided by the Department. Waiver requests for standards within the regulations must reference the name and section of the regulation. All waiver requests must be accompanied by supporting documentation and be attached or enclosed with this application.

ABUTTER NOTIFICATION: Submitted abutters lists are required by state statute to be current according to the assessor's records within five days of the submittal date. We encourage you to double check for changes if you complete the application or plan prior to the five-day period. Be sure to include updates that the assessor does not yet have on record if you are aware of them.

It shall be the responsibility of the applicant to address all envelopes to abutters with the current postage for certified letter affixed. The envelopes shall be business style (4" x 9 1/2") and include completed certified mail receipts with return address to the Planning Department, 45 Beacon Street E, Laconia, NH 03246.

CHECKLISTS: Checklists are required to be submitted with the application. If you are applying for both subdivision and site plan, both need to be filled out and returned. In the case of multiple page plan sets please indicate the sheet number in the 'Plan Sheet#' column.

CONDITIONAL USE PERMITS: A separate application is required for conditional use permits. Applications must include documentation on separate paper outlining how the application meets the conditional use requirements.

Thank you for your co-operation.

The Planning Staff



Fees Paid _____ Ck # _____

Application Number _____

PROPOSED PROJECT NAME

STREET ADDRESS _____

Number of Lots/Units _____

Building/Addition _____ Square Feet

Lot/Lots _____ Total Acres

Development Area _____ Acres/Square Feet

Receipt Stamp

SUBMITTAL REQUEST: Check **all** that apply. **Use separate form for conditional use permit.**

Check here if the application is an amendment to a previously approved project. _____

- | | | |
|---|--|---|
| <input type="checkbox"/> Conventional Subdivision | <input type="checkbox"/> Condominium subdivision | <input type="checkbox"/> Subdivision revocation |
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Site plan, commercial | <input type="checkbox"/> Cluster subdivision |
| <input type="checkbox"/> Boundary line agreement | <input type="checkbox"/> Site plan, multi-family | <input type="checkbox"/> Discretionary Easement |
| <input type="checkbox"/> Lot merger plan | <input type="checkbox"/> Change of Use | <input type="checkbox"/> _____ |

PARTIES INVOLVED - Those listed below will receive Planner Reviews and Notices of Action by the Board.

Applicant _____
 ADDRESS _____

PHONE _____
 FAX _____
 eMAIL _____

OWNER1 _____
 ADDRESS _____

PHONE _____
 FAX _____
 eMAIL _____

OWNER2 _____
 ADDRESS _____

PHONE _____
 FAX _____
 eMAIL _____

Agent _____
 ADDRESS _____

PHONE _____
 FAX _____
 eMAIL _____

**WAIVER REQUEST
FROM SUBDIVISION AND SITE PLAN REGULATION**

I, _____, hereby submit the following waiver request(s) on
Behalf of _____ for _____
(applicant) (project title)

1. Waiver Request:

A. Section _____ of the Subdivision / Site Plan Regulations for waiver of
_____.

B. Reasons in Support of Request: (attach more sheets as needed)

C. Attached Plans / Information in support of Request include:

2. Waiver Request:

A. Section _____ of the Subdivision / Site Plan Regulations for waiver of

B. Reasons in Support of Request: (attach more sheets as needed)

C. Attached Plans / Information in support of Request include:

3. Waiver Request:

A. Section _____ of the Subdivision / Site Plan Regulations for waiver of

B. Reasons in Support of Request: (attach more sheets as needed)

C. Attached Plans / Information in support of Request include:

