

# TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

## Planning Board Checklist for Site Plan, Subdivision, Excavation Applicants

*Complete application and documentation is due to the Building Inspector  
no later than 11:00 AM the day of the Deadline  
as posted on the Planning Board/ZBA schedule at the Town Hall or Town website.*

1. Obtain Application Packet from Building Inspector *and* Contact Glenn Coppelman, Circuit Rider Planner, at the Rockingham Planning Commission 1-603-770-5355.

Signature \_\_\_\_\_ date \_\_\_\_\_

Schedule appointment to review application process and plans to determine whether Preliminary Consultation or Final Public Hearing is needed before the Planning Board. If Circuit Rider Planner determines the applicant is ready to submit an application, leave or later provide a copy of the Plan, as submitted to the Town, for the Circuit Rider Planner's use.

2. **Initial Contact -- Town Departments (copies of proposal, to include a plan, are to be provided to the following as recommended by Circuit Rider Planner):**

_____ Volunteer Fire Department	1-603-926-5752 (Jay Lord, Fire Chief)	Signature _____	date _____
_____ Conservation Comm.	(Mary Ann Hill, Chair)	Signature _____	date _____
_____ Highway Safety Comm.	1-603-926-5752 (Jay Lord, Chair)	Signature _____	date _____
_____ Road Agent	1-603-926-4618 x103 (Russ Hilliard)	Signature _____	date _____

3. **Building Inspector to contact and review proposed Application/plans with Circuit Rider Planner.**

Signature \_\_\_\_\_ date \_\_\_\_\_

4. **Submission of Complete Application to Building Inspector in conjunction with Application Deadline dates/time (11:00 AM). Building Inspector to review following items with the applicant to determine whether proper documentation is available and application is complete.**

Map \_\_\_\_\_, Lot \_\_\_\_\_, Applicant: \_\_\_\_\_

Application Fee \$ \_\_\_\_\_  
Abutters # \_\_\_\_\_ x 5.00+postage = \$ \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_  
**TOTAL (Ck # \_\_\_\_\_) \$ \_\_\_\_\_**

### **Application to include:**

\_\_\_\_\_ Completed checklist, application form, 3 sets  
mailing labels and signed Site Plan or Subdiv. checklist,  
\_\_\_\_\_ Appropriate number of full plan sets,  
plus one 11"x17" copy,  
\_\_\_\_\_ Listing of abutters to include applicant(s), owner(s),  
professionals, other  
\_\_\_\_\_ Letter of authorization,  
\_\_\_\_\_ Notification if transmission lines  
(PSNH 634-2477)

### **Receives:**

\_\_\_\_\_ Proper fees (using fee schedule(s) and.  
\_\_\_\_\_ Informs of future billing of legal notice fee.

**Other information as may be required.**

5. **Application is processed by Planning Board Secretary for meeting preparation.** Please see Meeting Deadline Schedule for Planning Board Agenda Close date. Any additional documentation to be considered by the Planning Board is to be submitted to the Secretary before this date.

w:\planning\appfilingdocs\1checklist for applicants Site Plan, Subdivision, Excavation

(revised 01142022)

# **HAMPTON FALLS LAND USE REGULATIONS**

## **A USER'S GUIDE**

*The purpose of this User's Guide is to assist applicants in their understanding of the land development process in Hampton Falls. The User's Guide is intended as only an explanatory "guide" and is not enacted as part of the regulations. It has no legal effect and should be used only as a guide. Applicants should refer to the legally enacted regulations for complete details.*

### **SUMMARY OF LAND USE REGULATIONS**

Hampton Falls voters granted the Planning Board the authority to regulate the subdivision of land in 1952. The original Subdivision Regulations were adopted on June 9, 1952. The authority to regulate non-residential uses was granted to the Planning Board on November 3, 1982, and Site Plan Review Regulations were adopted on December 2, 1982. For the purposes of this User's Guide, the term "land use regulations" refers to both the Subdivision Regulations and the Site Plan Review Regulations. The Hampton Falls land use regulations set for the Planning Board's responsibilities; the procedure for Planning Board review; the submission requirements with which an applicant must comply; the criteria against which subdivision plans and site plans are measured; design and construction standards for land development; and administrative and enforcement provisions.

This User's Guide is intended to be useful to those people who are involved in the land development process for the first, and possibly the only time. The Hampton Falls Planning Board encourages all applicants to use this guide to assist in understanding and complying with the land development process. It is not intended as a substitution for nor alternative to a thorough review or understanding of the applicable local, state and federal laws and regulations.

### **EXPLANATION OF APPLICATION PROCESS**

The land use regulations apply to the following types of development:

- Subdivision of land;
- Lot line adjustment;
- Condominium conversions;
- Developing of land for non-residential use;
- Changing or expanding a non-residential use;
- Scenic road tree cutting permit;
- Wetlands special use permit; or
- Excavation permits.

