



## **City of Keene Minor Project Review Committee**

### **AGENDA**

**Thursday, May 2, 2024**

**10:00 AM**

**City Hall, 2<sup>nd</sup> Floor Council Chambers**

- I. **Call to Order** – Roll Call
- II. **Minutes of Previous Meetings** – January 4, 2024; February 1, 2024; March 7, 2024; & April 4, 2024
- III. **Final Vote on Conditional Approvals**
- IV. **Public Hearing**
  1. **SPR-204, Modification #4 – Site Plan – Bergeron Mechanical Exterior Changes, 216 Marlboro St** - Applicant Brickstone Land Use Consultants, on behalf of owner 216 Marlboro St LLC, proposes to make exterior building modifications to the Bergeron Mechanical building at 216 Marlboro St (TMP #589-016-000). The parcel is 0.97 ac and is located in the Neighborhood Business District.
- V. **Changes to Minor Project Review Committee Application Fee Schedule:** The City of Keene Community Development Department proposes to amend sections of Article 25, “Application Procedures” of the Land Development Code and Chapter 100 of Appendix B of the City Code of Ordinances to change the certified mailing requirement to a “Certificate of Mailing.”
- VI. **Staff Updates**
- VII. **New Business**
- VIII. **Upcoming Meeting Dates**
  - **May** - 2<sup>nd</sup> Monthly MPRC Meeting – May 16, 2024 at 10:00 am (*if needed*)
  - **June** - Pre-submission Meeting – June 6, 2024 at 9:00 am
  - **June** - 1<sup>st</sup> Monthly MPRC Meeting – June 6, 2024 at 10:00 am
  - **June** – 2<sup>nd</sup> Monthly MPRC Meeting – June 20, 2024 at 10:00 am (*if needed*)

1 City of Keene  
2 New Hampshire

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5 MINOR PROJECT REVIEW COMMITTEE  
6 PRE-SUBMISSION MEETING MINUTES  
7

Thursday, January 4, 2024

9:00 AM

2<sup>nd</sup> Floor Conference Room,  
City Hall

Members Present:

Jesse Rounds  
Don Farquhar  
Don Lussier  
Med Kopczynski  
Mike Hagan

Staff Present:

Megan Fortson, Planning Technician  
Evan Clements, Planner  
Lt. Shane Maxfield, Police Dept.

8  
9 **1) Call to Order – Roll Call**

10  
11 Chair Rounds called the meeting to order at 9:05 AM. Roll call was conducted.

12  
13 **2) Scheduled Pre-submission Inquiries**

- 14  
15 a. **Conceptual Conservation Residential Development Subdivision** – The 48-ac parcel  
16 at 435 Chapman Rd (TMP #239-041-000) is owned by the Cornelius W. & Ruth R.  
17 Schenck Irrevocable Trust and is located in the Rural District.

18  
19 Wendy Pelletier and her Surveyor Assistant, Jon, from Cardinal Surveying & Land Planning were  
20 present at the meeting to discuss a potential Conservation Residential Development Subdivision  
21 of the property at 435 Chapman Rd (TMP #239-041-000). City Staff answered Ms. Pelletier's  
22 questions and gave her feedback about the proposal.

23  
24 **3) Walk-In Pre-submission Inquiries**

25  
26 There were no walk-in pre-submission inquiries.

27  
28 **4) Upcoming Meeting Dates**

- 29 • Pre-submission Meeting – February 1, 2024 at 9:00 am  
30 • 1<sup>st</sup> Monthly MPRC Meeting – February 1, 2024 at 10:00 am  
31 • 2<sup>nd</sup> Monthly MPRC Meeting – February 15, 2024 at 10:00 am (*If needed*)

32  
33 **5) Adjournment**

34  
35 There being no further business, Chair Rounds adjourned the meeting at 9:18 AM.

36  
37 Respectfully submitted by,  
38 Megan Fortson, Planning Technician

39  
40 Reviewed and edited by,  
41 Jesse Rounds, Community Development Director

1 City of Keene  
2 New Hampshire

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5 MINOR PROJECT REVIEW COMMITTEE  
6 MEETING MINUTES  
7

Thursday, January 4, 2024

10:00 AM

Council Chambers,  
City Hall

Members Present:

Jesse Rounds, Chair  
Med Kopczynski, Vice Chair  
Chief Don Farquhar  
Don Lussier  
Mike Hagan

Other Staff Present:

Megan Fortson, Planning Technician

8  
9 **1) Call to Order - Roll Call**

10  
11 Chair Rounds called the meeting to order at 10:00 AM.  
12

13 **2) Election of Chair and Vice Chair**

14  
15 Mr. Lussier nominated Jesse Rounds for Chair. Mr. Hagan seconded the motion, which passed  
16 by unanimous vote.  
17

18 Mr. Lussier nominated Mr. Kopczynski for Vice Chair. Mr. Hagan seconded the motion, which  
19 passed by unanimous vote.  
20

21 **3) Minutes of the Previous Meeting – November 16, 2023**

22  
23 Mr. Kopczynski made a motion to approve the meeting minutes of November 16, 2023. Mr.  
24 Lussier seconded the motion, which passed by unanimous vote.  
25

26 **4) Final Vote on Conditional Approvals**

27  
28 Chair Rounds asked if there was a need for final vote on conditional approvals. Ms. Fortson  
29 replied no.  
30

31 **5) Staff Updates**

32  
33 Ms. Fortson stated that there were no staff updates.  
34

35 **6) New Business**  
36

37 None.

38

39 **7) Upcoming Meeting Dates**

40 - January – 2<sup>nd</sup> Monthly MPRC Meeting – January 18, 2024 at 10:00 AM (CANCELED)

41 - February – Pre-submission Meeting – February 1, 2024 at 9:00 AM

42 - February – 1<sup>st</sup> Monthly MPRC Meeting – February 1, 2024 at 10:00 AM

43 - February – 2<sup>nd</sup> Monthly MPRC Meeting – February 15, 2024 at 10:00 AM (if needed)

44

45 **8) Adjournment**

46

47 There being no further business, Chair Rounds adjourned the meeting at 10:05 AM.

48

49 Respectfully submitted by,

50 Britta Reida, Minute Taker

51

52 Reviewed and edited by,

53 Megan Fortson, Planning Technician

1 **City of Keene**  
2 **New Hampshire**

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5 **MINOR PROJECT REVIEW COMMITTEE**  
6 **PRE-SUBMISSION MEETING MINUTES**  
7

Thursday, February 1, 2024

9:00 AM

2<sup>nd</sup> Floor Conference Room,  
City Hall

**Members Present:**

Jesse Rounds  
Mike Hagan  
Med Kopczynski  
Meghan Manke  
Don Lussier

**Staff Present:**

Megan Fortson, Planning Technician

8  
9 **1) Call to Order – Roll Call**

10  
11 Chair Rounds called the meeting to order at 9:02 AM. Roll call was conducted.

12  
13 **2) Scheduled Pre-submission Inquiry**

- 14  
15 a. **Conceptual Boundary Line Adjustment** – The 0.19-ac parcel at 12 Gilbo Ave (TMP  
16 #575-014-000) is owned by the City of Keene and is located in the Downtown Core  
17 District.

18  
19 Don Lussier, the City Engineer, was present at the meeting to discuss a proposed boundary line  
20 adjustment between the City-owned parcel at 12 Gilbo Ave (TMP #575-014-000) and the adjacent  
21 parcel at 2 Gilbo Ave (TMP #575-013-000) owned by Roberta Mastrogiovanni. City Staff  
22 discussed the proposal and gave Mr. Lussier feedback.

23  
24 **3) Walk-In Pre-submission Inquiries**

25  
26 There were no walk-in pre-submission inquiries.

27  
28 **4) Upcoming Meeting Dates**

- 29 • Pre-submission Meeting – March 7, 2024 at 9:00 am  
30 • 1<sup>st</sup> Monthly MPRC Meeting – March 7, 2024 at 10:00 am  
31 • 2<sup>nd</sup> Monthly MPRC Meeting – March 21, 2024 at 10:00 am (*If needed*)  
32

33 **5) Adjournment**

34  
35 There being no further business, Chair Rounds adjourned the meeting at 9:23 AM.

36  
37 Respectfully submitted by,  
38 Megan Fortson, Planning Technician

39  
40 Reviewed and edited by,  
41 Jesse Rounds, Community Development Director

1 City of Keene  
2 New Hampshire

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5 MINOR PROJECT REVIEW COMMITTEE  
6 PRE-SUBMISSION MEETING MINUTES  
7

Thursday, March 7, 2024

9:00 AM

2<sup>nd</sup> Floor Conference Room,  
City Hall

Members Present:

Jesse Rounds, Chair  
Med Kopczynski, Vice Chair  
Don Lussier  
Don Farquhar  
Mike Hagan

Staff Present:

Megan Fortson, Planning Technician  
Evan Clements, Planner

8  
9 **1) Call to Order – Roll Call**

10  
11 Chair Rounds called the meeting to order at 9:05 AM. Roll call was conducted.  
12

13 **2) Scheduled Pre-submission Inquiry**

- 14  
15 a. **Conceptual Site Plan Application** – The 53-ac parcel at 183 Arch St (TMP #107-001-  
16 000) is owned by the Florenz Family Revocable Trust and is located in the Agricultural  
17 District.  
18

