



## **City of Laconia Minor Site Plan Committee 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 duplicate copy of the application and one copy of the full set of plans, cost estimate, drainage and watershed analysis shall be submitted to Wesley Anderson, DPW Office, 27 Bisson Ave.

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

- ❑ Deb Derrick, Assessing Department – 1<sup>st</sup> Floor, City Hall
- ❑ Seth Nuttelman, Water Works Superintendent - 988 Union Ave
- ❑ Code Enforcement - Basement, City Hall
- ❑ Charlie Roffo, Fire Preventions Specialist - Central Station
- ❑ Lt. Al Graton, Police Dept – New Salem St

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



**DEADLINE:** In order to be considered for an 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 Minor Site Plan Committee 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, **folded**, 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.

**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 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.**

Thank you for your co-operation.

The Planning Staff

**CITY OF LACONIA MINOR SITE PLAN COMMITTEE**  
**APPLICATION FOR DEVELOPMENT PROPOSALS**  
PH: 527-1264 FAX: 524-1267



Fees Paid \_\_\_\_\_ Check # \_\_\_\_\_

Application Number \_\_\_\_\_

Street Address \_\_\_\_\_

Number of Lots/Units \_\_\_\_\_

Building/Addition \_\_\_\_\_ Square Feet

Lot/Lots \_\_\_\_\_ Total Acres

Development Area \_\_\_\_\_ Acres/Square Feet

Receipt Stamp

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

**Applicant** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_  
\_\_\_\_\_

**Owner 1** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_  
\_\_\_\_\_

**Owner 2** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_  
\_\_\_\_\_

**Agent** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_  
\_\_\_\_\_

**PROPERTY INFORMATION** - For multiple lots list each lot separately on an attached sheet. Check if additional sheets attached

Street Address \_\_\_\_\_  
\_\_\_\_\_

Deed Reference: Book \_\_\_\_\_ Page \_\_\_\_\_  
Book \_\_\_\_\_ Page \_\_\_\_\_



Map \_\_\_\_\_ Street \_\_\_\_\_ Lot \_\_\_\_\_

Plan Reference: L \_\_\_\_\_ Plan \_\_\_\_\_

Current Use(s) \_\_\_\_\_  
 \_\_\_\_\_

L \_\_\_\_\_ Plan \_\_\_\_\_

Zoning District \_\_\_\_\_

Number Acres Total \_\_\_\_\_

**PROPOSAL DESCRIPTION** - Use the space below to write a brief description of the development proposal and how it will affect the existing use of the property.

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**NOTICE INFORMATION** – The following parties are required to be noticed (RSA 676:4 I.D.): abutters, the applicant, holders of conservation, preservation, or agricultural preservation restrictions, and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat. Abutters shall include any property owner, whether or not within the city limits, whose property is immediately adjacent to, across a public or private street or street right-of-way, railroad right-of way, stream or river. When multiple lots are involved abutters to all properties must be included. It is the responsibility of the agent/applicant to notify all abutters via registered mail. Envelopes are to be provided to the Planning department with postage attached.



NAME	ADDRESS	MAP/ST/LOT

**APPLICATION AUTHORIZATION**

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, 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 or Technical Review Committee.

Sign as appropriate. If agent's signature check here for attached certification

If non-person check here for attached certification

PROPERTY OWNER(S)

AGENT(S)

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Print Name Here

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

\_\_\_\_\_  
Signature of Agent(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date