



PLANNING & DEVELOPMENT DEPARTMENT

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Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

MEMORANDUM

TO: Applicants for a **LOT LINE REVISION**

FROM: Planning & Development Department

DATE: May 2019

SUBJ: **Submission Requirements and Review Process for Formal Applications**

We appreciate your interest in developing property in the City of Rochester and would like to make the application process as simple and pleasant as possible. Please review the following items carefully and feel free to contact our office with any questions, comments, or suggestions. For applicants/agents who are not familiar with the review process in Rochester it is strongly recommended that you speak with the Planning Department (603-335-1338) about the submission process before preparing an application.

** **Please note.** On any significant site plans and on major subdivisions, especially those involving a new road, a preliminary meeting with staff and/or a preliminary (conceptual or preferably design review) discussion with the Planning Board prior to engineering the project is **strongly encouraged.** In most cases, initial site layout or proposed lot and road locations will change as a result of the City's review and you will save time and money if you wait to do the engineering until you receive this feedback. A separate application form is used for preliminary applications.*

- A) The applicant must submit all of the following items in order for the application to be considered and processed as a formal application (*see exception/clarification at the end*):
- 1) Completed application form (blank attached) – **4 copies**
 - 2) Written narrative about the proposed project addressing the scope of operation, purpose, justification, and impacts (a simple letter of intent may suffice) – **4 copies**
 - 3) Complete set of drawings on 11" x 17" sheets – **2 sets folded in half**
 - 4) Complete sets of full size drawings as described in the regulations (a mylar is not required) – **3 sets**

- 5) Drainage, traffic, and other studies as appropriate – **2 copies**
- 6) Completed checklist (corresponding to Section II.5.A. of the Site Plan Regulations or Section 4 of the Subdivision Regulations, blank attached) filled out by applicant – **1 checklist**
- 7) All items specified on the checklist (5, above) and in the regulations must be submitted unless they are not applicable or a waiver is requested and approved. For site plans please be sure to include information on lighting, signage, and architecture, as specified.
- 8) Application fee (see fee schedule). Checks should be made out to "City of Rochester".
- 9) Completed abutter's list. All parcels of land which are contiguous to the subject property at any point or which would be contiguous if not for an intervening road or stream must be listed. The list is completed by the applicant directly from information on the computer terminal located in the Assessor's Office. The list may not be filled out more than 5 days prior to the application deadline. Please note that holders of conservation or preservation easements must also be notified. If there are any they must be included on the abutter's list. One original only. The applicant must pay the City of Rochester the current postal rate for a certified letter to be mailed to everyone on the abutter list. The Planning Department will generate the public hearing notice and take it to the post office to be mailed certified. The applicant shall supply two (2) mailing labels for each name on the abutter list.
- 10) Requests for waivers, if any. The applicant may request waivers from submission requirements and design standards. Waivers are granted by the Planning Board at its discretion. Any request must be submitted by the applicant in writing specifying the regulation number and reason for the request. If you believe that obtaining a waiver will improve your project we encourage you to apply for it. Twenty-two (22) copies or 1 copy if requested on checklist
- 11) ***Please submit the four (4) application packages - application form, narrative, and folded 11x17 drawings (and waivers if submitted as a separate memo) – with each clipped together as one set.*** Staff will inform you after the TRG meeting how many final application packages to submit for the Planning Board.
- 12) If all necessary items are not submitted, such that the application cannot be accepted as complete, the application will be treated as a preliminary application. However, *at the discretion of the Planning Board*, various items which can be reviewed fairly independently and readily inserted into an engineered plan - such as landscaping, lighting, signage, and architecture – may be submitted later, after plan acceptance, provided they are submitted in a form and timeframe to allow for full review prior to final action. Consult the Planning Department for more information. In addition, particular items – such as the drainage report, for example – may be submitted after the application deadline but prior to the Planning Board meeting and not affect acceptance, *if the timeframe for submittal of those items is approved in advance by the Planning Department.*

