

## PLANNING & ZONING APPLICATION PROCESSING PROCEDURES

<b><u>Zoning:</u></b>	Application fee	\$250.00
	Each Abutter	\$ 10.00

Zoning written request must be denied in writing by the Board of Selectmen first and referred to the Zoning Board.

### INSTRUCTIONS

Complete applications **MUST** have the following before they will be scheduled to be heard by the Board:

1. Completed application form; it is the responsibility of the applicant to know whether he/she needs an exception or a variance. Copies of the Zoning Ordinance can be obtained in the Selectmen's Office.
2. Completed list of abutters; which may be obtained at the Selectmen's Office also.
3. **A detailed map of the property in question,** including **all** buildings currently and proposed. Dimensions and acreage of lots, as well as the dimensions of buildings, the scale the plan is drawn at, the location of property lines, septic systems, wells, and other physical features that may be important relative to the Boards ability to make its decision. This can be hand written/drawn but **must** be easily legible.
4. A check made out to the **TOWN OF WEBSTER** for \$250.00 to cover the cost of posting the notice in the Concord Monitor, etc. and \$10.00 per abutter.
5. Please provide 2 sets of abutter address labels with the abutter list.

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### **Planning:**

### INSTRUCTIONS

Initial costs of acceptance of formal application are due and payable by two (2) separate checks at time of filing; one to the **Town of Webster** and one to **MCRD**. Costs include:

Application fee	\$250.00
Lot Line Adjustment/Annex	\$100.00
Each Abutter	\$10.00
Each new lot created	\$50.00
Mylar recording fee	\$30.00 (22 x 34 size)
Mylar recording fee	\$30.00 (17 x 22 size)
<i>LCHIP recording fee</i>	<i>\$25.00 made out to MCRD</i>

Any additional costs incurred by the Board will be paid by the applicant upon billing.

1. Applicant may schedule a pre-application consultation meeting by the Planning Board at no expense.
2. Applications must be filed with the Board on or before the filing deadline (separate page). Applications must be in hand on due date no later than 3:00 P.M. Applications are received through the Selectmen's Office. Please allow sufficient time to research abutters list; office closes sharply at 4:00 P.M.

3. If owner is represented by a designated agent, a letter of authorization is required at the time of application
4. Three copies of the preliminary layout of the proposed subdivision by a Licensed Surveyor must be submitted with application.
5. Two Mylars of final plat will be needed for the public hearing.
6. Applicant should obtain all necessary State approvals. Procedures for State approval can be obtained from the New Hampshire Water Supply and Pollution Control Commission, Health and Welfare Building, Hazen Drive, Concord, New Hampshire 03301.
7. Under RSA 676:4, a list of the names, addresses, and lot numbers of the applicant(s), owner(s) and all abutters as indicated in Town records not more than 5 days before the day of filing, shall be included with the application.
8. Please include two sets of mailing labels to the abutters with the abutter list.
9. Abutters shall be identified on any plat submitted to the Board.
10. Copies of Town Zoning and Subdivision Regulations may be obtained from the Selectmen's Office. It is your responsibility to adhere to all provisions of the Subdivision Regulations not covered in these procedures.
11. Incomplete applications will not be scheduled for board action.