

**Town of Rye**  
**Planning Board Application**  
**Site Plan Review Developments**

**FOR BOARD USE ONLY**

Case No: \_\_\_\_\_  
Date Rec'd: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_

Name of Proposal: \_\_\_\_\_

**Part I: Type of Site Plan Review Applications**

\_\_\_\_\_ Major Non-Residential Site Development      \_\_\_\_\_ Minor Non-residential Site Development

\_\_\_\_\_ Multifamily Residential Site Developments require a Conditional Use Permit Application in addition to this application

\_\_\_\_\_ Condo Conversion is both a Major Subdivision and Major Site Development and must only meet the procedural and informational submittal requirements herein for major site developments. A Special Use Permit Application in addition to this application.

**Part II: Applicant Information**

\_\_\_\_\_ Applicant  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_ Owner  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_ Engineer or Surveyor  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_ Other (Attorney or Agent)  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_

*Note: Place a check in the box next to the person who should receive all communications from the Planning Board.*

**Part III: Site Information**

- A. Location of Site: \_\_\_\_\_
- B. Tax Map No.: \_\_\_\_\_ Parcel No.: \_\_\_\_\_
- C. Approx. Lot Size: \_\_\_\_\_
- D. Present Zoning: \_\_\_\_\_
- E. Present Use: \_\_\_\_\_

F. General Description of Proposed Concept: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part IV: Waiver Requests: The Planning Board can waive requirements of the Land Development Regulations only.** (Applicants are to use the required waiver request form for each request)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part V: Applicant’s Certification**

I hereby apply to the Rye Planning Board for final approval of my proposed land development. (In the case of a preliminary review of my land development, I understand that preliminary reviews are advisory only and such reviews are not binding on either the applicant or the Planning Board.)

Further, I hereby grant permission to the Planning Board, its members, employees, consultants and other agents to enter my property for the purpose of inspection it as reasonably necessary for the review of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner, if different than Applicant

**Submittals:**

**All applications must include the documentation related to their application. A total of 10 copies of all submittals required and submitted electronically. (Packet includes, fees, abutter list, site plans and any other documents required)**

**Town of Rye’s Land Development Regulations are available in the Rye Town Code Book, Section 202: <https://ecode360.com/RY3900>**

Plan must meet all filing requirements of the Rockingham County Registry of Deeds.

## **Applicant’s Checklist for Applications Non-Residential Site Developments and Condo Conversions**

### **Site Developments: §202-3.5**

**A. Minor Site Developments:** These are all site developments which do not qualify as nonresidential major site development plans described by 202-2.1.B(2)

- \_\_\_\_\_ Application (10 copies and 1 PDF per LDR of application and all associated documents)
- \_\_\_\_\_ Application Fees
- \_\_\_\_\_ 1 Abutters List plus 3 typed sets on labels
- \_\_\_\_\_ Inspection permission, as necessary
- \_\_\_\_\_ Final Plans per §202-3.1
- \_\_\_\_\_ Stormwater Management Plan per §202-3-5.A(5)
- \_\_\_\_\_ Other information per §202-3-5.A(6). The Planning Board reserves the right to require additional submittals if after the public hearing, it is determined that additional information is required to determine a decision.
- \_\_\_\_\_ Permit List, if required. §202-3-5.A(7)

### **C. Major Site Developments and Condominium Conversions:**

**All above items, plus:**

- \_\_\_\_\_ Final Stormwater Management Plan §202-3.5.B(1)(a)
- \_\_\_\_\_ Erosion & Sediment Control Plan §202-3.5.B(1)(b)
- \_\_\_\_\_ Landscaping Planting Plan §202-3.5.B(1)(c)
- \_\_\_\_\_ Plant Maintenance Plan §202-3.5.B(1)(d).
- \_\_\_\_\_ Assessment of Complete Street Elements §202-3.5.B(1)(e) required by §202-6.2.B(8)(d)
- \_\_\_\_\_ Determination if any portion of site is in the high-risk flood areas §202-3.5.B(1)(f) see §202-6.9.C(2)
- \_\_\_\_\_ A lighting plan with standards of Article X §202-3.5.B(1)(g)
- \_\_\_\_\_ Building Elevation §202-3.5.B(1)(h)

- \_\_\_\_\_ Use Intensity Statement §202-3.5.B(1)(i)
- \_\_\_\_\_ Site Impact Analysis §202-3.5.B(1)(j). Written report comply with §202-3.4.E(7)
- \_\_\_\_\_ Condominium Documents for conversion §202-3.5.B(1)(k)
- \_\_\_\_\_ Easements, Deeds, Covenants §202-3.5.B(1)(l)

## RYE PLANNING BOARD Fee Schedule

### NOTIFICATION FEES:

Notification fees (\$90.00) for legal advertisements are required with all preliminary and final applications, except Conceptual Consultation applications.

Abutter fees to \$9.00 **per** each abutter and include all abutters, applicants/owners, any engineer, architect, land surveyor, soil scientist whose professional seal appears on any plat submitted; and all holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:45.

### APPLICATION FEES:

- |    |   |   |
|----|---|---|
| A. | Conceptual Consultation:  | \$100.00  |
| B. | Major Subdivision Application:<br>One half of total fee is due at time of Preliminary application and balance at filing of final application. | \$500.00 <b>per lot</b><br>(\$90 Notice + \$9.00 each abutter)  |
| C. | Lot Line Adjustment Application   | \$250.00 (\$90 Notice + \$9.00 each abutter)  |
| D. | Minor Site Plan Application:  | \$200.00 (\$90 Notice + \$9.00 each abutter)  |
| E. | Minor Subdivision   | \$250.00 ( <b>plus \$50.00 per Lot</b> +<br>(\$90 Notice + \$9.00 each abutter)<br><b>(Plus \$50per unit)</b> ) |
| F. | Special/Conditional Use Permit  | \$250.00 (\$90 Notice + \$9.00 each abutter)  |
| G. | Major-Site Plan Application:<br>One half of total fee is due at time of filing prelim. site plan & balance with final site plan application.  | \$500.00 (\$90 Notice + \$9.00 each abutter)  |
| H. | Driveway or Tree Cutting on Scenic Road<br>Application for Site Review  | \$100.00 (\$90 Notice + \$9.00 each abutter)  |

In addition, Planning Board may require special investigation fees (per S. 202-7.3) or engineering review, traffic study, etc.

### RECORDING FEES:

For approved applications requiring recording, applicant shall pay the cost of recording by check payable to Rockingham County Registry of Deeds **and** a handling/delivery fee of **\$50 payable to The Town of Rye.**

### INSPECTION FEES:

Per S. 202-7.3, applicants will be required to pay the costs of construction inspection by the Planning Board Engineer after plans have been approved. A separate escrow agreement will be drawn to cover the construction inspection fees. Generally, this only involves major site developments and subdivisions.

**LAND DEVELOPMENT REGULATIONS  
ATTACHEMENT 2**

**APPENDIX B**

**APPLICATION FOR WAIVER OF SUBDIVISION REQUIREMENT  
§ 202-1.9. General waiver authority.**

(Complete one form for each waiver request)

To the Chairman and Members of the Rye Planning Board:

On \_\_\_\_\_, 20\_\_, I submit a plan for (subdivision/site plan review) approval to the Board, entitled \_\_\_\_\_ prepared by \_\_\_\_\_ and hereby request a waiver from Article \_\_\_\_\_ Section \_\_\_\_\_ of the Rye Land Development Regulations.

A. The Planning Board may waive requirements of these regulations in accordance with RSA 674:36, II (n), and RSA 674:44, III (e)

B. RSA 674:36, II(n), for subdivision applications and RSA 674:44, III(e), for site plan review applications require that the basis for any waiver granted by the Planning Board shall be recorded in the minutes of the Board. The Planning Board may only grant a waiver if the Board finds, by majority vote, that strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of these regulations or that specific circumstances relative to the subdivision (or site plan) or conditions of the land indicate that the waiver will properly carry out the spirit and intent of these regulations. Requests for waivers shall be submitted in writing 7 at least 10 days before the meeting at which the Board considers the waiver request. A written waiver request shall describe how compliance with the regulations for which a waiver is requested would pose an unnecessary hardship to the applicant and why the waiver would not be contrary to the spirit and intent of the regulations.

Explanation for Wavier Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
Signature of Applicant (or designee)

\_\_\_\_\_  
Date