

Revised
May 2023

Notice of Land Use Board Fees under RSA 673:16 III Planning and Zoning Board

The table below depicts the fees for the Allenstown Planning Board and Zoning Board of Adjustment. These fees are subject to change but once an application has begun the fees will not change for that application (with the exception of escrow fees, as needed). Land Use Board Fees are levied to cover the cost of an application and to ensure that taxpayers do not have to cover the cost of approving a submission to the Planning Board or Zoning Board of Adjustment. Fees include (but are not limited to) abutter notification fees, internal administrative fees, newspaper notice fees and plan review fees.

Abutter notification fees listed below are per each abutter. Each abutter must receive, in accordance with state law, a certified notification from the town in order to process the application. The abutter fee listed below is the cost of one United States Postal Service (USPS) certified mail fee and shall be multiplied by the number of abutters applicable to each application (one notice per abutter).

The Allenstown Planning Board utilizes the Central New Hampshire Regional Planning Commission (CNHRPC) to conduct plan reviews and assist both Applicants and the Board with the plan approval process. An escrow fee for these services is required as part of the Planning Board Application fee schedule. Other escrows may include engineering or legal review fees, as needed.

Please note that escrow fees represent an **APPROXIMATE** estimate of what Land Use Board services will cost, and actual costs of review may be less or more than the amount indicated below depending upon the complexity of the application presented. Note that like any other escrow fee, any unused portion of the fee will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of the services provided, the Applicant must pay any remaining costs as a condition of approval.

IMPORTANT: Application fees shall be provided to the Land Use Board in one check and all escrow fees shall be in a separate check.

Notes:

- 1) Attorney and Engineering escrow fees will be set on an as-needed basis. Like other escrow fees, these are subject to change and are estimates only.*
- 2) Excavation Permits shall also require a \$5,000 inspection escrow. Other Planning Board approvals may require additional inspection escrow fees.*
- 3) Notices of Decision for Site Plans and Excavation Permits shall be recorded at the Merrimack County Registry of Deeds. All Subdivisions and Lot Line Adjustments shall be similarly recorded.*
- 4) Site walks are required for existing excavations seeking a permit. As needed, the Town Engineer will attend site walks to determine if drainage calculations need to be revised. A \$2,000 escrow fee will be required to cover the Town's Engineer for the site walk.*

Town fees and the **APPROXIMATE** escrow costs are as follows:

PLANNING BOARD FEES

Third Party Review Escrow Fee Estimates				
Third Party	Lot Line Adjustment/Design Review	Minor Site Plan or Subdivision	Major Site Plan or Subdivision	Excavation Application
CNHRPC	\$500 (7.69 hours)	\$500 (7.69 hours)	\$1,000 (16.38 hours)	\$1,500 (23.07 hours)
Engineering (Drainage)	\$2,500	\$2,500	\$2,500	\$2,500
Engineering (Traffic)	\$2,500	\$2,500	\$2,500	\$2,500
Legal (Deed Review)	Minimum \$500 or actual cost	Minimum \$500 or actual cost	Minimum \$500 or actual cost	Minimum \$500 or actual cost
Legal (Condo Doc Review)	Minimum \$500 or actual cost	Minimum \$500 or actual cost	Minimum \$500 or actual cost	Minimum \$500 or actual cost
Legal (Easement Review)	Minimum \$500 or actual cost	Minimum \$500 or actual cost	Minimum \$500 or actual cost	Minimum \$500 or actual cost

Application Escrow Fees			
Abutter Fee (x each abutter; shall be <u>CURRENT</u> USPS certified mail cost)	Newspaper Notice Fee	Plan Recording Fees	Notice of Decision/Excavation Permit Recording Fees
<u>CURRENT</u> USPS certified mail cost	Minimum \$350 or actual cost	\$50; \$25 each additional sheet	\$50; \$25 each additional sheet

Town Application Fees				
Lot Merger (PB)	Conditional or Special Use Permit; Design Review (PB)	Lot Line Adjustment; Minor or Major Subdivision (PB)	Minor or Major Site Plan (PB)	Excavation (PB)
\$250 Per Lot	\$25	\$250 per lot; \$500 minimum	\$50 per 1,000 SF of building; \$250 minimum	\$50 Plus \$200 Permit Fee

Note: Fees for third-party peer review of applications may be charged.

ZONING BOARD OF ADJUSTMENT FEES

Town Application Fees		
Application Fee	Abutter Notification Fee	Newspaper Public Notice Fee
\$200 Per Application	\$15 per Abutter	\$325 per published Notice

Note: Fees for third-party peer review of applications may be charged.