

# TOWN OF GILFORD PLANNING BOARD

## APPLICATION INSTRUCTIONS

Please read these instructions carefully. Contact the Planning Department at (603) 527-4727 if you have any questions or visit our website at [www.gilfordnh.org](http://www.gilfordnh.org).

### SUBMISSION REQUIREMENTS FOR SUBDIVISIONS, BOUNDARY LINE ADJUSTMENTS, SITE PLANS:

1. Five (5) full size plan sets- 17" x 22"; 22" x 34" and 24" x 36". Prefer size not to exceed 24" x 36".
2. Thirteen (13) reduced plan sets (11" x 17").
3. Thirteen (13) copies of the completed application (NOT including the abutters' list).
4. Waiver requests (if applicable).
5. Owner /Agent authorization letter.
6. Abutter list- you must include the property owner(s), abutter information as required by RSA 672:3 and 674:4(d) and any lawyer, engineer, surveyor, wetland scientist, etc. that have worked on the project.

**FEES:** All fees are due upon submission. **All application fees are non-refundable including if the application is approved, denied or withdrawn.** Fees may only be refunded before the application has been noticed to the public. Please refer to the fee schedule available at the Gilford Department of Planning and Land Use.

**SIGNATURES:** A property owner must sign the application form; however, an agent may sign on behalf of an owner provided an original signed authorization from the owner is provided.

**WAIVER REQUESTS:** Waiver requests are required for submittal and considered part of a complete application. Waiver requests for standards within the regulations must reference the name and section of the regulation. All waiver requests must be accompanied by supporting documentation and be attached to or enclosed with this application.

**ABUTTERS:** Abutter information is required by RSA 672:3 and 676:4 (d). It is the applicant's responsibility to submit accurate abutter information obtained no more than within five (5) days prior to the submittal date.

**Applicant is responsible for correct abutter information and for any changes prior to application deadline.**

Incorrect abutter information will cause the application to not be heard by the Planning Board.

The cost for certified mailing is \$8.00 for each abutter notification.

**PLEASE REVIEW THE CHECKLIST FOR COMPLETE ABUTTER SUBMISSION REQUIREMENTS.**

**CHECKLIST:** Completed checklists are required with the application. If you are applying for both a subdivision and site plan, a checklist has to be completed for each application.

**FINAL PLANS:** After the subdivision or boundary line adjustment is approved, submit **one copy** of a "Final Draft" full size paper plan. Once the "Final Draft" paper plan has been reviewed and approved by the Planning Department, submit four (4) additional full size paper copies, a final 11" x 17" plan, a recordable Mylar and recording fees. Town recording fees are \$30.00 per plan sheet, payable to the "Town of Gilford". Belknap County Registry of Deeds charges \$25.00 for LCHIP Fee, payable to "BCRD".

For site plans please submit **one copy** of a "Final Draft" full size paper plan for review by staff. Once the "Final Draft" paper plan has been reviewed and approved by the Planning Department, submit three (3) additional full size paper copies with a final copy of an 11" x 17" plan.

If you have any questions about the application process, please call 603-527-4727.