



TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

**STAFF MEMO**

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB: WWW.MILFORD.NH.GOV

**Date:** October 25, 2021  
**To:** Planning Board  
**From:** Jason Cleghorn, Town Planner  
**Subject:** *Amendments to the Subdivision and Site Plan Applications Fee Schedule*

---

Town Staff are proposing adjustments to various fees as part of the Office of Community Development's Subdivision and Site Plan Applications fee schedule.

Staff conducted research related to benchmarking amongst both towns of comparable population to Milford as well as researching all adjacent towns. Across the board, the research shows that the town's fees are consistently lower than both the towns of comparable population as well as our neighboring communities.

It's important to note, that comparisons of this nature are rarely 1:1 comparisons. The policy and procedures that each community performs to review and ultimately hear by their various boards are all different. Making comparisons of fees charged by differing communities can be difficult at best because of these factors.

As such, Town Staff have provided data to the Planning Board around these comparisons but would also like to add that the proposals are also made with an eye toward our own costs associated with each of the affected applications. Staff tried to make determinations on fee changes based not only on comparison with other jurisdiction but with our own experiences with each application and formulated an assessment of how much staff time Staff typically experienced with each type of application in an effort to get closer to cost recovery.

It is likely the case that even if these adjustments are approved that there will not be 100% cost recovery and some subsidization will likely occur. Communities are justified in approaching fees for planning related applications in this manner as there has historically been acknowledged that this is part of the service to the community that Planning and Community Development Departments typically provide.

Summary of the Fee Adjustments

- **Addition of a \$50.00 flat rate Notice Fee for most common applications** - This fee was based on the average cost of each application's notice fee in the Milford Cabinet. Currently the notice fee is paid out of the submittal fee. Often, the notice fees incurred by the town are more than we receive for the application without even considering staff time for review etc. The Town budgets yearly for notice related fees but often we go over the budgeted amount because of cost.
- **Increase in flat fee for Major Subdivision Applications from \$75.00 to \$100.00 (3-5 lots) and \$125.00 (>6 lots)**
- **Increase in the flat fee for Change of Use Site Plans from \$75.00 to \$100.00**
- **Increase in the flat fee for Minor Site Plans from \$75.00 to \$125.00**

- **Increase in the flat fee for Major Site Plans from \$75.00 to \$200.00** and introduces two ways to calculate fees for Major Site Plans, either by sf of disturbed areas for site plans for non-vertical construction or \$50.00 per 1000 sf for vertical construction.

The reason for this is that currently a 601 sf site plan would collect the same amount in application fees that a 200,000 square foot commercial or industrial building would. The level of review (and time incurred by town staff) for those two application scenarios is vastly different. Most communities that were researched do not base their site plan fees on area of disturbance but instead on the size of the building being constructed with a sliding scale which varies by jurisdiction. Current draft text would maintain the fee calculation for area of disturbance for non-vertical construction but would allow for an alternative calculation for vertical construction.

- **Increase in the abutter notification fee** from \$4.00 (the town by *practice* currently charges \$4.28) to reflect the current cost of a certified letter at the time of the application by the USPS plus \$1.00 towards processing time for town staff. It would become ***Current USPS Certified Letter Amount + \$1.00*** instead of a codified flat rate.

Having the notification fee track with current USPS rates does a couple things. It allows us to mirror those rates without having to change the fee schedule each year and it responds to an environment of frequent USPS rate changes. Adding the \$1.00 fee for processing attempts to capture the cost of the processing time of these notices which in some applications, is very time consuming.

