

TOWN OF MONT VERNON, NEW HAMPSHIRE
Application to the Planning Board

Date received: _____ Received by: _____

This completed application form must be submitted not less than TWENTY (20) days prior to a regular meeting of the Planning Board (2nd Tuesday of each month except December), in order to be placed on the agenda for that meeting. Any new or revised plans and/or reports must be submitted to the Planning Board 20 days before the applicant's next hearing date to enable the Board or its agent to pre-review and expedite the hearing process.

Owner: _____ **Authorized representative:** _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Check here if additional owners are listed on the back of this sheet.

Description of Activity: _____

Zoning District _____ Tax Map Lot Number(s) _____

Road Name _____ Abutting Roads _____

Name of subdivision (if applicable) _____

Purpose of this application (check one)

- Pre-application discussion (*no notice required*)
- Lot line adjustment which does not create buildable lot(s) (*notify abutters, no public hearing needed*)
- Lot line adjustment which creates buildable lot(s) (*notify abutters and hold public hearing*)
- Lot line merger which does not create a nonconforming lot (*no notice required, PB approves & registers plat*)
- Conventional subdivision creating _____ new residential lots (*notify abutters and hold public hearing*)
- Open space subdivision creating _____ new res. lots and _____ open space lot(s) (*notify abutters and hold public hearing*)
- Non-residential Site Plan Review (*notify abutters and hold public hearing*)

Other _____

Supply the name and business address of every engineer, architect, land surveyor, soil scientist, and wetland scientist whose professional seal appears on any proposal submitted to the board. Continue on another sheet as necessary.

Name _____ **Professional Title** _____

Address: _____

Phone: _____ Fax: _____

Name _____ **Professional Title** _____

Address: _____

Phone: _____ Fax: _____

Name _____ **Professional Title** _____

Address: _____

Phone: _____ Fax: _____

List names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions.

Signature(s) of Owner(s): _____

List of Abutters

Include all owners of lots within 200 feet of boundaries of lots to be modified by this proposal. Addresses must be current to within 5 days of submission and include PO Box number or street and house number.

Lot. No.	Owner(s)	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Application Fees, effective March 2021

Description	Rate	Quantity	Total \$ Amount
Application Fee	\$50 / Application	1	\$
Lot Fee	\$65 / Lot		\$
Newspaper Notice	\$90 / Notice	1	\$
Recording Fees			
Basic Fee	\$30	1	\$
Recording Fee	\$26 per D-size Sheet	1	\$
L Chip Surcharge	\$25	1	\$

TOTAL Payable to Town of Mont Vernon \$

TOTAL Payable to Hillsborough County Registry of Deeds

Please note the L-Chip fee needs to be a separate check.

Postage & Handling*	\$8.56/ Abutter-Applicant*	TBD	\$TBD
TOTAL Payable to Postmaster			\$_____

Submit check, payable to **Town of Mont Vernon**, and completed application form in person or by mail to:
 Administrative Assistant, Planning Board, P.O. Box 444, Mont Vernon, NH 03057 or submit in person to Planning Board
 Administrative Assistant Monday through Friday 9 AM to 3 PM am at the Mont Vernon Town Hall.

RECEIVED: Date _____ Amount _____ Check _____

Person Submitting _____ Person Receiving _____

MONT VERNON PLANNING BOARD GENERAL INFORMATION

The Planning Board Administrative Assistant is available to help applicants fill out forms and schedule applicants Mon. – Fri. between 9 AM and 3 PM at the Mont Vernon Town Hall. The Administrative Assistant can be reached then at 673-6080. At other times, messages may be left at the Town Hall.

The Planning Board meets twice a month, on the second and fourth Tuesdays. During the second Tuesday work session, the board discusses changes to town ordinances. During the fourth Tuesday meeting, the board hears pre-application questions and applications. There is no fourth Tuesday meeting in December.

The Administrative Assistant schedules the agenda for the fourth Tuesday. Pre-application questions are scheduled for 5-10 minutes, while applications are usually scheduled for 30 minutes.

At the end of each session, the board and applicant will state whether the hearing will be extended and to what date. Failure to appear as scheduled, without notice, may subject the applicant to the cost of re-notification of abutters. Therefore, if you cannot attend your scheduled hearing and wish to extend your hearing to the next fourth Tuesday of the next month, submit your request in writing prior to your hearing and the board will consider it.

Any new or revised plans and/or reports must be submitted to the Planning Board 20 days before the applicant's next hearing date to enable the Board or its agent to pre-review and expedite the hearing process.

Applicants are advised that their place on the agenda is not guaranteed. If an applicant is not present when called, his name goes to the end of the list. A change in time happens when an applicant does not appear for any reason or if an applicant's hearing takes more or less time than anticipated.

Applicants should purchase a copy of the town's regulations in order to prepare for application and hearings. Applications are reviewed for conformance to the zoning ordinance and subdivision regulations either by the planning board or by an outside professional. III-605 of the subdivision regulations contains requirements for submission for the Survey Phase, Preliminary Phase and Final Phase of subdivision applications.

Copies of the Mont Vernon Zoning Ordinance, Subdivision Regulations, and Non-residential Site Plan Review Regulations are contained in one book which is available at the Town Hall for \$15.

Copies of the Mont Vernon 2000 Master Plan are available at the Town Hall for \$60.

Copies of minutes are available at the Town Hall for \$1 per page.

Current applications before the board are available for public inspection at the Town Hall, Monday through Friday 9 AM to 3 P.

Copies of the Planning Board's marked up checklist may be requested by the applicant at the end of each session.

Agendas for the next meeting are usually available on the prior Wednesday at the Town Hall. Not-yet-approved minutes are available at the Town Hall within 144 hours (6 days) after a meeting. Minutes are usually approved at the next work session. Agendas are posted on the Mont Vernon website calendar <http://town.mont-vernon.nh.us/> (click on the calendar item to view the agenda). Approved minutes are posted on the town website at <http://town.mont-vernon.nh.us/reportinfo.php3?orgid=8> whenever possible. If you would like to be added to the Board's email list to receive agendas and approved minutes, please contact the Administrative Assistant.