

**TOWN OF WALPOLE, NH**  
**PLANNING BOARD APPLICATION and FEES**

*Effective 1/01/2022*

**Check all that apply:**

\_\_\_ SUBDIVISION  
MAJOR/MINOR

\_\_\_ LOT LINE  
ADJUSTMENT

\_\_\_ SITE PLAN  
REVIEW

\_\_\_ VOLUNTARY  
MERGER

**Application Fee:**

\$175.00 plus \$25.00  
for each new lot created

\$175.00

\$175.00 plus \$50.00  
per 2500sq.ft. new space

\$50.00

**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

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*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.

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*Please include additional sheets if necessary.*