

**PROCEDURE FOR SITE PLAN REVIEW**

*(Return this signed and dated form with plan submittal and application.)*

1. Fill out application; refer to fee schedules to determine fees that are required for submittal and associated fees required following Planning Board approval.
2. Contract with a State of New Hampshire licensed land surveyor to do your plans. Be sure he/she has a copy of Kingston’s site plan review regulations.
3. Any and all required state and town permits must be applied for prior to submittal for the site plan application to be accepted by the Board. Copies of the permit applications must be provided at the time of the site plan application.
4. File application, copies of all state and town permit applications, twelve (12) copies of the plan, supporting documents and necessary fees with the Planning Board. All necessary documents and fees must be in to the Board not less than fifteen days prior to the meeting at which the application is to be accepted and placed on an agenda for a public hearing. Deadline dates are available at the Planning Board office. Public Hearings are held on the third Tuesday of each month.\* **All documents must include property address and tax map number.**
5. Applicant must appear before the Planning Board at the public hearing. If it is not possible for the applicant to appear, an agent or representative for the applicant may appear with a NOTARIZED letter of authorization from the applicant.
6. If you wish, you may request a meeting with the Planning Board prior to submitting your plans to discuss your proposal.

I have read the Procedures for Site Plan Review and the Site Plan Review Regulations for the Town of Kingston and understand what they require.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Tax Map Number

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Date

Application distribution: White/applicant, Canary/Property File, Pink/PB file

*\*Unless Otherwise Posted*

**SITE PLAN REVIEW FEE SCHEDULE - A**

_____
Tax Map #

**THE FOLLOWING ITEMS ARE REQUIRED UPON APPLICATION.**

- A. \$75.00 application fee for site plan review process before the Planning Board. \_\_\_\_\_
- B. \$125.00 to cover the Town's cost for placing a legal advertisement announcing the public hearing in a local paper of general circulation. \_\_\_\_\_
- C. \$11.50 per abutter\* to cover the Town's costs for sending certified letters (return receipt requested) to each property owner that abuts a parcel undergoing site plan review by the Kingston Planning Board. (02/2014)

Abutter list must be on 1" x 2 5/8" adhesive mailing labels (ex.: Avery #5160) and contain three (3) sets of such labels to expedite certified mailings.

$$\begin{array}{r}
 \$11.50 \times \text{_____} = \text{_____} \\
 \text{(# OF ABUTTERS)}
 \end{array}$$

**TOTAL FOR ITEMS A, B AND C:** \_\_\_\_\_

(Make one check for Items A, B and C payable to the "Town of Kingston")

- D. \$5000.00 engineering review cost. This fee is submitted upon application and placed in a separate interest bearing account. (The applicant must submit the attached Engineering Costs Agreement Form and Patriot Law Information Form.) The Town Engineer or the Planning Board's Circuit Rider's professional review of the proposal is taken from this account. When the review process is completed, the funds remaining in the account is returned to the applicant. \_\_\_\_\_

(Make a separate check for Item "D" payable to the "Town of Kingston")

- E. The cost, as determined by the Rockingham County Conservation District (RCCD) for the witnessing of test pits. This fee, payable to RCCD, must be paid in advance in order for the RCCD to provide this service for the Town. \_\_\_\_\_

\* The "abutters" list includes not only the names and addresses of all abutters to the property as indicated in Town records but required Notification (aka "Abutters" for the purpose of creating the mailing list) includes the names and addresses of the following: Applicant; holders of conservation, preservation or agricultural preservation restrictions (as defined in RSA 477:45); upstream dam owners, the NHDES Dam Bureau; any engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted to the Board. RSA 676:4

Upon Approval of a Site Plan by the Planning Board, the following is required prior to the Board Chairman signing the Mylar:

1. All Mylars must be **pre-approved** by the Rockingham County Registry of Deeds. The applicant, or his/her representative, **must provide the date** that the Registry reviewed and approved the mylar as adequate for recording.
2. A copy of the entire approved plan set must be provided to the Planning Board on “CD” in PDF format. *(Adopted January 5, 2010)*
3. One (1) “paper copy” of the entire approved “D” sized plan set must be provided to the Board; the Chairman will sign and date each page as confirmation of the approval. In addition, two (2) copies of the entire approved plan set in 11 x 17 format must be provided to the Planning Board as a “paper copy”. *(Adopted January 5, 2010; amended June 21, 2011)*
4. All associated fees must be received.