Any of these types of development require Planning Board approval.

When considering undertaking one of these types of development, an applicant should start by becoming familiar with the applicable provisions of the Zoning Ordinance and land use regulations. A booklet that contains these Ordinances, Regulations and others is available for purchase at the Town Hall or viewed on line at [hamptonfalls.org](http://hamptonfalls.org). Copies of the required application forms and plan checklists are also available.

The application process involves the following basic steps:

1. **Submission of an Application:** A properly completed application, along with all required plans and information, must be filed with the Planning Board's designee (Building Inspector) at least 15 days prior to a regular meeting. The Planning Board meets on the fourth Tuesday of the month in the Town Hall. If the Planning Board determines that the application is complete, a public hearing will be scheduled for the next month's meeting.
2. **Fees:** Fees to be paid at the time of filing the application include an application fee, abutters notice fee with postage, and a review fee. A public notice fee will be billed to the applicant. Please refer to the appropriate regulations for the exact fees.
3. **Public Hearing:** A public hearing, with notice to abutters and the general public, is held by the Planning Board on all applications. The proposal is presented by the applicant or his agent, and questions and comments are taken from the Planning Board, abutters and the public.
4. **Board Deliberations:** After the public hearing, the Planning Board deliberates the merits of the proposal. These deliberations usually require at least one more regular meeting. An applicant should plan on a minimum of two months between filing and approval. Larger and more complex proposals often take longer. Applicants are responsible for posting fees for the engineering review process and other requests for studies that may be required. Signing of agreements and posting of bonds may be part of a conditional approval as well.

### TIPS FOR HELPING YOU THROUGH THE REVIEW PROCESS

In order to help you in the application process, it is suggested that prospective applicants follow the steps listed below:

#### 1. Determine if the Land Use Regulations Apply to You

The Planning Board has jurisdiction over most types of development. If your plans include any of the following, you have to comply with the land use regulations.

- A. **Subdivisions.** The Subdivision Regulations apply to all divisions of land. The most common subdivision involves dividing one parcel of land into two or more lots. However, other activities are also considered subdivisions, specifically minor lot line adjustment (i.e. changing a lot line without creating an additional lot) and condominium conversions.

- B. Non-Residential Development. This includes the construction of any new non-residential use, the modification or intensification of any non-residential use, and the change of use or conversion of an existing non-residential use that requires development of the site.

The Planning Board has no jurisdiction over the construction of single-family or two-family dwellings on existing lots, and additions to the same type of dwellings. Building permits from the Building Inspector are required for this activity.

2. Review the Application Procedures and Submittal Requirements

Since applications are reviewed and accepted at the regular meeting of the Planning Board, which is once a month, being prepared for the meeting is crucial. If the application or plan is determined to be incomplete, the Planning Board will not accept the application and you will be required to resubmit at the next monthly meeting. Delays can be avoided if the application is properly completed and the plan contains the required information.

In order to provide guidance and assistance to potential applicants, the Planning Board has made arrangements with the Rockingham Planning Commission to have a planner available to review applications and plans. The purpose of this arrangement is to assist an applicant in being better prepared prior to meeting with the Planning Board, so that the review process is not unnecessarily delayed. This pre-submission meeting is optional and may not be appropriate for all applicants. Even though the planner's review is an extra step, it should help in avoiding a month's delay caused by an incomplete application or plan. The Planning Board encourages applicants, especially first-time applicants, to take advantage of the pre-submission meeting so that the application process is a smooth one.

3. Consider Having a Preliminary Consultation with the Planning Board

The land use regulations provide for an informal, non-binding preliminary consultation with the Planning Board. These discussions are helpful if you need general guidance on how to plan the development of your land or to discuss a certain concept with the Planning Board. No notice to abutters is required for preliminary consultations and no decisions can be made. A preliminary consultation can get you headed in the right direction prior to the expense of hiring a surveyor or engineer to prepare plans.

4. Review the Design and Construction Standards

Equally as important as following the correct procedures, is understanding the design and construction standards contained in the land use regulations. Your development plan must conform to these standards, so it is imperative that you and your surveyor and/or engineer become familiar with them prior to designing your development. The standards cover such topics as:

- Stormwater drainage
- Erosion and sediment control
- Street design requirements
- Roadway specifications
- Access design
- Landscaping and screening
- Illumination
- Parking lot design

5. Determine if Other Permits are Required

Oftentimes proposed land development will require permits from other local, state or federal agencies. The land use regulations require all such permits to be obtained prior to final approval by the Hampton Falls Planning Board. It is the applicant's responsibility to apply for and obtain the proper permits.

