

**Town of Bedford**

**PERFORMANCE ZONE SIGN WAIVER APPLICATION**



**PLANNING BOARD**  
24 North Amherst Rd.  
Bedford N.H. 03110  
Tel. (603) 472-8104  
Fax (603) 472-4572

MAP/LOT: \_\_\_\_\_  
Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MUNIS No. \_\_\_\_\_

- PROJECT LOCATION: \_\_\_\_\_
- Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
- Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
- Building Sign Waiver: Attach a sketch showing proposed sign dimensions and the location of the sign on the building.  
Ground Sign Waiver: Attach a sketch showing proposed sign dimensions and attach a copy of a portion of the site plan with dimensional setbacks and sign location.
- Attach a letter stating why the applicant cannot comply with the Bedford Zoning Ordinance and how the proposal complies with the purpose statements listed Article 275-58 (See attached). Please also include a description of all existing signs on the property.
- Names and addresses of abutters (attach as a separate sheet).

*I/We authorize the Town of Bedford Planning Board staff to access the property for inspection. The undersigned understands that the Bedford Planning Board must have a completed application on file with the Planning Department in accordance with the Planning Board's annual schedule of meeting and deadline dates. I/We also certify that the abutters are as shown in the Town's records within 5 (five) days of filing this application.*

I/We designate \_\_\_\_\_ as the person/persons to whom all communications to the applicant may be addressed.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I/We (property owners) \_\_\_\_\_ of the land located at \_\_\_\_\_, Bedford, NH do hereby authorize \_\_\_\_\_ (name) of \_\_\_\_\_ (firm) to serve as my/our agent before the Bedford Planning Board for the site plan applied for in this application.

**Owner's Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Please submit:
- Completed sign waiver application
  - Sketch of building and/or ground sign including dimensions, location, and a copy of the site plan as necessary
  - Waiver request letter
  - Abutters list (verified with the Assessing Department)
  - All required application fees

## Town of Bedford

### PERFORMANCE ZONE SIGN WAIVER



#### PLANNING BOARD

24 North Amherst Rd.  
Bedford N.H. 03110  
Tel. (603) 472-5243  
Fax (603) 472-4573

*Sign waivers are required to comply with the purpose statements listed in Article 275-58 of the Zoning Ordinance.*

**Note: Sign waivers only apply to signs located in the Performance Zone (PZ). Signs in all other districts are subject to the Conditional Use Permit process in accordance with Article 275-73.**

All sign waivers must comply with the following purpose statements (See Article 275-58):

- To attract environmentally acceptable commercial, industrial, recreational, institutional, and residential uses to the District;
- To encourage diversity in the community tax base through appropriate flexibility in land use and land use development;
- To optimize financial return on public infrastructure investments and expenditures, including municipal sewer, municipal water supply, the Manchester Airport, Class I and II public highways, and the Merrimack River amenities;
- To minimize adverse traffic impacts on U.S. Route 3, the I-293/NH Route 101 Interchange, and surrounding local streets and roadways; and
- To preserve valuable historical, cultural, and natural features within the district and to minimize adverse environmental impacts such as water, air, light, noise pollution, flooding, clear cutting of vegetation, and the blocking of scenic views.

# Town of Bedford

## PLANNING BOARD APPLICATION PROCESS



### PLANNING BOARD

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*Other than Engineering Review, all submissions are to be made to the Bedford Planning Department in accordance with the Planning Board's Annual Schedule of Meeting and Deadline Dates.*

### ***Application Deadline Requirements:***

- Please submit:
  - Three (3) complete plan sets and one CD with the plan in PDF format.
  - One (1) copy of all required documents (traffic worksheets/reports, drainage reports, waiver requests, easements, etc.) needed for site plan or subdivision review.
  - An abutters list with 3 sets of labels (only 1 set of labels required for Conceptual Plans).
  - A completed application and checklist (no checklist required for Conceptual Plans).
- This submittal does not require fees or mylars.
- Projects requiring outside engineering review (see below) should have review letters **prior** to submitting to the Planning Board, however necessary revisions are not required to be completed until the Plan Review Committee comments are received.

### ***Agency Review:***

- The Plan Review Committee will meet and then provide the applicant or their representative with comments which should be addressed along with any outside engineering review comments as part of a revised submittal. Meetings may be set up with applicants or their representatives to review the comments.

### ***Final Submission:***

- Upon receipt of Plan Review Committee comments, final submittals should be submitted in accordance with the Annual Schedule of Meeting and Deadline Dates.
- The revised submittal should consist of:
  - Two (2) full size paper sets of plans (mylars are not required until after Planning Board action)
  - Sixteen (16) 11"x17" sets of plans
  - A PDF of the plan set (including architectural and site photos)
  - One (1) copy of any revised document (reports, easements, waiver requests, etc.)
  - A signed application (owner and applicant)
  - All required fees (amounts will be provided as part of the Agency Review)

### ***Planning Board Hearing:***

- The Planning Board requests that plans be presented via computer for projection in the meeting room and for viewing over the cable TV broadcast. The PDF supplied as part of the Final Application will be loaded on a Town computer and available to applicants during the meeting.
- It is suggested that color rendered drawings be presented rather than the basic site plan. Applicants are welcome to use their own computers for the presentation however it is recommended that PDF's or Power Point files of the presentation materials be sent to the Planning Department prior to the meeting for loading on the Town's computer.

### **Engineering Review (coordinated by the Public Works Department)**

- Projects requiring outside engineering review must submit three (3) copies of all required documents (plans, traffic worksheets/reports, drainage reports, easements, etc.) along with a Project Review Transmittal form to the Bedford Public Works Department.
- Based on an estimate from the reviewing engineer you will be required to set up an escrow account with the Public Works Department to cover the anticipated cost of the engineering review.
- **If engineering review is required, it must be completed prior to applying to the Planning Board.**

If you have any questions please contact the Planning Department at 472-8104.

**Town of Bedford**

**SCHEDULE OF FEES FOR PLAN SUBMISSION**



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**Discussion (without plans)**..... \$0.00

**Re-advertise** ..... \$25.00

**Administrative Approval**

a) Base Charge ..... \$100.00

b) Add: \$100.00 per 1,000 square feet (building additions only) ..... \$ \_\_\_\_\_

**TOTAL** (add "a" + "b") ..... \$ \_\_\_\_\_

**Conceptual Plan**

a) Base Charge ..... \$50.00

b) Add: Abutter notification fee (current USPS fee for non-certified mail **per** abutter) ..... \$ \_\_\_\_\_

**TOTAL** (add "a" + "b") ..... \$ \_\_\_\_\_

**Site Plan Renewal, Home Occupation, Sign Waiver**

a) Base Charge ..... \$100.00

b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_

**TOTAL** (add "a" + "b") ..... \$ \_\_\_\_\_

**Conditional Use Permit**

a) Base Charge ..... \$250.00

b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_

**TOTAL** (add "a" + "b") ..... \$ \_\_\_\_\_

**Design Review Plan**

a) Base Charge (per Planning Board Meeting) ..... \$250.00

b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_

c) Add: Engineering review fee ..... \$ \_\_\_\_\_

**TOTAL** (add "a" + "b" + "c") ..... \$ \_\_\_\_\_

**Site Plan Approval**

a) Base Charge ..... \$250.00

b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_

c) Add: \$100.00 per 1,000 square feet ..... \$ \_\_\_\_\_

d) Add: Engineering, architectural, fiscal, traffic consultant fees for any special reviews deemed necessary by the Planning Board ..... \$ \_\_\_\_\_

**TOTAL** (add "a" + "b" + "c" + "d")..... \$ \_\_\_\_\_

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Effective Date: July 1, 1990  
Re-adopted by Planning Board: August 31, 1998  
Revised by Planning Board: September 8, 2003  
Revised by Planning Board: October 1, 2012  
Revised by Planning Board: February 23, 2015