

Town of Rye
Planning Board Subdivision Application

FOR BOARD USE ONLY

Case No: _____
Date Rec'd: _____
Received By: _____
Fees Paid: _____

Name of Proposal: _____

Part I: Type of Subdivision Application – Categories of types of Subdivision are in the General Code Section §202-2.1 [Town of Rye, NH Types of Land Development \(ecode360.com\)](http://ecode360.com)

_____ Major Subdivision _____ Minor Subdivision _____ Lot Line Adjustment

_____ Condo Conversion requires a Special Use Permit Application in addition to this application.

Part II: Applicant Information

_____ Applicant
Name: _____

_____ Owner
Name: _____

Address: _____

Address: _____

Phone: _____

Phone _____

E-Mail: _____

E-Mail: _____

_____ Engineer or Surveyor
Name: _____

_____ Other (Attorney or Agent)
Name: _____

Address: _____

Address: _____

Phone: _____

Phone _____

E-Mail: _____

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 (Applicants are to use the required waiver request form. One 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 1 submitted electronically. (Packet include the completed application, plans and 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 Subdivision Applications

[Town of Rye, NH Application Procedures and Submission Requirements \(ecode360.com\)](http://ecode360.com)

A. Lot Line Adjustment Subdivisions: These are subdivisions which involve only adjustment of boundaries among existing lots and which do not create any new buildable lots.

- _____ 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
- _____ Permit list, if required §202-3.4.B(5)

B. Minor Subdivision: These are subdivision of land which contain not more than three (3) buildable lots, and which do not require any street construction.

All above items, plus:

- _____ Final Topo/Soils Plan §202-3.4.D(2)
- _____ Water & Sewer Extension Plans §202-3.4.D(3).
- _____ Stormwater Management Plan (SWMP) §202-3.4.D(4).

C. Major Subdivision and Condo Conversions: These are subdivisions of land which contain more than three (3) lots, or which require construction of a new street or extension of an existing street. Condo Conversions are both Major Subdivisions and Major Site Developments.

All above items, plus:

- _____ Final Street & Utility Plans §202-3-4.E(1)
- _____ Stormwater Management Plan (SWMP) §202-3-4.E(2)
- _____ Erosion and Sediment Control Plan, §202-3-4.E(3)
- _____ Landscaping Planting Plan, §202-3-4.E(4).
- _____ The assessment of complete street elements §202-3-4.E(5).
- _____ Determination if any portion of site is in the high-risk flood areas §202-3-4.E(6).

- _____ Site Impact Analysis, §202-3-4.E(7)
- _____ Engineer's Estimate, §202-3-4.E(8)
- _____ Condo docs, §202-3-4.E(9)
- _____ Easements, Deeds, Covenants, §202-3-4.E(10)
- _____ Approved preliminary plan, if applicable §202-3-4.E(11)
- _____ Other information §202-3-4.E(12).
- _____ If subdivision is in the Aquifer, a Hydrogeologic study may be required.

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: One half of total fee is due at time of Preliminary application and balance at filing of final application. | \$500.00 per lot (\$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 (plus \$50.00 per Lot + (\$90 Notice + \$9.00 each abutter) (Plus \$50per unit)) |
| F. | Special/Conditional Use Permit | \$250.00 (\$90 Notice + \$9.00 each abutter) |
| G. | Major-Site Plan Application: 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 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: _____

Signature of Applicant (or designee)

Date