Each development proposal must also comply with the Hampton Falls Zoning Ordinance. The Planning Board has no authority to waive or provide variances to a requirement of the Zoning Ordinance. All necessary variances or special exceptions must be obtained from the Hampton Falls Board of Adjustment prior to seeking Planning Board approval.

6. Consider Contacting Your Abutters Prior to Public Hearing

All abutters to the property being developed are notified by certified mail of the public hearing and are invited to attend to comment on the plan. Comments from abutters are an important part of the Planning Board's consideration in weighing the merits of a plan. By contacting the abutters to explain your project prior to the public hearing, you can answer their questions and reduce their fears and concerns. Receiving abutter input early in the process can reduce the chances of surprises at the public hearing. This can make the application process more efficient and less controversial.

7. Set a Realistic Time Line for Obtaining Approvals

When undertaking any type of development, it is important to set a realistic schedule for obtaining all of the necessary permits and approvals. Do not wait until the last minute to ask for approval. The Planning Board is required to follow the state law on procedures and can't give you approval just because you are a nice person. Allow for an average of a 60-day approval process for the Planning Board. Obtaining state permits can sometimes take even longer, so plan ahead. The filing deadlines for the Planning Board agenda are posted on the bulletin board in the Town Hall.

# TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

**MEMO TO:** Applicants to the Hampton Falls Planning Board

**FROM:** Hampton Falls Planning Board Chairman

**DATE:** May 2023

**SUBJECT: INFORMATION PACKAGE FOR SUBDIVISION, SITE PLAN REVIEW AND  
CONDITIONAL USE PERMIT APPLICANTS TO THE PLANNING BOARD**

To assist people that will be appearing before the Hampton Falls Planning Board, a package of important and useful material has been assembled to form this application package. Included as part of the application package are the following materials:

1. Application Forms
2. A User's Guide to the Hampton Falls Land Use Regulations
3. Checklists

*It is strongly recommended that all applicants review a current copy of Hampton Falls Zoning Ordinance, Building Code, Land Use Regulation and Excavation Regulation books, which can be viewed at [hamptonfalls.org](http://hamptonfalls.org); see Regulations drop down menu at the bottom of the home page.*

The application package contains information to help you prepare a complete application and to appear before the Planning Board. In addition, the names, phone numbers and addresses of people you may need to contact before or during the land development process are listed below, along with a short explanation of their role.

**Todd Santora**      Planning Board Chairman, 1 Drinkwater Rd, Hampton Falls, NH,  
(603) 926-4618 x104 PB Secretary, Assistant Administrator (Town Hall)  
**Role:** Planning Board rules on applications for Preliminary Consultation,  
Design Review, and Formal Applications for Site Plan & Subdivision  
Applications.

**Eric Cimon**      Planning Board Vice Chairman

**Rachel Webb**      Planning Board (PB) / Zoning Board of Adjustment (ZBA) Secretary,  
Assistant Administrator; Hampton Falls, NH, (603) 926-4618 ext. 104  
**Role:** Works with the Planning Board and ZBA, prepares legal notices,  
applicant and abutter notices, agenda, minutes, and letters, attends  
Planning Board/ZBA meetings. Hours M-F 8:00 a.m. – Noon, 1-4 p.m.

- Mark Sikorski** Building Inspector/CEO/Health Officer, Town Hall, 1 Drinkwater Road, Hampton Falls, NH, (603) 926-4618 ext. 105; Office hours in the Town Hall Monday, Tuesday 8:00 am – Noon, and Thursday 2:00 – 6:00 pm.  
**Role:** Issues building permits; inspects building construction; inspects electrical and plumbing work; often the first person to speak with when considering development; reviews and processes Planning Board/ZBA application documents with applicants as well as submissions for completeness.
- Rockingham County Conservation (RCCD)** Test Pit Inspector, 118 North Road, Brentwood, NH 03833-6614, (603) 679-2790  
**Role:** Consultant to the Town hired to inspect septic systems and witness test pits. The RCCD reviews and approves submitted plans (4) on behalf of the Town of Hampton Falls and forwards to NH Department of Environmental Services – Subsurface Bureau for State approval. The Building Inspector performs basil area (bed bottom) inspections; the State inspects construction before back filling along with Town Building Inspector final inspection to assure stabilization. Witness of Test Pit Applications are available from the Building Inspector.
- Mary Ann Hill** Conservation Commission Chair, 1 Drinkwater Rd, Hampton Falls, NH, (603) 926-4618  
**Role:** Conservation Commission reviews wetland permits and inventories natural resources.
- John DeLeire** Zoning Board of Adjustment (ZBA) Chairman, 1 Drinkwater Rd, Hampton Falls, NH, (603) 926-4618 x104 ZBA Secretary, Assistant Administrator (Town Hall)  
**Role:** Board of Adjustment rules on applications for Special Exceptions & Variances to the Zoning Ordinance and relief to the Building Code.
- Karen Anderson** Town Administrator, 1 Drinkwater Road, Hampton Falls, NH, (603) 926-7101 ext. 103, Fax: (603) 926-1848  
**Role:** Works for the Board of Selectmen and is often the person available to speak with at Town Hall.
- Glenn Coppelman** Circuit Rider Planner; Rockingham Planning Commission, 156 Water Street, Exeter, NH, (603) 770-5355, Fax (603) 778-9183  
**Role:** Planner who is available to meet with applicants prior to being scheduled with the Planning Board, to review the application and plan for completeness; attends Planning Board meeting to provide technical assistance.