- B) Agents (or applicants) must attend the Technical Review Group meeting held one week after the application deadline if determined necessary. **The applicant or agent must attend the Planning Board meeting.**
- C) The application must comply with all of the following: the City of Rochester Site Plan Regulations or Subdivision Regulations, as appropriate, unless a waiver is obtained; the City of Rochester Zoning Ordinance unless a variance is obtained; and all other applicable local, state, and federal regulations. Applicants are encouraged to purchase a copy of the City of Rochester Site Plan Regulations or Subdivision Regulations, as appropriate.
- D) The project must be built and executed exactly as specified in the approved application package unless modifications are subsequently approved. All of the documentation submitted in the application package will be considered part of the approval unless otherwise updated, revised, or superseded.
- E) The application may be subject to the following requirements, fees, and assessments:
- 1) A small monumentation fund fee will be assessed on all projects that are not surveyed using the New Hampshire State Plane Coordinate System.
 - 2) A connection fee will be imposed on all projects that tie into the City's water or sewer system.
 - 3) Where drainage systems, roads, sidewalks, or other infrastructure impacted by the project are substandard the applicant may be required to upgrade these facilities or contribute to an upgrade.
 - 4) Payment of inspection fees as determined by the Department of Public Works.
 - 5) Reimbursement of any out-of-pocket expenses incurred by the City in evaluating the project.
 - 6) The Planning Board may impose other requirements, fees, and assessments, as appropriate.
- F) A pre-construction meeting will be required for all projects that involve significant ground disturbance. The applicant will be required to sign pre-construction and inspection agreements after project approval. For projects substantial in scope the applicant may be required to enlist the services of the design engineer to inspect and certify the work. After construction is completed the applicant must submit as-built plans to the City.

Once again, please feel free to contact our department with any questions. Thank you for your cooperation.



LOT LINE REVISION APPLICATION
City of Rochester, New Hampshire

Date: _____ [office use only. Check # _____ amount \$ _____ date _____]

Property information

Tax map #: _____; lot #'(s): _____; zoning district: _____

Property address/location: _____

Name of project (if applicable): _____

Property owner – Parcel A

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email: _____

Property owner – Parcel B (clarify whether both parcels are owned by the same person(s))

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email: _____

Surveyor

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Fax #: _____

Email address: _____ Professional license #: _____

Proposed project

What is the purpose of the lot line revision? _____

Will any encroachments result? _____

(Continued Lot Line Revision application Tax Map: _____ Lot: _____ Zone _____)

Comments

Please feel free to add any comments, additional information, or requests for waivers here:

Submission of application

This application must be signed by the property owner(s) *and/or* the agent.

I(we) hereby submit this Lot Line Revision application to the City of Rochester Planning Board pursuant to the City of Rochester Subdivision Regulations and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As agent, I attest that I am duly authorized to act in this capacity.

Signature of property owner: _____
(Parcel A)

Date: _____

Signature of property owner: _____
(Parcel B)

Date: _____

Signature of agent: _____

Date: _____

Lot Line Revision Checklist

**To be filled out by applicant/agent (with notes to be inserted by staff)*

See regulations for other specific requirements
City of Rochester Planning & Development Department

Project Name: _____ Map: _____ Lot: _____ Date: _____

Applicant/agent: _____ Signature: _____

(Staff review by: _____ Date: _____)

General items

	Yes	No	N/A	Waiver Requested	Comments
4 sets completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Total application fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4 copies of narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3 sets of full-size plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2 sets of 11 X 17 reductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Completed abutters list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Copy of existing covenants, easements, and deed restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Plan Information

Basic information including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Name of project					_____
• Date					_____
• North arrow					_____
• Scale					_____
• Legend					_____
• Revision block					_____
• Vicinity sketch - not less than 1" = 1,000					_____
Name and address of developer/applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name, stamp, and NH license # of land surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General items Continued

	Yes	No	N/A	Waiver Requested	Comments
City tax map & lot #'s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Subdivision approval statement (per regulations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Statement that no encroachments will result from the adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Notation on plans: For more information about this lot line adjustment contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Approval block (for signature by staff attesting to Planning Board approval)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
References to neighboring plans and subdivisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Information on abutting properties:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• owner name					_____
• owner address					_____
• tax map and lot #					_____
Zoning designations of subject tract and in vicinity of tract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning overlay districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Platting

Clear delineation of area affected by lot line revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Surveyed property lines including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• existing and proposed bearings					_____
• existing and proposed distances					_____
• monuments					_____
• benchmarks					_____
Existing & proposed square footage for each lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Show all of the following within 100 feet of the affected area.

Topographic Features

	Yes	No	N/A	Waiver Requested	Comments
Existing buildings/structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing driveways and access points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water features (ponds, streams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Statement whether located in flood area, and, if so, 100 year flood elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Utilities

Show all of the following within 100 feet of the affected area

Water lines/well (with protective radius)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sewer lines/septic system and leach field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electric (overhead or underground)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Telephone/cable TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gas lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Comments:
