

Appendix A

Mason Planning Board
Mann House, Mason, NH 03048

Instructions for Site Plan Review Applicants

1. All hearings are in the order in which completed application form and fees (see 2, 3, and 4 below) are received.
2. Deadline for applications: No application shall be heard at any meeting unless it has been received by the Board a minimum of 21 calendar days prior to the meeting. A schedule is posted at the Town Offices and the Town Hall that provides all necessary dates. Contact the Planning Board to be placed on the agenda for a Planning Board meeting.
3. All fees are shown below with the time at which fees are to be paid. Fees are accepted in the form of a check or money order made out to the Town of Mason and/or the Hillsborough County Register of Deeds.

Fee Name	Payment Point	Fee Amount
Preapplication Consultation		None
Basic Application Filing Fee	With application	\$100
Abutters/Notification Fee	With application	\$6.5 per notification per hearing.
Newspaper Notice Fee	With application	\$150 per notification per hearing.
Tax Map Update Fee	At approval	\$25
Registry Filing Fee	At approval	<ul style="list-style-type: none"> ◆ 8 1/2 x 11 or 11 x 17 = \$11 ◆ 17 x 22 = \$16 ◆ 22 x 34 = \$26
Land and Community Heritage Investment Program (LCHIP) Fee	At approval	\$25 check made out to Hillsborough County Registry of Deeds.
Administrative Filing Fee	At approval	\$25
Board Planning Consultant Review Fee	Prior to Action by the Board	See Item 4 below.
		TOTAL
<p>All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Town Hall. Applicants are responsible for verification with the Mason Planning Board that they have the latest revision of the application form and the latest fee structures.</p>		

4. In accordance with Section 6 B of the Mason Site Plan Review Regulations, all applications will be reviewed by the Board's Planning Consultant. The cost for review will be charged on an hourly basis and will include an hourly fee of \$5.00 for Town administrative costs, and shall be paid to the Town of Mason by the applicant prior to the Planning Board taking action on an application. Upon receipt of an application, the Board's Planning Consultant will issue a notice of receipt and a preliminary cost estimate to the applicant – actual review times and associated fees will vary depending on the complexity of each application.

5. Three (3) sets of mailing labels for each notice for abutters, the applicant, holders of conservation, preservation, or agricultural preservation restrictions, and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat are required as part of the material submitted with the application. These labels shall not exceed a size of 1" high by 5" wide and the address must be contained within an area of 15/16 of an inch high by 2 3/4 of an inch wide. Labels any larger and the accompanying application will not be accepted. This requirement must be met to conform to U.S. Postal Service requirements.

6. The Board may cancel your hearing if the owner or authorized representative does not appear within 15 minutes of the scheduled start time. The property owner must submit a letter of authorization to the Mason Planning Board for acceptance of a Representative's signature.

7. The original application form and filing fees should be submitted to the Town of Mason. At the same time, a copy of the application, 5 copies of the plat, and mailing labels should be mailed to the Planning Board's agent: Nashua Regional Planning Commission, 9 Executive Park Drive, Suite 201, Merrimack, NH 03054-4058. For questions please call (603) 424-2240.

I have read and retained a copy of these instructions.	
_____ Property Owner's (or Authorized Representative) Signature	_____ Date
Property Owner's Telephone Number: _____ (_____) _____	

****** Please SIGN AND RETURN this copy to the Mason Planning Board ******

Mason Planning Board
Mann House, Mason, NH 03048

Application for Site Plan Review

Application Number: _____

1. Name, mailing address and telephone number of applicant:

2. Tax Map _____ Lot Number _____ Zoning District(s) _____

3. Location of Project: _____

4. Description of Project: _____

A list of required submission items appears on the reverse of this application. Numbers in the second column refer to sections and paragraphs in the Town of Mason Site Plan Review Regulations (August 30, 2005).

All notifications directly to individuals/firms/corporations requested by the property owner shall be done in the same manner as required be done for the abutting owners. That is, the property owner shall list them (#2 on the Checklist) and submit the required notification fee for both abutters and additional notifications.

I, _____ hereby give the Mason Planning Board, the Road Agent/Engineer and Representatives of the Planning Board permission to walk the site whose plan is the subject of this application.

Property Owner's Signature

Date

Summary:

Application Received: _____

Application Submission Accepted as Complete: _____

Site Plan: _____

Approved _____ Date

Conditionally Approved

Disapproved

Conditions shall be met by: _____

Comments: