



Town of Newton, New Hampshire

APPLICATION FOR MINOR SITE PLAN

I herein make application to the Planning Board of the Town of Newton for a Minor Site Plan at the location listed below, as provided for in the Newton Zoning Ordinances.

DATE:	PROPERTY LOCATION & ACREAGE:	MBL#:
EXISTING FRONTAGE	DATE OF ANY PRIOR SITE PLAN FOR THIS LOT:	ZONE:
NAME OF APPLICANT:	MAILING ADDRESS: EMAIL ADDRESS:	PHONE:
OWNER OF PROPERTY:	MAILING ADDRESS: EMAIL ADDRESS:	PHONE:
NAME OF ENGINEER:	MAILING ADDRESS: EMAIL ADDRESS:	PHONE:

Fees for Minor Site Plan Application

Application Fee - \$ 250.00

NPREA Fee - \$ 650.00

Attachments:

16-11" X 17" Copies of The Plan _____ Abutter Labels _____

A Digital Copy _____ (if poss.) Applicant's Letter of Intent _____

ONLY FULLY COMPLETED APPLICATIONS WITH ALL REQUIRED ATTACHMENTS WILL BE CONSIDERED TO THE PLANNING BOARD.

PLEASE REFER TO PROCEDURES SECTION OF THE NEWTON ORDINANCE MANUAL ONLINE FOR SUBMISSION REQUIREMENTS.

I declare that I am the applicant/owner of the property for which this application is made. I have read the provisions of the Newton Zoning Ordinances, the Newton Site Plan Regulations, and the Newton Policies and Procedures Manual. I agree to comply with them, and to be subject to all their provisions.

I certify the above statements are true and accurate:

Signature of Applicant

Date

Signature of Owner

Date

BOOK AND PAGE NUMBERS:

PRIOR USE OF THE PROPERTY:

ARE THERE ANY STRUCTURES CURRENTLY ON THE PROPERTY? (LIST LOCATION AND DESCRIPTION):

ARE THERE ANY WAIVERS REQUESTED? (ATTACH WRITTEN REQUEST):

ARE THERE ANY VARIANCES REQUESTED? (ATTACH DECISION):

HAVE YOU INCLUDED YOUR ABUTTER LABELS? (ABUTTER shall mean any person whose property adjoins or is directly across the street or stream from the land under consideration by the Planning Board. Include Owner, Applicant (if different) and any professionals who created/stamped your plans (per RSA 672:3). Please submit 3 self-adhesive labels per.):

I certify the above statements are true and accurate.

By signing this application to the Planning Board, I give permission for the Newton Planning Board to conduct a site walk should one so be ascertained to be necessary. An appointment for any such site walk will be arranged with the property owner and/or tenant beforehand. Refusal to allow a site walk will cause an immediate denial of the application.

Signature of Applicant

Date

Signature of Owner

Date

Instructions

The following documents must accompany all applications:

1. Names and mailing addresses of all abutters (see directions below).
2. A floor plan of the proposed building showing exterior egress location(s). This does not need to be a professionally drawn plan but should be legible and show the measurements of any new building(s).
3. Drawn plans showing setbacks from dimensions of the lot, lot boundaries and locations of existing structures, names of abutting streets, septic location and well location. This does not need to be a professionally drawn plan, but legible.
4. Show any new parking and roadways and include a North arrow. This does not need to be a professionally drawn plan but should be legible enough to identify where the listed items are.

ABUTTER LABELS

HOW TO PRODUCE THEM

ABUTTER shall mean any person whose property adjoins or is directly across the street or stream from the land under consideration by the Planning Board. Include Owner, Applicant (if different) and any professionals who created/stamped your plans (per RSA 672:3). Please submit 3 self-adhesive labels per.

To find your abutters:

1. Go to: <https://www.newton-nh.gov/>
2. In the right-hand menu box (kind of olive green), click on the GIS Mapping link.
3. On the new screen in the upper left click on search, then either type in your address or name. Your lot should be in the middle of the screen. If not click on your property in the menu that will be on the left side of your screen.
4. Again, in the upper left, beside your name is a small icon that says ABUTTERS, click it.
5. Set the "Select parcels within" to 50 feet (your abutter's lots will turn salmon coloured.)
6. Click on "+add or remove" and click on your own lot, it will change colour.
7. Under "Reports" you will see a choice of "Abutters Reports" and "Mailing Labels". Click on "Mailing Labels" the PDF version. A pop-up will appear in the middle of your screen.
8. Click on "Mailing Labels PDF" in the pop-up and a new window will open with the Mailing labels in format for printing on any self-adhesive label sheet that is 3 rows across and 10 per column.
9. Load 3 sheets of labels into your printer and choose the tiny printer icon in the upper right corner (depending on your program it may be on the left). Have it print 3 sets.

If you have a professional who prepared your plans, ask them to supply you with 3 mailing labels for each abutter and professional who stamped or signed your plans.