## EXCAVATION APPLICATION FORM

**Introduction:** Pursuant to RSA 155-E, the following application must be submitted to the Regulator to obtain an Excavation Permit. Prior to issuance of a permit, the Regulator shall determine that the provisions of RSA 155-E, these Regulations, and any other applicable regulations or ordinances are met.

1. Submit completed application together with fees and additional required information to:

a. Chairperson  
Planning Board  
Town Office  
1 Drinkwater Road  
Hampton Falls, New Hampshire 03844

and

b. Chairperson  
Conservation Commission  
Town Office  
1 Drinkwater Road  
Hampton Falls, New Hampshire 03844

2. Date of submission \_\_\_\_\_

3. Name of owner \_\_\_\_\_

Address (mailing) \_\_\_\_\_  
\_\_\_\_\_

4. Name of applicant (if different) \_\_\_\_\_  
(Include written authorization from owner)

Address (mailing) \_\_\_\_\_  
\_\_\_\_\_

5. Indicate which person listed above should receive all communications: \_\_\_\_\_  
\_\_\_\_\_

6. Location of proposed/existing excavation (municipality, nearest roads, other locational information, tax map and lot #).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



EXCAVATION REGULATIONS

JUNE, 1997

7. Tax map and lot number, name and address of all abutters including any professional whose stamp appears on the plan (see definition). Names must be current, based on Town records, five days prior to the submission of the application. (List below or attach separate sheet and show clearly on plan).
- 
- 
8. State permits required and obtained (if applicable):
- WSPCD (RSA 485-A:17)
  - Wetlands Board (RSA 482-A)
  - Department of Transportation (Access Permit, RSA 236:13)
  - State Pit Agreement (per NHDOT Standard Specifications for Road and Bridge Construction, Section 106)
9. Excavation/Reclamation Plan; this information is required to be submitted as plans attached to this application.
- a. Site surveyed by a Registered Land Surveyor, to establish an accurate base map showing boundary lines, topography, and significant features.
  - b. Excavation Plan to show:
    - property lines
    - existing topography
    - limits of excavation
    - excavation depths (excavated topography)
    - total area of excavation in acres
    - access road(s) and intersection with town or state highways
    - vegetation buffer
    - abutters names and addresses
    - distances from excavation limits to property lines
    - schedule of excavation volumes; phasing of excavation (areas and dates)
    - test pit groundwater elevations
    - topsoil storage area
    - drainage improvements (if necessary)
    - photographs of existing conditions
    - erosion and sediment control
  - c. Reclamation Plan to show:
    - reclaimed topography
    - soil conditioning specifications
    - seeding and mulching specifications
    - plant materials/quantities/sizes
    - phasing of reclamation (areas and dates)
    - sections showing existing, excavated and reclaimed topography
10. Hauling Information:
- a. Routes to be utilized
  - b. Frequency of truck traffic over routes
  - c. Size and weight of trucks used

EXCAVATION APPLICATION FORM

Appendix A, Page 3 of 3

11. Fees: \$ 50.00 application fee

EXCAVATION REGULATIONS

JUNE, 1997

\$ 2.00 plus postage per abutter identified in #7  
\$300.00 engineering, professional review costs

12. Reclamation Bond:

A reclamation bond shall be required prior to the issuance of an excavation permit. The bond amount is established by multiplying the excavation pit surface, or approved phase acreage by \$2,000 per acre. All letters of credit must comply with Appendix D.

13. An excavation permit, if issued, will be valid for a period of one (1) year. An application for permit renewal must be submitted to the Regulator by the permit-holder if excavation is to be continued beyond the termination date. The renewal application must identify and adjust all information contained in the original application that no longer is effective for the renewal period.

14. List any waivers being requested from the Excavation Regulations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This is to certify that the information contained in this application is completed and true to the best of my knowledge.

