



Planning Board Town of Barrington, New Hampshire

SUBMISSION REQUIREMENTS AND REVIEW PROCESS INSTRUCTIONS TO APPLICANTS FOR PLANNING BOARD APPLICATIONS¹

**IMPORTANT: PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE
FILLING OUT ATTACHED APPLICATION**

Dear Applicant:

This will serve to briefly inform you as to what you must do to apply to the Town of Barrington Planning Board.

The Board will not review applications that do not meet zoning requirements. Please review the need to apply to the Zoning Board of Adjustment prior to applying to the Board.

The Board primarily reviews five types of applications:

1. **Site Plans** -A site plan is a professionally rendered drawing which delineates the proposed development of a site. This plan is required for non-residential development, creation of multifamily residential structures, and for extensions of parking lots and alteration of an acre or more of land. These plans require a meeting with the Technical Review Group before the Planning Board meeting.
2. **Boundary Line Adjustment** - An adjustment in the location of an existing lot line separating existing lots of record that does not result in the creation of any additional lots. These plans require a meeting with the Technical Review Group before the Planning Board meeting.
3. **Subdivisions** - Means the division of a lot, tract, or parcel (which may include one or more tracts, lots, or parcels) of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, for sale, rent, lease, condominium conveyance, or building development. The term includes re-subdivision, and when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among several owners shall be deemed a subdivision for the purpose of these regulations, in accordance with RSA 672:14, as amended. These plans require mee These plans require meeting with the Technical Review Group before the Planning Board meeting.
4. **Section 9.6 Application for Special Permit for Construction in Wetland Buffer**- Allows the Town of Barrington to consider special uses which may be essential or desirable to a particular community, but which are not allowed as a matter of right within a wetlands buffer in the Wetlands Protection District Overlay, but rather only by a special use permit. These plans require a meeting with the Technical Review Group before the Planning Board meeting.

Revised 4/15/24

¹Any and all statements made herein are for purposes of this application only and are made to assist the applicant in their completion of this document. To the extent anything in this application conflicts with any federal, state, and/or local law, ordinance, and/or regulation, said law, ordinance, and/or regulation controls. Furthermore, any and all representations made herein by the applicant are deemed material terms of any approval resulting herefrom.

5. **Conditional Use Permits** - A conditional use permit is defined under the Town Barrington's Zoning Ordinance 3.4. The Planning Board may issue a Conditional Use Permit, if it finds, based on the information and testimony submitted with respect to the application, that conditions presented in Section 3.4 have been met. These plans require a meeting with the Technical Review Group before Planning Board meeting.

YOU, THE APPLICANT, ARE RESPONSIBLE FOR PRESENTING SUFFICIENT INFORMATION TO SUPPORT AND PROVE YOUR CASE. WHEN FILLING OUT THE APPLICATION, PLEASE PRINT OR TYPE.

Familiarity with the particular provision of the Zoning Ordinance and the Subdivision or Site Plan Review Regulations that affects your property is important, and any specific questions you may have relative to your particular case can be answered either by obtaining a copy of the Zoning Ordinance, and/or the Subdivision Regulations, or Site Plan Review Regulations at the Land Use Office, or by inquiring at the Land Use Office, Town Hall, 4 Signature Dr., Barrington, NH 03825. The documents can also be viewed on the Town website at <https://www.barrington.nh.gov/planning>.

You may represent yourself or authorize, in writing, someone else to represent you.

A complete application includes: the application, the items on the checklist, associated documents and plans, and all fees paid. The fee is charged to cover the cost of preparing and mailing the legally required certified letters to the abutters. Cash or check is accepted as the form of payment. Please, make the check payable to the Town of Barrington and remit with your application.

After a completed application is received by the Land Use Department, the applicant shall attend a Technical Review Group (TRG) Meeting, typically the Thursday after the application and plans are due. Please refer to the TRG Rules and Regulations. After this meeting, the application will be added to the Planning Board agenda for the next scheduled meeting.

