

TOWN OF WALPOLE, NH
PLANNING BOARD APPLICATION and FEES

Effective 11/01/2019

Check all that apply:

___ **SUBDIVISION**
MAJOR/MINOR

___ **LOT LINE**
ADJUSTMENT

___ **SITE PLAN**
REVIEW

___ **VOLUNTARY**
MERGER

Application Fee:

\$125.00 plus \$25.00
for each new lot created

\$100.00

\$100.00 plus \$50.00
per 2500sq.ft. new space

\$25.00

Note: for mortgaged property,
written permission of mortgagee
is required.

Additional Fees:

Notification Fee for all Applications: \$8.00 per applicant, abutters, holders of conservation, preservation or agricultural preservation restrictions, every engineer, architect, land surveyor or soil scientist whose professional seal appears on any submitted plat. *Applicant MUST submit a list of all abutters to include name, address, town, state, zip code, map and lot numbers and attach list to the application.* Make check payable to **Town of Walpole** for application and notification fees above.

Recording Fee: Upon final approval of subdivision or lot line adjustment the mylar/plat must be recorded with the Cheshire County Registry of Deeds, current State fees are based on size of the mylar:

8.5 x 11 - \$36.00

11 x 17 - \$36.00

17 x 22 - \$41.00

22 x 34 - \$51.00

Voluntary Merger - \$12.00

Make check payable to **Cheshire County Registry of Deeds**. This fee is collected after approval.

OWNER'S/APPLICANT'S NAME: _____

Address: _____ Tel.# _____

AGENT'S NAME: _____

Address: _____ Tel.# _____

Owner signature authorizing agent to act on behalf:

LOCATION AND DESCRIPTION OF PROPERTY: _____

Town Map #(s): _____ Lot #(s): _____ Zoning District(s): _____

Number and Acreage of Proposed Lots: _____

Amount of Frontage on what Street(s): _____

Is property in current use YES or NO: _____

Existing/Proposed Use: _____

Building/Addition/Expansion Area square feet: _____

Deed Reference/Book & Page #'s: _____

Additional Details of proposal: _____

Required: Upon submission please include 3 paper copies of the proposal along with application and notification fees, list of abutters and application. Upon approval, after a public hearing, please bring mylar and up to 4 additional paper copies to be signed by the Planning Board and the final recording fee, recording may be done by the Board Secretary(\$25.00/fee) or by the applicant to be determined at the time of approval, proof of recording is required.

Office use Only

Date Application Received: _____ Date Fees & Required Documents Received: _____

Date(s) Application Formally Reviewed by Board: _____ Date(s) of Public Hearing: _____

Date of Notifications/Postings: _____ Date of Planning Board Final Action: _____

**TOWN OF WALPOLE
PLANNING BOARD APPLICATION
NOTIFICATION LIST (please attach to application)**

APPLICANT NAME

MAILING ADDRESS

MAP AND LOT NUMBER

ABUTTERS NAME

MAILING ADDRESS

MAP AND LOT NUMBER

Please include additional sheets if necessary.

IN ADDITION: NAMES AND ADDRESSES FOR ALL HOLDERS OF CONSERVATION, PRESERVATION OR AGRICULTURAL PRESERVATION RESTRICTIONS, EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST whose professional seal appears on submitted plat.

Please include additional sheets if necessary.