Submitted by: \_\_\_\_\_  
Signature (owner, designee)

\_\_\_\_\_  
Date

Appendix B, page 1 of 2

## EXCAVATION APPLICATION CHECKLIST

In order to be complete, application for an excavation permit must contain the following information, where appropriate.

- \_\_\_\_\_ 1. A copy of application and plan submitted to Conservation Commission.
- \_\_\_\_\_ 2. A signed and dated application.
- \_\_\_\_\_ 3. Name and address of owner, the person doing the excavation and all abutters.
- \_\_\_\_\_ 4. An Excavation Plan which:
  - \_\_\_\_\_ a. is at a scale no less than 1" = 100';
  - \_\_\_\_\_ b. shows area to be excavated, appropriate buffers, and any dwelling units, septic systems, and wells within 150 feet;
  - \_\_\_\_\_ c. is easily understandable and clear;
  - \_\_\_\_\_ d. six copies are submitted;
  - \_\_\_\_\_ e. has the seal and signature of a registered engineer;
  - \_\_\_\_\_ f. has existing topography at two foot contours;
  - \_\_\_\_\_ g. shows the breadth, depth and slope of proposed excavation, (and existing excavation where applicable), volume of material to be removed, and estimated duration;
  - \_\_\_\_\_ h. shows existing vegetation;
  - \_\_\_\_\_ i. shows all surface drainage patterns including wetlands and standing water;
  - \_\_\_\_\_ j. shows location of all easements on or below the ground;
  - \_\_\_\_\_ k. includes location and width of all public roads and rights-of-way;
  - \_\_\_\_\_ l. includes a log of borings or test pits to include groundwater levels;
  - \_\_\_\_\_ m. shows stone walls, ledge outcroppings, wells, existing buildings, septic systems, utilities and the like;
  - \_\_\_\_\_ n. includes a LOCUS map at a scale of one inch = one thousand feet showing the proposed operation in relation to existing roads;
  - \_\_\_\_\_ o. shows any and all accessory facilities/activities;
  - \_\_\_\_\_ p. shows existing and proposed excavation areas;
  - \_\_\_\_\_ q. includes existing and proposed access roads including width and surface materials;
  - \_\_\_\_\_ r. shows existing and proposed parking areas;
  - \_\_\_\_\_ s. shows the location of driveways and road intersections within 200 feet of the property boundary;
  - \_\_\_\_\_ t. includes fencing, buffers and other visual barriers including height and materials;
  - \_\_\_\_\_ u. identifies storage areas for topsoil to be used in reclamation;
  - \_\_\_\_\_ v. identifies all measures to control erosion, sedimentation, water pollution, air pollution and safety hazards;
  - \_\_\_\_\_ w. identifies zoning districts;
  - \_\_\_\_\_ x. includes copies of all state or federal permits required for the excavation.
- \_\_\_\_\_ 5. Application fee and performance bond submitted.
- \_\_\_\_\_ 6. A site reclamation plan which:
  - \_\_\_\_\_ a. is at the same scale as the excavation plan;
  - \_\_\_\_\_ b. is clear and easily understandable;
  - \_\_\_\_\_ c. six copies are submitted;
  - \_\_\_\_\_ d. includes the seal and signature of a registered engineer;
  - \_\_\_\_\_ e. shows all boundaries of the area proposed for reclamation;

EXCAVATION APPLICATION CHECKLIST

Appendix B, Page 2 of 2

**EXCAVATION REGULATIONS**

**JUNE, 1997**

- \_\_\_\_\_ f. includes the final topography of the reclaimed area;
- \_\_\_\_\_ g. shows final surface drainage patterns;
- \_\_\_\_\_ h. includes the schedule of final reclamation activities including seeding mixtures, cover vegetation, fertilizer types, and rates;
- \_\_\_\_\_ I. includes photographs of the site before excavation (one from the air and one from ground level).
- \_\_\_\_\_ j. identifies subsequent use of the site, if known or anticipated.
- \_\_\_\_\_ 7. Rockingham County Conservation District Review Authorization Form signed (see Appendix E ).
- \_\_\_\_\_ 8. Completed checklist with justification/explanation for any omissions.

## Appendix C, page 1 of 2

## REVIEW CHECKLIST FOR EXCAVATION PLANS

- \_\_\_\_\_ 1. The excavation is not below road level within 50 ft. of any highway right-of-way.
- \_\_\_\_\_ 2. The excavation is not within 150 ft. of an existing dwelling or a dwelling for which a building permit has been issued at the time the excavation is begun.
- \_\_\_\_\_ 3. The excavation is permitted by current zoning ordinances.
- \_\_\_\_\_ 4. The excavation will not be unduly hazardous or injurious to the public.
- \_\_\_\_\_ 5. Existing visual barriers will be maintained except to provide access to the excavation.
- \_\_\_\_\_ 6. The excavation will not substantially damage a known aquifer.
- \_\_\_\_\_ 7. All other applicable state and federal permits have been obtained.
- \_\_\_\_\_ 8. If new, the excavation is 5 or less acres in size and can be reclaimed in 1 year or less.
- \_\_\_\_\_ 9. Hauling information has been provided and the hauling activity is deemed to be compatible with the public safety, the surrounding land uses, and road capacity and condition.
- \_\_\_\_\_ 10. The excavation area is at least 50 ft. from the lot line of a disapproving abutter. If concurrence is received from an abutter, in writing, the excavation area may be 10 ft. from the lot line.
- \_\_\_\_\_ 11. Natural vegetation on areas which are not intended for excavation has been maintained or provided.
- \_\_\_\_\_ 12. The excavation and reclamation plans comply with the Soil Erosion and Sedimentation Control requirements and the Site Plan Review Regulations.
- \_\_\_\_\_ 13. The excavation is not within four feet of the seasonal high water table.
- \_\_\_\_\_ 14. Appropriate drainage is provided.
- \_\_\_\_\_ 15. Provision is made for the removal of all temporary excavation related structures within 30 days after operations cease.
- \_\_\_\_\_ 16. All vehicles transporting excavated material shall utilize adequate covering and/or sideboards to prevent dust and spillage when loaded.
- \_\_\_\_\_ 17. Permit fee paid for plan and implementation reviews and monitoring for plan compliance.
- \_\_\_\_\_ 18. All plans and studies reviewed by town's engineer or other agents as determined by the regulator.

REVIEW CHECKLIST FOR EXCAVATION PLANS

Appendix C, page 2 of 2

## RECLAMATION PLAN

- \_\_\_\_\_ 1. No slope shall be left steeper than 3:1.
- \_\_\_\_\_ 2. All debris, stumps, boulders, etc. are being lawfully disposed of in a manner acceptable to the Regulator.
- \_\_\_\_\_ 3. Ground levels and grades are being established as soon as practical during site excavation, but not later than one year after excavation has been completed.
- \_\_\_\_\_ 4. Stockpiled topsoil will be spread over the disturbed area at an adequate depth and distribution to allow revegetation. Disturbed areas will be limed, fertilized, and reseeded.
- \_\_\_\_\_ 5. Suitable trees or shrubs will be planted to provide screening and natural beauty and to aid in erosion control. These plantings will be protected from erosion during establishment.
- \_\_\_\_\_ 6. The topography will be left such that surface water drainage will follow pre-excavation drainage patterns and such that there will be no increase in off-site volume.
- \_\_\_\_\_ 7. An adequate reclamation bond is provided to ensure the successful completion of the Reclamation Plan.

# **TOWN OF HAMPTON FALLS**

Pursuant to RSA 676:7, the State law of New Hampshire, the Town of Hampton Falls is required to notify the applicant and every abutter of the public hearing by certified mail, return receipt requested. The cost of required publication or posting of notice, and the cost of mailing said notices, shall be paid by the applicant.

## **THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE APPLICANT**

Abutter – Is defined as “Any property owner whose property is located in New Hampshire and adjoins or is directly across the street or stream, from the land under consideration by the 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 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.”

<u><b>TAX MAP</b></u>	<u><b>LOT #</b></u>	<u><b>OWNER(S) of RECORD</b></u>	<u><b>MAILING ADDRESS</b></u>
		Applicant:	
		Property Owner:	
		Engineer:	
		Other Engineer(s):	
		Dept. of Transportation: (If Property Fronts State Road) NH DOT, Bureau of Highway Maintenance District Six Route 155-A /PO Box 740 Durham, NH 03824	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Continue abutter listing on reverse, if needed.

[illegible]



# TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

## FEES FOR PLANNING BOARD APPLICATIONS

The Planning Board meets on the fourth Tuesday of the month. Meetings are held at the Hampton Falls Town Hall, 1 Drinkwater Road. Hearings begin at 7:00 p.m. The applicant must be the owner of the property or a representative of the owner with written authorization to act as an agent of the owner. Applications must be accompanied by four (4) full-size copies of the plan along with one (1) 11"x17" copy of the plan.

**MONTHLY APPLICATION DEADLINES:** Applications must be complete and delivered to the Town, with all supporting documentation, no later than the application/legal notice deadline outlined on the Planning Board Application Deadlines schedule. Subsequent supporting documentation must be complete and delivered to the Town no later the Agenda Deadline outlined on the schedule.