The Planning Board will hold a public hearing on your application at its regularly scheduled monthly meeting, typically the first Tuesday of the month, but please confirm with the Land Use Department as dates are subject to change. Public notice of the hearing will be posted at the Town Hall, Barrington Library, the Barrington Post Office, the Land Use Department office and on the Town website under public hearings: <https://www.barrington.nh.gov/PublicHearingNotices>.

Certified letters will be mailed to you and to all abutters at least ten days before the date of the hearing. You and all other parties will be invited to appear in person or by agent or counsel to state the reasons why the appeal should or should not be granted. Please be advised that a decision may not be made the same night of the hearing. You will be sent via certified mail notice of the decision.

APPLICATION CHECKLIST (Please check off)

- A. **Application signed** by Applicant and Property Owner (if different from Applicant) _____
Note: In order for the application to be accepted by Land Use Department staff and placed on the Planning Board agenda, applicants shall attend Technical Review Group (TRG) and shall include a completed checklist and associated documents.

- B. **Fifteen (15) Copies of the Completed Planning Board Application** with supporting documents:
15 plan sets [(3) 34-in x 22-in, (12) 11-in x 17-in, in color as applicable] _____

- C. Three (3) copies each are required of the following: Drainage, Erosion, & Sediment Control Plan; Stormwater Management Plan; Traffic Impact Analysis; Environmental Impact Assessment; and Hydrogeological Study; as applicable. The Planning Board may require additional copies when needed. _____

- D. Copies of any proposed easements, deeds, protective covenants or other legal Documents. _____

- E. Electronic files in pdf/a format on a USB flash drive or by email to: planning@barrington.nh.gov. _____

- F. Any waiver request(s). Submitted with justification in writing. _____

- G. Technical reports and supporting documents. _____

- H. Completed Checklist. _____

- I. **List of abutters** List of Certified Abutters (Include Applicant and all licensed professionals, i.e., engineer, architect, land surveyor, or soil scientist, whose seals are affixed to the plan, as well as any holder of a conservation or agricultural easement.) Including addresses and map and lot number of parcels that adjoin or is directly across the street or stream from the land under consideration by the local land use board of the subject property. _____

- J. **Mailing Labels** in triplicate with abutters names and addresses for notices. _____

- K. **Application and Butters Fee** (Cash or Check. Check made out to the Town of Barrington.) _____

- L. **Technical Review Group Town Engineer Fee**
(Required for Major Subdivision and Major Site Plan applications. Separate form of Payment from application and abutter fees; paid by cash or check made payable to “Town of Barrington”.) _____

- M. **Technical Review Group (TRG) acknowledgement.** TRG DATE: _____

- N. **TOTAL FEE** paid by cash or check made payable to “Town of Barrington” _____

Case Number: _____ Project Name: _____

APPLICATION FEES

- | | | |
|----|--|------------------|
| 1. | Application Fee(s): | \$ _____ |
| | \$150.00 Boundary Line | \$ _____ |
| | \$300.00 Minor Subdivision | \$ _____ |
| | \$300.00 Major Subdivisions | \$ _____ |
| | + \$150 per Lot No. Lots: _____ | \$ _____ |
| | \$150.00 Minor Site Plan Review | \$ _____ |
| | \$300.00 Major Site Plan Review | \$ _____ |
| | \$25.00 Voluntary Merger | \$ _____ |
| | \$150.00 3.4 Conditional Use Permit | \$ _____ |
| | \$150.00 9.6 Special Permit for Construction in Wetland
Buffers | \$ _____ |
| 2. | Certified letters fee: # of abutters _____ X \$10.00 = | \$ _____ |
| 3. | Applicant & Owner mailing fee: _____ X \$10.00 = | \$ _____ |
| 4. | Technical Review Group Town Engineer Fee. Separate payment form.
(Required for Major Subdivision and Major Site Plan applications.) | \$ <u>350.00</u> |
| 5. | Notice of Decision Certified mail fee | \$ <u>10.00</u> |

