



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 recommend completing 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 request a pre-app meeting 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 a complete plan set shall be submitted to the following city Departments at the following locations:

- ❑ Along with one copy of the cost estimate, drainage and watershed analysis submitted to the Assistant Director at DPW, 27 Bisson Ave.
- ❑ Along with one copy of the folded set of architectural plans submitted to the Deputy Chief of Fire Prevention, at the Central Station.
- ❑ Along with the abutter list submitted to the Assessing Department, Main Floor, City Hall
- ❑ Water Works Superintendent, 988 Union Ave
- ❑ Conservation Technician, Planning Office, Basement, City Hall
- ❑ Police Dept, New Salem Street (Minor Site Plan application only)

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. 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.

Thank you for your co-operation.

The Planning Staff



Application(s) #: _____

Fees Paid: _____

Check #: _____

Receipt #: _____

PLANNING BOARD APPLICATION

Project Name: _____

Project Address: _____

Tax Map/ Lot # (s): _____ Zoning District (s): _____ Parcel Size Acres: _____

Number of Lots: _____ Total Developed Land Area: _____ Building(s) and/or additions Total Sq. Ft. _____

Submittal Request (Check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Alternative Parking CUP | <input type="checkbox"/> Amendment | <input type="checkbox"/> Boundary Line Adjustment |
| <input type="checkbox"/> Boundary Line Agreement | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Cluster Development CUP |
| <input type="checkbox"/> Cluster Subdivision | <input type="checkbox"/> Condominium Subdivision | <input type="checkbox"/> Conventional Subdivision |
| <input type="checkbox"/> Discretionary Easement | <input type="checkbox"/> Marinas and Yacht Club CUP | <input type="checkbox"/> Minor Site Plan |
| <input type="checkbox"/> Performance Zoning CUP | <input type="checkbox"/> Site Plan (Commercial) | <input type="checkbox"/> Site Plan (Multi-family) |
| <input type="checkbox"/> Steep Slope CUP | <input type="checkbox"/> Wetland/Wetland Buffer CUP | <input type="checkbox"/> Other _____ |

Proposal Description: _____

I hereby make application to the City of Laconia for the above-referenced property(ies) and the development as described. To the best of my knowledge the information provided herein is accurate and is in accordance with the Zoning Ordinance and land use regulations of the City, except where waivers are requested. The City of Laconia Planning Board, Minor Site Plan Committee, Technical Review Committee and/or city employees are authorized to enter the property(ies) for purposes of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal. I understand that I am responsible for appearing, or having someone appear on my behalf, at any and all meetings before the Planning Board, Minor Site Plan Committee or Technical Review Committee.

Sign as appropriate (If agent or non-person please attach certification)

NOTE: Please attach an Applicant Contact Worksheet

PROPERTY OWNER 1

PROPERTY OWNER 2

AGENT / APPLICANT

Printed Name: _____

Signature: _____

Date: _____



General Conditional Use Permits Requirements

1. The Use is authorized in the Table of Permitted Uses as a conditional use. _____

2. Any specific conditions or standards are met. _____

3. Public safety or health will not be materially endangered. _____

4. The value of adjoining or abutting properties will not be substantially affected. _____

5. Compatibility with uses of adjoining or abutting properties and the neighborhood. _____

6. Highway or pedestrian safety will not be substantially adversely impacted. _____

7. Natural resources of the city will not be substantially adversely impacted. _____

8. Adequate public facilities and utilities are available or will be provided by the applicant. _____



**Wetlands Conservation Overlay District
Conditional Use Requirements**

Documentation must be submitted to support that the activity or use (waiver requests should be submitted on the appropriate form):

1. Ensures the protection of wetland resources from activities that would adversely affect their functions and values [see 235-17B.(1)(a)-(h), (2)(a)-(e), and (3)]; [submittal of erosion and sedimentation control plan, list of fish/wildlife habitat affected, location of surface/ground water locations, listing of any representative or rare examples of wetland plants or animals, unique characteristics of the wetland/buffer, existing use of the site for recreational or educational purposes, and picture of the wetlands site] _____

