

CASE #: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

METHOD: \_\_\_\_\_

## TOWN OF SUNAPEE

### APPLICATION FOR SUBDIVISION/LOTLINE ADJUSTMENT REVIEW

**(PDF OF SUBDIVISION PLAN MUST BE INCLUDED WITH APPLICATION)**

1. Landowner(s) Name(s) \_\_\_\_\_ 2. Project Location  
Address \_\_\_\_\_ Number \_\_\_\_\_  
(Mailing) \_\_\_\_\_ Street \_\_\_\_\_  
Phone \_\_\_\_\_ Parcel ID \_\_\_\_\_

3. Zoning District \_\_\_\_\_

4. Name of Surveyor \_\_\_\_\_

5. Number of lots proposed or description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Subdivision Name: \_\_\_\_\_

7. Certification/Permission for inspection. To the best of my knowledge, the above is true and accurate. I hereby grant permission for site inspection to Planning Board Official(s). I also Understand that it is my responsibility for providing a complete application. I realize that any of the application requirements which are assumed waivable during initial review may still be required at the time of review by the Planning Board.

\_\_\_\_\_  
Signature(s) of Landowner(s)

\_\_\_\_\_  
Date

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**Do not write below this line**

Date of Application \_\_\_\_\_

Consultation \_\_\_\_\_

Preliminary \_\_\_\_\_

Final Plat \_\_\_\_\_

Fee Paid \_\_\_\_\_ Method of Payment \_\_\_\_\_

Date of Public Hearing \_\_\_\_\_

## FINAL HEARING CHECKLIST

### Subdivision

The following items must be submitted with the attached meeting and deadline schedule for the Planning Board meeting you wish to attend:

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Fees
- \_\_\_\_\_ Two (2) copies of plans for review (with required information per Section 6.04)
- \_\_\_\_\_ List of abutters, including mailing addresses
- \_\_\_\_\_ PDF of Subdivision Plan emailed to [zoning@town.sunapee.nh.us](mailto:zoning@town.sunapee.nh.us)

**Note: A mylar and four (4) copies of the plan will be required at time of signing.**

The Planner will review the plans to determine if the appropriate information has been provided on the plans. If the submission is deemed complete, notices will be sent 14 calendar days prior to the hearing. The following items must be included on the plan per Section 6.04:

- \_\_\_\_\_ Plan at a scale of 1" = 100' or less
- \_\_\_\_\_ Subdivision statement
- \_\_\_\_\_ General property location map
- \_\_\_\_\_ Boundaries or designation of Zoning Districts
- \_\_\_\_\_ Names and mailing addresses of abutting property owners
- \_\_\_\_\_ Parcel ID Numbers
- \_\_\_\_\_ Buildings within 200' of subdivision
- \_\_\_\_\_ Boundary survey showing new lots with dimensions
- \_\_\_\_\_ Existing and proposed right-of-way lines
- \_\_\_\_\_ Existing and proposed buildings
- \_\_\_\_\_ Building setback lines
- \_\_\_\_\_ Watercourses
- \_\_\_\_\_ Large trees and/or tree lines
- \_\_\_\_\_ Soil mapping units from NRCD Soil Manual
- \_\_\_\_\_ Soil test information
- \_\_\_\_\_ Road profiles
- \_\_\_\_\_ 100-YR. Flood Plan delineation for properties greater than 5 acres or 50 lots.

Section 6.04 Documents (cont.)

- \_\_\_\_\_ Underground utility profiles
- \_\_\_\_\_ Sewage disposal facilities (including lines/mains)
- \_\_\_\_\_ Covenants, easements, or other legal documents involving the subdivision

The following items may be waived pursuant to 6.05-Minor Subdivision Documents, but are required for major subdivisions:

- \_\_\_\_\_ Boundary survey of entire parcel
- \_\_\_\_\_ Existing and proposed contours no more than 5'
- \_\_\_\_\_ Existing and proposed electric lines
- \_\_\_\_\_ Existing and proposed telephone lines
- \_\_\_\_\_ Plans for stormwater drainage
- \_\_\_\_\_ Water supply facilities (including lines/mains)

The following items may or may not be applicable:

- \_\_\_\_\_ Plan of work on existing streets
- \_\_\_\_\_ Widths of new streets
- \_\_\_\_\_ Proposed street names
- \_\_\_\_\_ Municipal boundaries
- \_\_\_\_\_ Deed restrictions
- \_\_\_\_\_ Water mains
- \_\_\_\_\_ Municipal sewer mains
- \_\_\_\_\_ Storm sewer lines
- \_\_\_\_\_ Drainage structures
- \_\_\_\_\_ Open Space
- \_\_\_\_\_ Location of existing and proposed easements

Other:

- \_\_\_\_\_ State permits as required



# TOWN OF SUNAPEE FEE SCHEDULE

## ZONING BOARD FEES

Application Type	Fee
Variance	\$150 + \$15/per abutter + \$60 notice
Special Exception	\$150 + \$15/per abutter + \$60 notice
Motions for Rehearing*	\$150 + \$15/per abutter + \$60 notice <b>*IF GRANTED</b>
Appeals	\$150 + \$15/per abutter + \$60 notice
Equitable Waivers	\$150 + \$15/per abutter + \$60 notice

## PLANNING BOARD FEES

Application Type	Fee
<b>Subdivision:</b>	\$150
Major Subdivision	+\$300 / per lot
Minor Subdivision	+ \$150/per lot
Annexation	\$150
Lot Line Adjustment	\$75
Voluntary Mergers	\$75
<b>Site Plan Review:</b>	\$150
Additional Over 2000 sq. ft	+\$75 / per 1000 sq. ft
5000 sq. ft additional and disturbed (outside of building footprint)	+\$75/ per 5000 sq. ft
Additional units after 2	\$100 / per unit

\* All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard

\*Adopted by the Sunapee Selectboard on August 21, 2023

**TOWN OF SUNAPEE  
PLANNING BOARD  
2024 APPLICATION DEADLINES  
FOR PUBLIC HEARINGS**

<u>MEETING DATE</u>	<u>DEADLINE DATE</u>
January 11, 2024	December 14, 2023
February 8, 2024	January 11, 2024
March 14, 2024	February 8, 2024
April 11, 2024	March 14, 2024
May 9, 2024	April 11, 2024
June 13, 2024	May 9, 2024
July 11, 2024	June 13, 2024
August 8, 2024	July 11, 2024
September 12, 2024	August 8, 2024
October 10, 2024	September 12, 2024
November 14, 2024	October 10, 2024
December 12, 2024	November 14, 2024
January 9, 2025	December 12, 2024

**ALL APPLICATIONS *MUST* BE IN BY 3 O'CLOCK ON THE DEADLINE DATE. THIS WILL BE STRICTLY OBSERVED.**

**THE CHAIRMAN RESERVES THE RIGHT TO CALL SPECIAL MEETINGS TO SATISFY RSA REQUIREMENTS REGARDING TIMELINES OF THE PLANNING BOARD.**