

Town of Bedford

SITE PLAN APPLICATION



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

Date Received:

1. PROJECT TYPE: Conceptual Site Plan Design Review Site Plan Approval
 Time Extension Site Plan Amendment

2. PROJECT NAME: _____ ZONE _____

3. PROJECT LOCATION: _____ MAP/LOT: _____

4. PRIMARY CONTACT: _____ Phone: _____
 Applicant Owner Surveyor/Engineer E-mail: _____

5. Applicant(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

6. Owner(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

7. Surveyor/Engineer (Firm): _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

8. Plan Purpose [as stated on plan to include proposed use(s)]: _____

9. Site Area (SF / Acres): _____ No. Stories: _____
Existing Building Area (GFA): _____ Additional Building Area (GFA): _____

I/We have read the site plan requirements in the Land Development Control Regulations. 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 Assessing 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:** _____

Note: The applicant or an authorized representative must be present at the scheduled Planning Board meeting(s).

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PLANNING BOARD APPLICATION PROCESS



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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 electronic copy (CD / flash drive) with the plan in PDF format.
 - Three (3) copies of all required documents (traffic worksheets/reports, drainage reports, waiver requests, easements, etc.) needed for site plan or subdivision review.
 - A preliminary abutters list.
 - A completed application and checklist (no checklist required for Conceptual Plans).
 - A project and architectural narrative.
 - A signed application (owner and applicant)
- Projects requiring outside engineering review (see below) should have review letters **prior** to submitting to the Planning Board for final submission,
- This submittal does not require fees or mylars.

Technical Review:

- An internal Plan Review Committee meeting will be held and the Planning Department will 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 (final submission). Meetings may be set up with applicants or their representatives to review the comments.

Final Submission:

- Upon receipt of technical comments, final submittals should be submitted in accordance with the Annual Schedule of Meeting and Deadline Dates.
- The revised submittal should consist of:
 - Three (3) full size paper sets of plans (mylars are not required until after Planning Board action)
 - Eight (8) 11"x17" sets of plans
 - An electronic copy (CD / flash drive) of the plan set (including architectural and site photos)
 - Three (3) copies of any revised document (reports, easements, waiver requests, etc.)
 - A response memo to technical review comments
 - A certified abutters list and 3 sets of labels (1 set of labels required for Conceptual Plans)
 - All required fees (amounts will be provided as part of the Technical Review)
- 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 along with 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.

Outside Engineering Review

Projects requiring outside engineering review are required to pay all outstanding review fees prior to final Planning Board approval and plan signature. **Please contact the Planning Dept. to request an estimate of review costs.**

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SCHEDULE OF FEES FOR PLAN SUBMISSION



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SITE PLAN

FEES WILL BE CALCULATED BY PLANNING DEPARTMENT STAFF WITH PAYMENT DUE AT TIME OF FINAL PLAN SUBMISSION FOR THE FOLLOWING:

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 Amendment, Home Occupation, Sign Waiver, Time Extension for Approval	
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	\$ _____
TOTAL (add "a" + "b" + "c")	\$