### **Applicable Application Fees, payable to the "Town of Hampton Falls" are as follows:**

Site Plan Review	\$250, plus \$25 per 1,000 square feet of new area and actual costs incurred*
Subdivision	\$250 + \$125 per lot or housing unit, plus actual costs incurred*
Lot Line Revision	\$150 for revision between two (2) lots + \$75 for each additional lot involved, plus actual costs incurred*
Voluntary Lot Merger	\$75, plus actual costs incurred*
Conditional Use Permit	\$150, plus actual costs incurred*
Scenic Road Alteration Permit	\$100 plus actual cost of newspaper notice* Certified mail to abutters = postage plus \$5.00 each
Wetland Special Use Permit	\$150 plus actual costs*

### **\*Applicants must pay the following actual costs if and when incurred:**

Rockingham Planning Commission (RPC) Circuit Rider Application--Specific Services	The first four (4) hours of RPC Circuit Rider review and consulting shall be borne by the Town under its Circuit Rider Services contract. RPC time incurred in excess of four (4) hours shall be billed to and paid by the applicant, based on the current RPC Circuit Rider annual contract rates.
Engineering services performed by the Town-appointed engineer or other qualified professionals	Actual costs shall be paid by the applicant based on actual hours incurred. Applicants will be required to post fees with the Town <i>in advance</i> of requests to the Town Engineer, RCCD or other professional(s).

# TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

Legal Services	Actual costs shall be paid by the applicant based on actual hours incurred. Applicants will be required to post fees with the Town in advance of Planning Board counsel legal services.
Other consulting services, as required, such as the Rockingham County Conservation District (RCCD)	Actual costs shall be paid by the applicant based on actual hours incurred. Applicants will be required to post fees with the Town <i>in advance</i> of requests to the Town Engineer, RCCD or other professional(s).
Newspaper / Public Notices	Actual costs shall be paid by the applicant.
Abutter / Surveyor / Engineer notifications	\$5 per notice, plus postage
Mylar recording	Actual costs shall be paid by the applicant. As of July 1, 2020, fee is \$26 for each Mylar recording. Check payable to Rockingham County Registrar of Deeds.
Rockingham County Registry of Deeds L-Chip Surcharge	Actual costs. As of July 1, 2020, fee is \$25 for each recording. Check payable to Rockingham County Registrar of Deeds.
Administrative Fee (recording at Registry)	\$35 to be paid by the applicant for each trip to the Registry. Mylars are to be pre-approved at the Registry in order to avoid additional trips.

For Site Plan Review and Subdivision applications, estimated fees will be held in escrow and drawn down by the Town as needed. Excess amounts will be refunded. Applicants may be required to replenish escrow as needed.

By submission of the application, the applicant and/or owner, or agent, certifies that the application is correctly completed with all required attachments and supporting documentation as specified in the Zoning Ordinance and regulations of the Town of Hampton Falls.

By submission of the application, applicant agrees to pay the fees listed above and any additional costs or excess fees for engineering or other professional services incurred by the Hampton Falls Planning Board or the Town of Hampton Falls in the application and adjudication process.

Only fully completed applications with fees paid and all required attachments will be forwarded to the Planning Board.

If there are any further questions, please contact the Assistant Administrator at 603-926-4618, ext. 104.

*Hampton Falls Planning Board*

W: PLANNING/APPLICATION FILING DOCS/Fees 2023-05-02

## APPENDIX II

## SCHEDULE OF FEES

(ADOPTED March 2023)

<b>1.</b>	<b>Subdivision Regulation*</b>	
1.1	Application Processing Fee	\$250.00
1.2	Newspaper Notice	Actual Cost
1.3	Abutter Notices – certified mail, including landowner, applicant and others as required by statute	\$5.00 per notice, plus postage
1.4	Per lot or housing unit fee - based on the final number of lots approved	\$125.00 per lot or housing unit
1.5	Technical/Assessment/Legal Review or Other special studies (See Subdivision Reg. Section 5.9.2.2 for required pre-funding)	Actual Cost
1.6	Recording and Filing Fee	\$35.00 plus Registry of Deeds fees
1.7	Tax Map and Record Changes Fee	\$15.00 per lot
	<i>* Design Review only 1.1, 1.2, and 1.3 are required</i>	
<b>2.</b>	<b>Lot Line Adjustments</b>	
2.1	Application Processing Fee	\$150.00 for first 2 lots, plus \$75 each additional lot
2.2	Newspaper Notice	Actual Cost
2.3	Abutter Notices – certified mail, including landowner, applicant and others as required by statute	\$5.00 per notice, plus postage
2.4	Recording and Filing Fee	\$35.00 plus Registry of Deeds fees
2.5	Technical/Assessment/Legal Review or other special studies (See Subdivision Reg. Section 5.9.2.2 for required pre-funding)	Actual Cost
<b>3.</b>	<b>Scenic Road Alteration Permits</b>	
3.1	Application Processing Fee	\$100.00
3.2	Newspaper Notices (two required by statute)	Actual Cost
3.3	Abutter Notices – certified mail (including landowner & applicant)	\$5.00 per notice, plus postage
<b>4.</b>	<b>Wetland Special Use Permit</b>	
4.1	Application Processing Fee	\$150.00 plus actual costs

4.2	Newspaper Notice	Actual Cost
4.3	Technical/Assessment/Legal Review or other Special studies (See Subdivision Reg. Section 5.9.2.2 for Required pre-funding.	Actual Cost
<b>5.</b>	<b>Site Plan Review**</b>	
5.1	Application Processing Fee	\$250.00
5.2	Newspaper Notice	Actual Cost
5.3	Abutter Notices – certified mail, including landowner, applicant and others as required by statute	\$5.00 per notice, plus postage
5.4	Hearing Fee	
5.4.1	Site Plans with no new structures or additions to existing structures	\$100.00
5.4.2	Site Plans involving new structures or additions to existing structures	\$25.00 per 1,000 square foot of new area
5.5	Technical/Assessment/Legal Review or other special studies (see Site Plan Reg. Section 5.8.2.2 for required pre-funding)	Actual Cost
5.6	Record and Filing Fee	\$35.00 plus Registry of Deeds fees:
5.7	Bed and Breakfast	See Section 6.7
5.8	Tax Map and Record Charge	\$15.00 per lot
	<b>** Design Review only 5.1, 5.2 and 5.3 are required.</b>	
<b>6.</b>	<b>Conditional Use Permit</b>	
6.1	Application Processing Fee	\$150.00

#### General Notes

1. If two approvals are needed and are applied for simultaneously (example, lot line adjustment and subdivision) certain fees such as newspaper or abutters notices may be reduced.
2. Questions to or general correspondence with the RPC Circuit Rider is done at no fee.
3. Plan review is required before the application is considered for acceptance of jurisdiction.
4. Informal, conceptual or preliminary consultations do not require fees and are non-binding upon the Board and the Applicant.
5. All fees or other charges are required to be prepaid (or pre-funded) and failure to do so may result in the application being denied or not being processed.

# TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

**APPLICANT IS RESPONSIBLE TO FILE A COMPLETE APPLICATION  
BY 11AM ON THE DEADLINE DATE.**

## **2024 PLANNING BOARD (PB) APPLICATION DEADLINES: effective 2023-12-04**

<b><u>PB MEETING DATE</u></b> (4 <sup>th</sup> Tuesday, unless noted)	<b><u>PB APPLICATION / LEGAL NOTICE DEADLINE*</u></b>	<b><u>PB AGENDA DEADLINE**</u></b>
January 16 (3 <sup>rd</sup> Tues)	December 22 Friday	January 02 Tuesday
February 27	February 5 Monday	February 16 Friday
March 26	March 4 Monday	March 18 Monday
April 23	April 1 Monday	April 15 Monday
May 28	May 6 Monday	May 20 Monday
June 25	June 3 Monday	June 17 Friday
July 23	July 1 Monday	July 15 Monday
August 27	August 5 Monday	August 19 Monday
September 24	August 30 Friday	September 16 Monday
October 22	September 30 Monday	October 11 Friday
November 19 (3 <sup>rd</sup> Tues.)	October 28 Monday	November 11 Monday
December 17 (3 <sup>rd</sup> Tues.)	November 25 Monday	December 9 Monday

## **2024 ZONING BOARD OF ADJUSTMENT (ZBA) APPLICATION DEADLINES:**

<b><u>ZBA MEETING DATE</u></b> (4 <sup>th</sup> Thursday, unless noted)	<b><u>ZBA APPLICATION / LEGAL NOTICE DEADLINE *</u></b>	<b><u>ZBA AGENDA DEADLINE**</u></b>
January 25	December 29 Friday	January 12 Friday
February 22	January 29 Monday	February 12 Monday
March 28	March 4 Monday	March 18 Monday
April 25	April 1 Monday	April 15 Monday
May 23	April 29 Monday	May 13 Monday
June 27	June 3 Monday	June 17 Monday
July 25	July 1 Monday	July 15 Monday
August 22	July 29 Monday	August 12 Monday
September 26	August 30 Friday	September 16 Monday
October 24	September 30 Monday	October 11 Friday
November 21 (3 <sup>rd</sup> Thurs.)	October 28 Monday	November 8 Friday
December 19 (3 <sup>rd</sup> Thurs.)	November 25 Monday	December 9 Monday

\*Closing date for any applicant REQUIRING legal notice in newspaper & certified mailings to abutters.

\*\*Closing date for any applicant NOT requiring legal or abutter notices.

**Applications not in progress by 10 p.m. will be continued to the next regularly scheduled meeting.**