\_\_\_\_\_  
Tax Map #

**SITE PLAN REVIEW FEE SCHEDULE – B**

**All documentation must note the property Tax Map ID number.**

**THE FOLLOWING ITEMS ARE REQUIRED UPON PLANNING BOARD APPROVAL.**

- A. The cost, as determined by the Rockingham County Registry of Deeds, necessary to record an approved Mylar plan showing all required elements as determined by the Kingston Planning Board.

First Sheet x \$50 = \_\_\_\_\_

\_\_\_\_\_ x \$26 = \_\_\_\_\_  
(each additional # of sheets to be recorded)

\_\_\_\_\_ x \$12 ( Four (4) size "D" copies for the Board at \$3.00 each) = \_\_\_\_\_  
(# of sheets to be recorded)

Mailing of Copies:   \$5.00  

\_\_\_\_\_ X \$15 (Ten (10) size 8 ½ x 11 Copies at \$1.50 each) = \_\_\_\_\_  
(# of sheets to be recorded)

**Total of items listed under "A": \_\_\_\_\_**  
(A separate check made payable to "Town of Kingston")

- 
- B. There is a separate State LCHIP surcharge of **\$25.00** due at the time of recording. This surcharge must be paid at the time of recording and can not be billed; this requires a separate check made payable to "**The Rockingham County Registry of Deeds**".

\_\_\_\_\_   \$25.00



## Patriot Law Information Form\*

1. Name of Owner or Principle of Corporation

---

2. Home Address

---

---

3. Social Security Number

---

4. Property Tax Map Number

---

5. Date of Birth

---

6. Driver's License Number (Please include a copy of the current license.)

---

7. Corporation Tax ID Number (also known as FID Number.)

---

8. Contact Number (Phone/Cell Phone)

---

*\*A requirement for the Town's Financial files only when submitting an  
Engineering Costs Agreement Form.*

***You are also required to submit an IRS W-9 form, available at the Planning Board office.***

*Sensitive information (Items 3,5,6,7) is redacted prior to being placed in the Planning Board's files.*

KPB

Amended: 10/2008

02/2009, 1/2010, 2/2010, 6/2011, 03/2012, 02/2013, 02/2014, 05/2014

**PROPERTY OWNER'S ACKNOWLEDGEMENT\***

*\*To be completed when the Applicant is not the Property Owner.  
This document must be notarized if the Property Owner is unable to attend the Public Hearing for the review of the proposal.*

\_\_\_\_\_  
*Property Owner(s) Name*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Property Address*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Contact Number (Phone, Cell, etc.)*

\_\_\_\_\_  
*Property Tax Map and Lot Number*

**I am aware of the commercial activity proposal being submitted for review by the Kingston Planning Board.**

\_\_\_\_\_  
*(Name of Applicant)*

\_\_\_\_\_  
*(Name of Business)*

is/will be a tenant on the above listed property pending Planning Board approval of the activity.

\_\_\_\_\_  
*(Property Owner's Signature)*

\_\_\_\_\_  
*(Date)*

**ESCROW AGREEMENT RELEASE ACKNOWLEDGEMENT**

*It is the applicant's responsibility to request the release of the balance of any remaining escrow funds held by the Town of Kingston. However, once the Planning Board has determined that an application has ended and all associated costs have been finalized, a release request may be initiated by the Board to eliminate any unnecessary financial accounts.*

*The following information will be given to the Town of Kingston's Finance Officer regarding the dispersal of funds held in escrow by the Town of Kingston.*

Name of Applicant: \_\_\_\_\_

Property Tax Map Number: \_\_\_\_\_

Mailing Address where the Balance of Funds can be sent:

\_\_\_\_\_  
*(Person or Business to whom the check should be written)*

\_\_\_\_\_  
*(Mailing Address)*

\_\_\_\_\_  
*(Mailing Address)*

\_\_\_\_\_  
*(Mailing Address)*

\_\_\_\_\_  
*(Contact number: phone, cell phone, etc.)*

*By signing this form, the applicant acknowledges receipt of this information and has given the correct information regarding the dispersal of any unused escrow funds held by the Town of Kingston. It is the responsibility of the applicant to supply any change of information, in writing, to the Town of Kingston Planning Board.*

\_\_\_\_\_  
*(Applicant Signature)*

\_\_\_\_\_  
*(Date)*