TOTAL FEES \$ _____

Site Plan Review Application

Land Use Department

P.O. Box 660; 4 Signature Drive, Barrington, NH 03825 ♦ Phone: 603-664-5798 ♦ Fax: 603-664-0188

Case Number: _____ Project Name: _____ Date _____

Staff Signature required PRIOR to submittal

PRELIMINARY APPLICATION: Preliminary Conceptual Review _____ Design Review _____ Development of Regional Impact _____

FORMAL APPLICATION:

Site Plan Review: Minor _____ Major _____
Change of Use _____ Extension for Site Plan Completion _____ Amendment to Site Plan Approval _____
3.4 Conditional Use Permit _____ 9.6 Special Permit _____ Other _____

Project Name: _____ Area (Acres or S.F) _____

Project Address: _____

Current Zoning District(s): _____ Map(s) _____ Lot(s) _____

Request: _____

The property owner shall designate an agent for the project. This person (the applicant) shall attend pre-application conferences and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required.

All contacts for this project will be made through the *Applicant* listed below.

Owner: _____

Company _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Applicant (Contact): _____

Company _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Developer: _____

Company _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Architect: _____

Company _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Engineer: _____

Company _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Owner Signature

Applicant Signature

Staff Signature

Date



Town of Barrington Planning Board
Application Authorization

I/We _____
(Property Owner*)

hereby authorize _____

(Applicant Name and Address)

to appear before the Planning Board on my/our behalf with a

_____ Application
(type of application)

for _____

(Project name and description)

Property location/address: _____

Tax map and lot number: _____

Zoning District: _____

Property Owner* Signature

Date

Notary Public Signature

Date

*All listed owners of a property must sign an application authorization form.

Case Number: _____ Project Name: _____

APPLICATION AGREEMENT

I hereby apply for Subdivision Plan Review and acknowledge I will comply with all of the ordinances of the Town Of Barrington, New Hampshire State Laws, as well as any stipulations of the Planning Board, in development and construction of this project. I understand that if any of the Subdivision Plan or Application specifications are incomplete, the Application will be considered rejected.

In consideration for approval and the privileges accruing thereto, the subdivider thereby agrees:

To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction of the subdivision.

To post all streets "Private" until accepted by the Town and to provide and install street signs as approved by the Selectmen of the Town for all street intersections.

To give the Town on demand proper deeds for land or rights-of-way reserved on the plat for streets, drainage, or other purposes as agreed upon.

To save the Town harmless from any obligation it may incur or repairs it may make, because of my failure to carry out any of the foregoing provisions.

Mr/Mrs. _____ o.f _____ to whom all communications to the subdivider may be addressed with any proceedings arising out of the agreement herein. A letter of authorization shall be required if an agent other than the Owner is representing their application.

Signature of Owner: _____

Signature of Developer: _____

Signature of Town Planner (Or their designee): _____

(Refusal to sign this permission form does not invalidate an application, but the Planning Board may not be able to make an informed decision regarding unseen lands with potential areas of concerns).

Case Number: _____ Project Name: _____

SIGNATURE PAGE

THIS SECTION OF THE APPLICATION MUST BE COMPLETED BY ALL APPLICANTS

I, the undersigned Applicant, hereby certify that the information contained within this Application is complete and accurate, and I acknowledge that I have read and understand the Application Instructions, which are set forth on the first two pages of this Application form.

Signature of Applicant*

*Both Signatures Required

Signature of Owner*

**Please note: if the applicant is representing the owner, a notarized authorization letter must be submitted at the time of the application. **

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Barrington Planning Board, Land Use Department and other pertinent Town Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post- approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: _____

Signature of Land Use Staff: _____ Date: _____

Case Number: _____ Project Name: _____

ABUTTER LIST

PROFESSIONALS AND EASEMENT HOLDERS. Engineers, Surveyors, Soil Scientists, and Architects whose seal appears or will appear on the plans (other than any agent submitting this application); holders of conservation, preservation, or agricultural easements; and upstream dam owners/NHDES.

Name of Professional or Easement Holder

Mailing Address

Name of Professional or Easement Holder	Mailing Address

I, the undersigned, acknowledge that it is the responsibility of the applicant or his/her agent to fill out this form. I understand that any error or omission could affect the validity of any approval. The names and address listed on this form were obtained from the Town of Barrington Assessing Office

on this date: _____ This is page ___ of _____ pages.

Applicant or Agent: _____

Planning Staff Verification: _____ Date: _____

Applicant _____ Map/Lot# _____ Case# _____

**Site Review Application Checklist
Barrington Planning Board**

This checklist is intended to assist applicants in preparing a complete application for site review as required by the Barrington Site Review Regulations and must be submitted along with all site review applications. An applicant seeking site review approval shall be responsible for all requirements specified in the Barrington Site Review Regulations even if said requirements are omitted from this checklist.

An applicant seeking site review approval shall be responsible for providing all the information listed in the column below entitled "Site Review" and should place an "x" in each box to indicate that this information has been provided

SITE REVIEW APPLICATION CHECKLIST Check the Appropriate Boxes below:	Site Review		Waiver(s)
	Provided	NA	
Section I. General Requirements			
1. Completed Application Form (2.5.1)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Complete abutters list (2.6.3 (5) or 2.5.1 (6))	<input type="checkbox"/>	<input type="checkbox"/>	
3. Payment of all required fees (2.6.3 (4) or 2.5.1 (5))	<input type="checkbox"/>	<input type="checkbox"/>	
4. Three (3) full size sets of plans and twelve (12) sets of plans 11" by 17", submitted with all required information in accordance with the site review regulations and this checklist (2.6.3 (6) or 2.5.1 (7))	<input type="checkbox"/>	<input type="checkbox"/>	
5. Copies of any proposed easement deeds, protective covenants or other legal documents (3.9.1)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Any waiver request(s) submitted with justification in writing (3.9.8)	<input type="checkbox"/>	<input type="checkbox"/>	
7. Completed Application Checklist (2.5.1 (3))	<input type="checkbox"/>	<input type="checkbox"/>	
Section II. General Plan Information			
1. Size and presentation of sheet(s) per registry requirements and the site review regulations (3.1.2)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Title block information: (3.2.1)	<input type="checkbox"/>	<input type="checkbox"/>	
a. Drawing title (3.2.1 (1))	<input type="checkbox"/>	<input type="checkbox"/>	
b. Name of site plan (3.2.1 (2))	<input type="checkbox"/>	<input type="checkbox"/>	
c. Location of site plan (3.2.1 (3))	<input type="checkbox"/>	<input type="checkbox"/>	
d. Tax map & lot numbers of subject parcel(s) (3.2.1 (4))	<input type="checkbox"/>	<input type="checkbox"/>	
e. Name & address of owner(s) (3.2.1 (5))	<input type="checkbox"/>	<input type="checkbox"/>	
f. Date of plan (3.2.1 (6))	<input type="checkbox"/>	<input type="checkbox"/>	
g. Scale of plan (3.2.1 (7))	<input type="checkbox"/>	<input type="checkbox"/>	
h. Sheet number (3.2.1 (8))	<input type="checkbox"/>	<input type="checkbox"/>	
i. Name, address, & telephone number of design firm (3.2.1 (9))	<input type="checkbox"/>	<input type="checkbox"/>	
j. Name and address of Applicant (3.2.1 (10))	<input type="checkbox"/>	<input type="checkbox"/>	
3. Revision block with provision for amendment dates (3.2.3)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Planning Board approval block provided on each sheet to be recorded (3.2.2)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Certification block (for engineer or surveyor) (3.1.1)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Match lines (if any)	<input type="checkbox"/>	<input type="checkbox"/>	
7. Zoning designation of subject parcel(s) including overlay districts (3.2.10 (4))	<input type="checkbox"/>	<input type="checkbox"/>	

SITE REVIEW APPLICATION CHECKLIST Check the Appropriate Boxes below:	Site Review		Waiver(s)
	Provided	NA	
8. Minimum lot area, frontage & setbacks dimensions required for district(s) 3.2.10(5)	<input type="checkbox"/>	<input type="checkbox"/>	
9. List Federal Emergency Management Agency (FEMA) sheet(s) used to Identify 100-year flood elevation, locate the elevation (3.2.10 (12))	<input type="checkbox"/>	<input type="checkbox"/>	
10. Note the following: "If, during construction, it becomes apparent that deficiencies exist in the approved design drawings, the Contractor shall be required to correct the deficiencies to meet the requirements of the regulations at no expense to the Town." (3.2.10 (16))	<input type="checkbox"/>	<input type="checkbox"/>	
11. Note the following: "Required erosion control measures shall be installed prior to any disturbance of the site's surface area and shall be maintained through the completion of all construction activities. If, during construction, it becomes apparent that additional erosion control measures are required to stop any erosion on the construction site due to actual site conditions, the Owner shall be required to install the necessary erosion protection at no expense to the Town." (3.2.10(17))	<input type="checkbox"/>	<input type="checkbox"/>	
12. Note identifying which plans are to be recorded and which are on file at the town.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Note the following: "All materials and methods of construction shall conform to Town of Barrington Site Review Regulations and the latest edition of the New Hampshire Department of Transportation's Standard Specifications for Road & Bridge Construction." (3.2.10 (18))	<input type="checkbox"/>	<input type="checkbox"/>	
14. North arrow (3.2.5)	<input type="checkbox"/>	<input type="checkbox"/>	
15. Floodplains-Location and elevation(s) of one-hundred (100)-year flood zone per FEMA Flood Insurance Study or as determined by drainage study (3.3 (18))	<input type="checkbox"/>	<input type="checkbox"/>	
16. Plan and deed references (3.2.6)	<input type="checkbox"/>	<input type="checkbox"/>	
17. The following notes shall be provided:	<input type="checkbox"/>	<input type="checkbox"/>	
a. Purpose of plan (3.2.10 (1))	<input type="checkbox"/>	<input type="checkbox"/>	
b. Existing and proposed use (3.2.10 (6))	<input type="checkbox"/>	<input type="checkbox"/>	
c. Water Supply source (name of provider (company) if offsite) (3.2.10 (10))	<input type="checkbox"/>	<input type="checkbox"/>	
d. Zoning variances/special exceptions with conditions (3.2.10 (11))	<input type="checkbox"/>	<input type="checkbox"/>	
e. List of required permits and permit approval numbers (3.2.10 (13))	<input type="checkbox"/>	<input type="checkbox"/>	
f. Vicinity sketch showing 1,000 feet surrounding the site (3.2.8)	<input type="checkbox"/>	<input type="checkbox"/>	
g. Plan index indicating all sheets (3.2.9)	<input type="checkbox"/>	<input type="checkbox"/>	
18. Boundaries-existing lot boundary defined by metes and bounds (3.3 (1))	<input type="checkbox"/>	<input type="checkbox"/>	
19. Boundary monuments (3.3 (4))	<input type="checkbox"/>	<input type="checkbox"/>	
a. Monuments found (4.2)	<input type="checkbox"/>	<input type="checkbox"/>	
b. Map number and lot number, name addresses, and zoning of all abutting land owners (3.3 (5))	<input type="checkbox"/>	<input type="checkbox"/>	
c. Monuments to be set (3.3 (4) & 4.2)	<input type="checkbox"/>	<input type="checkbox"/>	
20. Existing streets: (3.3 (6))	<input type="checkbox"/>	<input type="checkbox"/>	
a. Name labeled	<input type="checkbox"/>	<input type="checkbox"/>	
b. Status noted or labeled	<input type="checkbox"/>	<input type="checkbox"/>	
c. Right-of-way dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	
d. Pavement width dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	
21. Municipal boundaries (If any) (3.3 (7))	<input type="checkbox"/>	<input type="checkbox"/>	
22. Existing easements (identified by type) (3.3 (8))	<input type="checkbox"/>	<input type="checkbox"/>	
a. Drainage easement(s)	<input type="checkbox"/>	<input type="checkbox"/>	
b. Slope easement(s)	<input type="checkbox"/>	<input type="checkbox"/>	
c. Utility easement(s)	<input type="checkbox"/>	<input type="checkbox"/>	
d. Temporary easement(s) (Such as temporary turnaround)	<input type="checkbox"/>	<input type="checkbox"/>	

