



## EPSOM PLANNING BOARD

TOWN OF EPSOM  
PLANNING BOARD  
P.O. Box 10  
EPSOM, NH 03234-0010

### **APPLICATION FOR NON-RESIDENTIAL SITE PLAN REVIEW** **GENERAL INFORMATION**

This packet contains six pages. The Planning Board reserves the right to change this general information packet at any time, without public hearing or prior notification. All applicable signatures and information must be complete before the Planning Board will consider the application.

The Planning Board meets every second and fourth Wednesday of the month at 7:00pm at the Town Office located at 940 Suncook Valley Highway.

#### **SUBMISSION ITEMS**

1. **Conceptual Meeting**
  - a. A preliminary sketch should be submitted for discussion purposes only. The rest of the information packet need not be completed for a conceptual meeting.
2. **Preliminary Site Plan Meeting**
  - a. If all the information is complete, the Planning Board can move to Public Hearing.
3. **Site Plan Review**
  - a. Check with the Town of Epsom for the fees listed below
  - b. Attached information must be completed
  - c. Site plan maps prepared by a registered land surveyor or registered Professional Engineer
  - d. Three copies of the map are required and the map and the map scale shall be 1-inch = 40 feet
  - e. A sketch showing the location of the site in relation to the surrounding area and roads must be submitted to the Board. Scale to be 1-inch = 500 feet.
  - f. A completed abutter's list including name, mailing address, lot and map numbers of each abutter.

A complete copy of the Zoning Ordinance and Subdivision Regulations can be found online at <http://www.epsomnh.org/epsom> and/or purchased at the Epsom Town Office for \$15.00 each.

**Schedule of Fees**

\$ 175.00	Application Fee
\$ 13.00	Abutter Notification (each)
\$ 175.00	Mylar Recording for the first page and \$ 150.00 for each additional page
\$ 125.00	Lot Merger Recording
\$ 75.00	Recording of deeds, easements and / or other required documents for the first page and \$ 50.00 for each additional page
\$ 650.00	Each newly created building lot

ESCROW ACCOUNT – Based upon Engineers Estimate and additional fees for review by a Planning, Attorney’s Fees and other professionals as deemed necessary by the Board.

BEFORE ANY MYLAR CAN BE RECORDED FOR SUBDIVISION, A FEE OF **\$650.00** PER LOT CREATED IS TO BE PAID TO THE TOWN OF EPSOM.

ALL CHECKS MADE PAYABLE TO THE “TOWN OF EPSOM”

TOWN OF EPSOM  
APPLICATION FOR NON-RESIDENTIAL SITE PLAN REVIEW  
RELEASE & AUTHORIZATION FORMS

All forms must be typed or hand printed in black ink.

Location Address: \_\_\_\_\_

Map & Lot Number: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I hereby apply for a site plan review and acknowledge that this application and all of the related materials attached, to the best of my knowledge, conform in each and every respect with all laws, ordinances and regulations; that I or my designated authorized agent have completed the applicable check list attached hereto (recognizing that the check list is merely a summary of the highlights of some of the applicable regulations and is not intended to be all inclusive); that this application and all related materials and information have been prepared in accordance with recognized professional standards; and that all necessary information, permits and check lists are attached. Failure to comply with all laws, ordinances, regulations and application procedures can lead to summary disapproval of the application.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

**Authorized Agent Designation**

Map & Lot Number: \_\_\_\_\_

I / we (owner's name) \_\_\_\_\_ hereby designate \_\_\_\_\_  
To serve as my authorized agent with the Epsom Planning Board to whom all communications to the applicant may be addressed and the person / company to whom all legal process may be served in connection with any proceedings arising out of this application.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_