



TOWN OF ALBANY, NEW HAMPSHIRE

OFFICE OF THE PLANNING BOARD

OFFICE OF THE PLANNING BOARD

DATE RECEIVED: _____

APPLICATION FOR SUBDIVISION APPROVAL

FOR: _____ Major Subdivision
 _____ Minor Subdivision
 _____ Boundary Line Adjustment

Please complete this application and submit it to the Albany Planning Board. Please call the Selectmen's Office at (603) 447-6038 to arrange for an appointment to hand deliver this application.

The application, required documents and plans will be reviewed for completeness. Incomplete submission of materials will be returned causing unnecessary delays. Please see Subdivision Regulations for complete details of documents required and use the appropriate checklist to ensure that your application is complete.

PROPERTY OWNER'S NAME _____
and ADDRESS _____

PROPERTY LOCATION _____
(Street Address)

TOTAL ACREAGE OF PARCEL _____ TAX MAP# _____ PARCEL# _____

NAME AND DESCRIPTION OF PROPOSED SUBDIVISION: _____

I hereby designate the following person(s) to whom all communications to the applicant may be addressed and the person to whom legal process may be served in connection with any proceedings arising out of the agreement herein:

NAME, ADDRESS AND TITLE _____

PROPERTY OWNER'S SIGNATURE: _____

DATE: _____ DAYTIME PHONE # _____

APPLICATION FOR SUBDIVISION APPROVAL

(continued)

In consideration for approval and the privileges occurring thereto, the applicant hereby agrees to:

1. Carry out the improvements agreed upon as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction;
2. Provide and install standard street signs approved by the Town for all street intersections;
3. Give the Town, on demand, proper deeds for land or rights-of-way reserved on the plat for street, drainage, or other purposes as agreed upon;
4. Save the Town harmless from any obligation it may incur, or repairs it may make, because of failure by me, the Applicant, to carry out any of the foregoing provisions;
5. The Applicant is to make **no changes whatsoever to the final plat** as approved by the Albany Planning Board unless a revised plat or plat of resubdivision is submitted to and approved by the Albany Planning Board;
6. Obtain and abide by all required State permits (as applicable).

The undersigned applicant understands that the Albany Planning Board must have on file a completed application as outlined in its Subdivision Regulations at least twenty one (21) calendar days prior to a regularly scheduled meeting of the board. It is also understood that in accordance with RSA 676:4 I (c)(1), the Albany Planning Board has sixty-five (65) days after the acceptance of the application to approve or disapprove the completed application subject to extension or waivers.

CERTIFICATION

I hereby certify that all information presented as a part of this application is, to the best of my knowledge, correct.

SIGNED: _____

DATE: _____

FOR PLANNING BOARD USE ONLY

- Date Reviewed _____ by: _____
- Date Accepted as Complete by Albany Planning Board: _____
- Date Received by Conservation Commission: _____
- Date Reviewed by the Conservation Commission: _____ by: _____

Site Plan Review / Subdivision / Boundary Line Adjustment / Preliminary Consultation



**TOWN OF ALBANY, NEW HAMPSHIRE
OFFICE OF THE PLANNING BOARD**

APPLICATION FEES

In accordance with RSA 676:4, I (g), the applicant shall pay the following fees to compensate the Town for its expenses in processing, noticing and reviewing each application. One or more fees may apply. In some applications a separate check payable to the Carroll County Registry of Deeds may be required for LCHIP fees.

PRELIMINARY CONCEPTUAL CONSULTATION / DESIGN REVIEW

Administration Fee \$35 _____

MAJOR AND MINOR SUBDIVISION OF LAND

Administration:

1) Boundary Line Adjustment \$100 _____

2) Subdivision of Land \$100 Residual Lot _____

\$50 Per New Lot # Lots _____ x \$50

3) LCHIP Fee \$25 (Check payable to Carroll County Registry of Deeds) _____

Public Notices:

1) Public Notice/Conway Daily Sun Ad \$40, Plus _____

2) Certified Mail \$7 Per Abutter or Other Party Notice, Plus # _____ x \$7 _____

SITE PLAN REVIEW

Administration: Review/Filing Fee \$200 _____

LCHIP Fee \$25 (Check payable to Carroll County Registry of Deeds) _____

Public Notices:

3) Public Notice/Conway Daily Sun Ad \$40, Plus _____

4) Certified Mail \$7 Per Abutter or Other Party Notice, Plus # _____ x \$7 _____

RECORDING FEE

\$30 per Sheet, Plus _____

OTHER COSTS

Other costs incurred by the Board in reviewing the application (such as engineering, legal and planner review), as limited in RSA 676:4 and the Albany Subdivision and Site Plan Regulations, shall be passed through to the applicant by the Albany Planning Board unless specifically waived.

VOLUNTARY PARCEL / LOT MERGER

Administration Fee - \$15 plus any recording fees _____

TOTAL FEES SUBMITTED WITH APPLICATION _____

PLEASE MAKE CHECK PAYABLE TO: THE TOWN OF ALBANY

The above fees must be received by the Secretary of the Albany Planning Board a minimum of twenty (20) days prior to the date of a regularly scheduled Albany Planning Board monthly meeting.

***Please ask about rates when submitting your application.

Revised: 12/14/2015