## SUBDIVISION APPLICATIONS

Type of Development Application	Fees	Abutter Notification
<b>Discussion/Conceptual Review</b>	\$75.00 Flat fee	N/A
<b>Design review (preliminary plan)</b>	\$75.00 Flat fee + \$25 per affected lot	Yes (see note #2)
<b>Lot Line Adjustment</b>	\$75.00 Flat fee + \$50 per affected lot	Yes (see note #2)
<b>Minor Subdivision</b> 1-2 new lots	\$75.00 Flat fee + \$25 per new lot <u>+\$50.00 notice fee</u>	Yes (see note #2)
Condominium conversions	\$75.00 Flat fee + \$25 per condo <u>+\$50.00 notice fee</u>	Yes (see note #2)
<b>Major Subdivision</b> 3-5 new lots	<del>\$75.00</del> <u>\$100.00</u> Flat fee + \$50 per new lot <u>+\$50.00 notice fee</u>	Yes (see note #2)
6 or more new lots	<del>\$75.00</del> <u>\$125.00</u> Flat fee + \$100 per new lot <u>+\$50.00 notice fee</u>	Yes (see note #2)
<b>Mapping Fees</b> Lot Line Adjustment	\$30.00 Flat fee	N/A
Subdivisions	\$30.00 per new lot	N/A
<b>Reviews (see note #1)</b> Subdivision Roads	\$75.00 Flat fee	N/A
Subdivision Drainage	\$75.00 Flat fee	N/A

## SITE PLAN APPLICATIONS

Type of Development Application	Fees	Abutter Notification

<b>Minor Site Plan - Change of Use</b> No new construction or site disturbance	<del>\$75.00</del> <u>\$100.00</u> Flat fee <u>+\$50.00 notice fee</u>	Yes (see note #2)
<b>Minor Site Plan (less than 600SF of site disturbance)</b> New structures, additions, Gravel / Earth Removal	<del>\$75.00</del> <u>125.00</u> Flat fee + \$.05 per SF of site disturbance inclusive of additional building footprint <u>+\$50.00 notice fee</u>	Yes (see note #2)
<b>Major Site Plan</b> All non-residential uses	<del>\$75.00</del> <u>200.00</u> Flat fee + \$.05 per SF of site disturbance <u>for non-vertical construction, \$50.00/1,000 s.f. for vertical construction + \$50.00 notice fee</u> <del>inclusive of additional building footprint</del>	Yes (see note #2)
<b>Design review (preliminary plan)</b>	\$75.00 Flat fee + \$.05 per SF of site disturbance inclusive of additional building footprint	Yes (see note #2)
<b>Amendments to Site Plans</b> Both Approved and Conditionally Approved With site disturbance inclusive of new structures	\$75.00 Flat fee + \$.05 per SF of site disturbance <u>for non-vertical construction, \$50.00/1,000 s.f. for vertical construction + \$50.00 notice fee</u> <del>inclusive of new footprint</del>	Yes (see note #2)
<b>Site Plan for gravel/earth removal</b>  <200K SF of site disturbance  >200K SF of site disturbance	\$1,250.00 Flat fee <u>+\$50.00 notice fee</u> \$1,250 plus \$500/additional 100K SF of disturbance <u>+\$50.00 notice fee</u>	Yes (see note #2)
<b>Reviews (see note #1)</b> Site Plan Drainage	\$75.00 Flat fee	N/A
<b>Miscellaneous Fees and Charges</b>		
<b>Type of Application</b>	<b>Fees</b>	<b>Abutter Notification</b>
<b>Waiver of Site Plan review</b>	\$75.00 Flat fee	Call the office

<b>Waiver request (not part of an official application)</b>	\$75.00 Flat fee	Call the office
<b>Extension of Subdivision/Site Plan</b> Both Approved and Conditionally Approved	\$75.00 Flat fee	Call the office
<b>Modifications of approval conditions</b>	\$75.00 Flat fee	Call the office
<b>Scenic Road Public Hearings</b>	\$25.00 Flat fee + <del>advertising costs</del> + <u>\$50.00 notice fee</u>	N/A
<b>Regional Impact Hearings</b>	\$25.00 Flat fee + <del>advertising costs</del> + <u>\$50.00 notice fee</u>	Yes (see note #2)
<b>Gravel permit (annual)</b>	\$50.00 Flat fee	N/A
<b>Miscellaneous applications to Planning Board</b>	\$75.00 Flat fee + <u>\$50.00 notice fee</u>	Call the office
<b>Recording fees</b>	To be determined	Call the office

**Notes:**

1. Does not include any costs associated with use of outside consultants as required by the Planning Board;  
—said costs to be borne by the applicant.

2. Abutter fees ~~\$4.00 per abutter~~ are the current cost of a certified letter/ mailing according to the USPS plus \$1.00 for processing by staff including abutting property owners, applicant and engineer. (Effective 7/1/17)