SITE REVIEW APPLICATION CHECKLIST Check the Appropriate Boxes below:	Site Review		Waiver(s)
	Provided	NA	
e. No-cut zone(s) along streams & wetlands (as may be requested by the Conservation Commission)	<input type="checkbox"/>	<input type="checkbox"/>	
f. Vehicular & pedestrian access easements(s)	<input type="checkbox"/>	<input type="checkbox"/>	
g. Visibility easement(s)	<input type="checkbox"/>	<input type="checkbox"/>	
h. Fire pond/cistern(s)	<input type="checkbox"/>	<input type="checkbox"/>	
i. Roadway widening easement(s)	<input type="checkbox"/>	<input type="checkbox"/>	
j. Walking trail easement(s)	<input type="checkbox"/>	<input type="checkbox"/>	
a) Other easement(s) Note type(s)	<input type="checkbox"/>	<input type="checkbox"/>	
23. Designation of each proposed lot (by Map & Lot numbers as provided by the assessor)	<input type="checkbox"/>	<input type="checkbox"/>	
24. Area of each lot being developed (in acres & square feet): (3.3 (9))	<input type="checkbox"/>	<input type="checkbox"/>	
a. Existing lot(s) (3.3 (9))	<input type="checkbox"/>	<input type="checkbox"/>	
b. Contiguous upland(s)	<input type="checkbox"/>	<input type="checkbox"/>	
25. Wetland delineation (including Prime Wetlands): (3.3 (13))	<input type="checkbox"/>	<input type="checkbox"/>	
a. Limits of wetlands (3.3 (13))	<input type="checkbox"/>	<input type="checkbox"/>	
b. Wetland delineation criteria (3.3 (13))	<input type="checkbox"/>	<input type="checkbox"/>	
c. Wetland Scientist certification (3.3 (13))	<input type="checkbox"/>	<input type="checkbox"/>	
26. Owner's signature(s) (3.3 (14))	<input type="checkbox"/>	<input type="checkbox"/>	
27. All required setbacks (3.3 (15))	<input type="checkbox"/>	<input type="checkbox"/>	
28. Physical features	<input type="checkbox"/>	<input type="checkbox"/>	
a. Buildings (3.3 (21))	<input type="checkbox"/>	<input type="checkbox"/>	
b. Wells (3.3 (16))	<input type="checkbox"/>	<input type="checkbox"/>	
c. Septic systems (3.3 (16))	<input type="checkbox"/>	<input type="checkbox"/>	
d. Stone walls (3.3 (16))	<input type="checkbox"/>	<input type="checkbox"/>	
e. Paved drives (3.3 (16))	<input type="checkbox"/>	<input type="checkbox"/>	
f. Gravel drives (3.3 (16))	<input type="checkbox"/>	<input type="checkbox"/>	
29. Location & name (if any) of any streams or water bodies (3.3 (17))	<input type="checkbox"/>	<input type="checkbox"/>	
30. Location of existing overhead utility lines, poles, towers, etc. (3.3 (19))	<input type="checkbox"/>	<input type="checkbox"/>	
31. Two-foot contour interval topography shown over all subject parcel (3.3 (3))	<input type="checkbox"/>	<input type="checkbox"/>	
32. Map & Lot #s, name, addresses, & zoning of all abutting land owners (3.3 (5))	<input type="checkbox"/>	<input type="checkbox"/>	
33.	<input type="checkbox"/>	<input type="checkbox"/>	