



APPLICATION FOR SITE PLAN APPROVAL

CONTACT INFORMATION

Property Owners(s): Name: _____
Address: _____

Telephone Number: _____ Fax: _____
Email Address: _____

Applicant: Name: _____
(if different from above) Address: _____

Telephone Number: _____ Fax: _____
Email Address: _____

Engineer/ Name: _____
Surveyor/ Address: _____
Architect: _____

Telephone Number: _____ Fax: _____
Email Address: _____
Primary Contact Person: _____

TYPE OF APPLICATION

(Please check all that apply)

- ☐ **Discussion** - Informal meeting with Planning Board.
- ☐ **Minor Site Plan** - Less than 600 sq. ft. of additional exterior construction.
- ☐ **Major Site Plan**
- ☐ **Design Review Plan** ☐ **Final Plan**
- ☐ **Request for Waiver of Site Plan Review**
- ☐ **Request for Waiver of Specific Site Plan Requirements**
- ☐ **Other** - (i.e. amendments and/or revisions)

SITE INFORMATION

LOCATION: Tax Map Number _____ Lot(s) _____ ZONING DISTRICT: _____

ROAD FRONTAGE ON: _____ TOTAL SITE AREA: _____

BRIEF DESCRIPTION OF PROJECT: _____

NAME OF EXISTING OR PROPOSED SITE PLAN: _____

INSTRUCTIONS FOR SUBMITTING A COMPLETE APPLICATION (Please read carefully)

For an application to be scheduled on the next available Planning Board agenda, the following items MUST be submitted to the Department of Planning & Community Development by close of business on the officially posted submittal date:

- ☐ 1. **Completed and signed SITE PLAN APPLICATION FORM and ABUTTERS LIST.**
The application will not be placed on the Planning Board agenda unless all required signatures are on the application. The owner MUST sign the application form.
- ☐ 2. **Three (3) large and one (1) 11" x 17" prints of the site plan or site plan set.**
At least one (1) plan MUST be signed by the owner. All applicable information as described on the attached SITE PLAN CHECKLIST MUST be shown on the plans. Owner's signature must be on at least one (1) plan, indicating his/her knowledge of the plan and application.
- ☐ 3. **Application fee and Abutter Mailing Fees.**
These fees will be determined at the time you turn in the application. Fees are based on square footage of new construction and number of certified mailings, which must be sent. All checks are to be made payable to the **Town of Milford**.

AUTHORIZED SIGNATURES

Owner(s): I/We, as owner(s) of the property described hereon, certify that this application is correctly completed with all required attachments and requirements in accordance with the Site Plan Regulations for the Town of Milford. I/We also authorized members of the Milford Planning Board and its agents to access the property described on this application for on-site review of the proposed site plan.

Name (please print) and Title

Date

IF APPLICABLE:

Owner(s) authorization for Applicant or Agent to represent the application:

The applicant or agent, as stated hereon, has authorization from the property owner to submit this site plan application and represent the property owner on matters relative to the Town site plan approval process.

Owner's Signature

Date

Applicant's Signature:

I acknowledge, as the applicant stated hereon, that this site plan application has been completed and submitted in conformance with all applicable Town of Milford regulations, and that I am the designated representative for the property owner on matters relative to this site plan application.

Applicant's Signature

Date

Agent's Signature (someone other than the Owner or Applicant who is representing the project):

I acknowledge, as the agent stated hereon, that this site plan application has been completed and submitted in conformance with all applicable Town of Milford regulations, and that I am the designated representative for the property owner on matters relative to this site plan application.

Agent's Signature

Date

ABUTTER LIST

Abutter – Any person whose property is located in New Hampshire and adjoins or is directly across the street, stream, or active railroad property from the land under consideration by the local land use board.

For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his/her land will be directly affected by the proposal under consideration.

For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term “abutter” means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownerships defined in RSA 205-A:1, the term “abutter” includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street, stream, or active railroad from the land under consideration by the local land use board. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being an active railroad property, the owner of the railroad property shall be notified. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case where the applicant is different from the owner of the land under consideration by the local land use board, the term “abutter” includes the applicant.

Map	Lot	Property Owner	Street Address	Town	State	Zip Code

My signature attests that the above abutter listing reflects the most current assessing records and that the Milford Planning Board is released from any responsibility for inaccurate information or incorrect abutter notification.

Signature of Owner

Date

Map & Lot