Eaton Planning Board
Evans Memorial Building
PO Box 88
Eaton, New Hampshire 03832-0088
603-447-2840

Instructions for Submission of Application Materials

The Planning Board meets on the third Wednesday of the month.

All applicants are advised to request a preliminary review of any Ridgeline development prior to a formal application. Requests for a preliminary review should be made at least ten days before a scheduled meeting.

All applications must be received at the Town Office at least twenty (20) days prior to a meeting of the Board. Applications must be signed by **all** property owners of record and accompanied by the appropriate fee and list of abutters as described below.

Any plans substantially revised after this time may trigger a continuance of the Public Hearing. Revised plans (four plats and one 11x17 copy of the plat) of any type must be in the Town Office **7 days** prior to the hearing date.

In addition to the submission requirements of the Ridgeline Protection Ordinance, the applicant is required to submit enough 11x17 copies of the submitted plat for mailing to the abutters and other interested parties. Applicant must also submit a list of abutters with mailing addresses and map/lot numbers and three sets of mailing labels for notification of the abutters and any other parties required by statute to be notified.

The plat and any associated documentation shall also be submitted either electronically (email) or on disc as a pdf file.

If an agent is to represent the applicant(s), written authorization must accompany the application.

By submission of this application, the applicant grants permission to the Planning Board and/or its agents to conduct a site inspection without notice to the applicant.

☐ Preliminary Review – Complete page 2 and include four (4) 11x17 copies of the proposed project

☐ Ridgeline Protection – Complete pages 2-5 and include the following:
--Four (4) Site Plans prepared by a licensed NH surveyor
--Plan showing footprint & elevations of all structures
--Landscaping plan
--One (1) 11x17 copy of the Site Plan plus additional copies for the abutters
--Digital copy of plans and associated documentation
--Three (3) sets of abutter mailing labels
--Filing Fees

Eaton Application for Ridgeline Development

Names, mailing address and contact information (telephone or e-mail) must be supplied for an application to be scheduled for a hearing.

Applicant _____

_____

_____

_____

Property Owner(s) _____

_____

_____

_____

Authorized Agent _____

_____

_____

_____

Property Location: _____

Tax Map/Parcel: _____

Project Description _____

_____

_____

_____

_____

APPLICATION FEES

In accordance with RSA 676:4,I(g), the applicant shall pay the following fees to compensate the Town for its expenses in processing, noticing and reviewing each application. One or more fees may apply; however, only one notice fee is required except as noted below.

Ridgeline Development

Filing Fee: $200 _____

Public Notice:

Newspaper: $40 per notice _____

Abutter or other party notified: $15 each #_____ x $15 _____

Regional Notification: $15 per notice #_____ x $15 _____

Total Fees Submitted With Application _____

Certification & Signature Pages

1. The applicant and/or owner and/or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or Town of Eaton shall be borne by the following party:

   Applicant _____ Owner _____ Agent _____

   ***Failure to indicate a responsible party for fees and associated costs will result in the denial of the application without a public hearing in accordance with RSA 676:4*

2. The owner/agent hereby authorizes the Eaton Planning Board and its agents to access the subject land for the purpose of reviewing the subdivision/site plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Eaton ordinances and regulations.

3. The undersigned owner/agent hereby submits to the Eaton Planning Board a Completed Application Package and respectfully requests its approval of said plat. In consideration for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:
   - To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
   - To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions
   - To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Board
   - To construct improvements or post the Performance Guarantee to insure completion of the improvements shown on the plat and related drawings
   - There are no known violations of the Town of Eaton Zoning Ordinance or Eaton Planning Board Regulations present on the property that have not been disclosed as part of this application
   - To insure proper boundary monumentation at the project's completion

<u>Authorization to Act as Agent</u>

_____ is hereby designated as the person who is authorized to act as my agent in securing any and all permits necessary from the Eaton Planning Board for the development of my property. All communications to the owner may be addressed to the agent.

<u>Certification</u>

Owner of Record signature: _____ Date: _____

Owner of Record signature: _____ Date: _____

ABUTTER NOTIFICATION FORM

List the map, parcel, names and mailing addresses of the applicant, authorized agent (if applicable) and all abutters as shown in Town records not more than five (5) days prior to submission per RSA 676:4,I(b). *In addition, you must attach three completed adhesive mailing labels for each entry on the list.* (Label size must not exceed 1" tall by 2.63" long.)

The determination of abutters is the responsibility of the applicant; this list will not be reviewed for compliance with statutory requirements.

Map	**Par**	**Owner**	**Address**

Attach additional copies of this form if necessary.

Date of preparation: _____

I hereby certify that all information presented on this form is, to the best of my knowledge, correct.

Signature of preparer: _____