

**Town of Milton  
Site Plan Application**

Date Received: \_\_\_\_\_ Preliminary: \_\_\_\_\_ Public Hearing: \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Design Review: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Land Owner's Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zone: \_\_\_\_\_  
Physical address of property: \_\_\_\_\_

**Professional Certification**

Preparer of Plat: \_\_\_\_\_  
Company: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

By signing the application, the preparer certifies that he/she has read and understands all applicable regulations.

Preparer's Signature: \_\_\_\_\_

**Site Walk Authorization**

The property owner(s), by signing the application, hereby give permission for any member of the Milton Planning Board, Conservation Commission and such agents or employees of the Town or other persons as the Planning Board may authorize, to enter upon the property which is the subject of the application at all reasonable times for the purpose of such examination(s), survey(s), test(s) and inspection(s) as may be appropriate.

Applicant(s)s Signature: \_\_\_\_\_

Land Owner(s) Signature: \_\_\_\_\_  
\_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lot Size:

Acres: \_\_\_\_\_ Square feet: \_\_\_\_\_

Flood Zone? \_\_\_\_\_ If yes, what zone? \_\_\_\_\_ Is there a certificate? \_\_\_\_\_

Is the property in Current Use? \_\_\_\_\_ Acres: \_\_\_\_\_

Is the property in the Water District? \_\_\_\_\_ Sewer District? \_\_\_\_\_

Access to Site:

Town Road: \_\_\_\_\_ State Road/Highway: \_\_\_\_\_

Other: \_\_\_\_\_

Site Development Data:

Number of Buildings: \_\_\_\_\_ (List 2 or more separately on the back of this form)

Square Footage: \_\_\_\_\_ Floors: \_\_\_\_\_

Height of Buildings: \_\_\_\_\_ Finished Floor Elevation: \_\_\_\_\_

Green Area: \_\_\_\_\_ Paved Area: \_\_\_\_\_

Parking Spaces: \_\_\_\_\_ Handicapped Spaces: \_\_\_\_\_

Setbacks:

Front: \_\_\_\_\_ Back: \_\_\_\_\_

Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

Multi-Family Residential:

Number of Existing Units: \_\_\_\_\_ Number of Proposed Units: \_\_\_\_\_

Existing Square Footage: \_\_\_\_\_ Proposed Square Footage: \_\_\_\_\_

Commercial/Industrial:

Number of Existing Units: \_\_\_\_\_ Number of Proposed Units: \_\_\_\_\_

Existing Square Footage: \_\_\_\_\_ Proposed Square Footage: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Days of Operation: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Number of Restrooms: \_\_\_\_\_

-Failure to fulfill requirements may result in unnecessary delays in preparing an acceptable application.

-A preliminary discussion fee of \$50.00 will be charged and applied to the application fee.

-All additional fees will be billed by certified mail and paid before public hearing.

-The fees include but are not limited to: Application fee (\$125 minor/\$150 major), Certified abutter notices (Contact the Land Use office for current postage cost), Remapping fee (\$55/per map affected), Land Use Review (\$50).

-There is an additional fee for recording the mylar with the Registry of Deeds, checks should be payable as such.

-The Board may hire, at the applicant's expense, a professional engineer, surveyor, planner, attorney, or others qualified as necessary to properly review the proposal and completed development. The applicant shall open an escrow account with the Town for any such reviews. Such professionals shall report their analyses, reviews, and findings directly to the Board.

-The Board may require additional information in order to make an informed decision. Such additional information may include but is not limited to: (5) days of input, traffic, environmental impact, etc.

Abutters list must include:

- \_\_\_\_\_ All abutters
- \_\_\_\_\_ Property owner(s)
- \_\_\_\_\_ Applicant(s)
- \_\_\_\_\_ Authorized representative
- \_\_\_\_\_ Other towns/regions (if applicable).
- \_\_\_\_\_ Three sets of 1”X2.75” mailing labels

Application must be signed by:

- \_\_\_\_\_ Applicant(s)
- \_\_\_\_\_ Property owner(s)
- \_\_\_\_\_ Preparer of plat

Application shall be accompanied with one (1) boundary plan (additional plans may be requested) showing:

- \_\_\_\_\_ Abutter name including Tax Map & Lot Number
- \_\_\_\_\_ Two (2)-foot topography
- \_\_\_\_\_ Building setbacks
- \_\_\_\_\_ Wetland setbacks
- \_\_\_\_\_ Driveways
- \_\_\_\_\_ Wetlands/Surface waters/Water courses/Water bodies
- \_\_\_\_\_ Easement, Right of way, Future right of way, Covenants or Deed restrictions
- \_\_\_\_\_ Wells and/or septic systems
- \_\_\_\_\_ Existing features (buildings, stone walls, dams, culverts, historic landmarks, cemeteries, vegetation, etc)
- \_\_\_\_\_ Photograph of existing signage and/or proposed signage
- \_\_\_\_\_ Endorsement Block for the Planning Board

Additional information to accompany plans (If applicable):

- \_\_\_\_\_ Twenty (20) 11X17 copies of the plan
- \_\_\_\_\_ Twenty (20) copies of the signed application
- \_\_\_\_\_ Fifteen (15) postage paid envelopes
- \_\_\_\_\_ Stormwater/Erosion Control Report
- \_\_\_\_\_ Detailed bond estimate
- \_\_\_\_\_ Shoreland Protection Act noted on the plans
- \_\_\_\_\_ Water/and or Sewer Commission approval
- \_\_\_\_\_ CC approval of the wording of the easement/buffer
- \_\_\_\_\_ Power of Attorney
- \_\_\_\_\_ Road profile
- \_\_\_\_\_ Road Agent/Fire Department Approval letter (Third Party paid by applicant)
- \_\_\_\_\_ List of all proposed uses
- \_\_\_\_\_ Plan for snow removal

State Permits for the following:

- \_\_\_\_\_ State Septic approval(s)
- \_\_\_\_\_ Driveway(s)
- \_\_\_\_\_ Wetlands
- \_\_\_\_\_ Site Specific

## Certified List of Abutters

Pursuant to RSA 676:7, the State Law of New Hampshire, the Town of Milton 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.

According to RSA 672:3, "Abutter" is defined as "Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local Land Use 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 local Land Use Board hearing, in the case of an abutting property being 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.

The following information must be completed by the applicant in order to begin the subdivision/site plan review/lot line adjustment application process. Below, list the names and mailing addresses of the applicant, authorized agent (surveyor) and all abutters as indicated in Town records, not more than five (5) days prior to submission, per RSA 676:4,I(b). Attach additional copies of this form if necessary.

<b>Map#</b>	<b>Lot#</b>	<b>Property Owner</b>	<b>Mailing Address:</b>

Person who prepared this list: \_\_\_\_\_

Date on which this list was prepared: \_\_\_\_\_

I hereby certify that all information presented on this form, is to the best of my knowledge, correct.

Signature of Preparer: \_\_\_\_\_