2. Minimizes the degradation to or loss of wetlands or wetlands buffer; an evaluation may be required using the New Hampshire Method, authored by the Audubon Society [The applicant should demonstrate that an evaluation is not warranted if a waiver is requested]; _____

3. Minimizes the environmental impact to abutting or downstream property and/or hydrologically connected water and/or wetland resources [drainage analysis and watershed map should be included to show wetland located in the local watershed]; _____

4. Cannot be practically located elsewhere on the site to eliminate or reduce the impact to the wetland and/or its buffer area [applicant should demonstrate that the avoidance, minimization, mitigation method has been utilized in site design]; and _____



DEPARTMENT OF PLANNING, ZONING & CODE
45 BEACON STREET, EAST
☎ 603-527-1264
☎ 603-524-2164

**Wetlands Conservation Overlay District
Conditional Use Requirements**

5. Is or is in the process of permitting for any other applicable state or federal permits [copies of the applications should be submitted with this application]. _____



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**Manufactured Housing Park / Manufactured Subdivision Development Objectives
Conditional Use Permit Requirements**

1. Creation of pleasant, safe and healthy living environment; _____

2. Provision of recreation, social and outdoor amenities for park residents; _____

3. Integration of design of the street network, amenities and unit placements with the natural topography, site climate and other land characteristics; _____

4. Creation of a design which lends itself to management and operation by single ownership; _____

5. Provides for pedestrian and vehicular accessibility; and _____

6. Integration of park with adjacent land uses _____



**Marina/Yacht Club
Conditional Use Permit Requirements**

1. Minimization of impacts to water quality, wildlife habitat, shoreline stability, and public water supply using best management practices as published and amended by NHDES and USDOA Natural Resources Conservation Service;

2. Design of facility to provide protection to adjacent and abutting properties from excessive noise and glare;

3. Retention or creation of an adequate vegetative buffer between the parking area and the shoreline; _____

4. Construction and arrangement of parking and wash-down areas to minimize direct runoff to surface waters and to allow for the interception and filtration of wash water on the site; _____

5. Preparation of a water quality mitigation plan which conforms to the Best Management Practices for New Hampshire Marinas: Controlling the Impact of Boat Pollution, NHDES 1995, as amended; _____

6. No adverse impact on public safety from increased traffic congestion, both marine and land based and will not constitute a hazard to navigation; and _____

7. No interference with or prevention of the safe use or enjoyment of adjacent shoreland property, nor impede its access to and from the water. _____



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**Alternative Parking
Conditional Use Permit Requirements**

1. Facility is located within 1000 feet of the public entrance or the establishment; facility does not extend more than 300 feet inside the boundary of a non-commercial district; _____

2. Parking demands of the use may be reasonably satisfied by the alternative parking arrangement; _____

3. Establishment is a conforming use but may be within a non-conforming structure or located on a non-conforming lot; _____

4. Lighting systems appropriately shielded so that glare does not interfere with adjacent residential property or traffic movements; _____

5. Facility entrances designed to make the sidewalk and crosswalks continuous _____

6. Redesign of existing site to maximize on-site remedies. _____



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**Performance Zoning
Conditional Use Permit Requirements**

1. Creating a well-planned and integrated development which may include a mixture of the land uses compatible with adjacent parcels that enhance the overall community. _____

2. Mitigating negative impacts on traffic, public utilities, municipal services, and natural resources. _____

3. Limiting new access points on existing streets _____

4. Providing transitions between existing and proposed land uses which protect residential abutters. _____

5. Providing high quality site planning and architectural, landscaping and signage designs that meet the design standards in the site Plan Review Regulations. _____

6. Minimizing views of large parking lots from existing streets. _____

7. Creating pedestrian and vehicular links to abutting parcels. _____

8. Establishing open space and pedestrian amenities, including usable common land and wide sidewalks. _____



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**Waiver Request
From Site Plan Review and Subdivision Regulations**

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

Waiver Request:

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

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

Attached Plans / Information in support of Request include:

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

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

Attached Plans / Information in support of Request include:



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APPLICANT CONTACT SHEET

Application Type: _____ Application #: _____

Name of Applicant: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Name of Agent: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Property Owner 1: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Property Owner 2: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Emergency Contact Person: _____ Phone: _____