19 Don Scott from Don Scott LA Design and Mark Florenz, the owner of Archway Farms, were  
20 present at the meeting to discuss a proposed addition and associated site modifications on the 53-  
21 ac parcel at 183 Arch St (TMP #107-001-000), owned by the Florenz Family Revocable Trust.  
22 City Staff discussed the proposal and provided feedback.  
23

- 24 b. **Conceptual Projects** – Chad Branon from Fieldstone Land Consultants will be present  
25 to discuss a few different conceptual projects with City Staff.  
26

27 Chad Branon from Fieldstone Land Consultants did not attend the meeting.  
28

29 **3) Walk-In Pre-submission Inquiries**

30  
31 There were no walk-in pre-submission inquiries.  
32

33 **4) Upcoming Meeting Dates**

- 34 • Pre-submission Meeting – April 4, 2024 at 9:00 am  
35 • 1<sup>st</sup> Monthly MPRC Meeting – April 4, 2024 at 10:00 am  
36 • 2<sup>nd</sup> Monthly MPRC Meeting – April 18, 2024 at 10:00 am (*If needed*)  
37

38 **5) Adjournment**



39

40 There being no further business, Chair Rounds adjourned the meeting at 9:53 AM.

41

42 Respectfully submitted by,  
43 Megan Fortson, Planning Technician

44

45 Reviewed and edited by,  
46 Jesse Rounds, Community Development Director

1 City of Keene  
2 New Hampshire

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4  
5 MINOR PROJECT REVIEW COMMITTEE  
6 PRE-SUBMISSION MEETING MINUTES  
7

Thursday, March 7, 2024

9:00 AM

2<sup>nd</sup> Floor Conference Room,  
City Hall

Members Present:

Jesse Rounds, Chair  
Med Kopczynski, Vice Chair  
Don Lussier  
Mike Hagan

Staff Present:

Megan Fortson, Planning Technician  
Evan Clements, Planner  
Lt. Shane Maxfield, Police Dept.

8  
9 **1) Call to Order – Roll Call**

10  
11 Chair Rounds called the meeting to order at 9:05 AM. Roll call was conducted.

12  
13 **2) Scheduled Pre-submission Inquiry**

- 14  
15 **a. Conceptual Site Plan Application- The ~0.74-ac parcel at 510 Washington St**  
16 **(TMP# 532-003-000) is owned by OM 510 Washington St LLC and is located in the**  
17 **Commerce District.**

18  
19 John Noonan from Fieldstone Land Consultants was present at the meeting to discuss the proposed  
20 redevelopment of the gas station property at 510 Washington St (TMP #532-003-000). City Staff  
21 discussed the proposal with Mr. Noonan and provided feedback.

- 22  
23 **b. Conceptual Site Plan Application – The two parcels at 0 Black Brook Rd (TMP#s**  
24 **221-023-000 & 221-024-000) are a combined ~12.57-ac, are owned by New England**  
25 **Interconnect Systems Inc, and are located in the Corporate Park District.**

26  
27 Mr. Noonan also presented a proposed modification to the approved site plan for the proposed  
28 contractor bays that will be constructed on the properties at 0 Black Brook Rd (TMP#s 221-023-  
29 000 & 221-024-000). City staff discussed the proposal with Mr. Noonan and provided feedback.

30  
31 **3) Walk-In Pre-submission Inquiries**

32  
33 There were no walk-in pre-submission inquiries.

34  
35 **4) Upcoming Meeting Dates**

- 36  
37
  - Pre-submission Meeting – May 2, 2024 at 9:00 am
  - 1<sup>st</sup> Monthly MPRC Meeting – May 2, 2024 at 10:00 am
  - 2<sup>nd</sup> Monthly MPRC Meeting – May 16, 2024 at 10:00 am (*If needed*)

40     **5) Adjournment**

41

42     There being no further business, Chair Rounds adjourned the meeting at 9:40 AM.

43

44     Respectfully submitted by,

45     Megan Fortson, Planning Technician

46

47     Reviewed and edited by,

48     Jesse Rounds, Community Development Director



# City of Keene, NH Site Plan Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov)

## SECTION 1: PROJECT INFORMATION

<b>PROJECT NAME:</b>		<b>TYPE OF APPLICATION BEING SUBMITTED:</b>	
<b>PROJECT ADDRESS(ES):</b> 216 Marlboro Street		<input type="checkbox"/> MAJOR PROJECT APPLICATION <input checked="" type="checkbox"/> MINOR PROJECT APPLICATION	
<b>EXISTING OR PREVIOUS USE:</b> Same	<b>PROPOSED USE:</b> Same		
<b>GROSS FLOOR AREA OF NEW CONSTRUCTION</b> (in square feet) 0	<b>GROSS FLOOR AREA OF EXISTING BUILDINGS/STRUCTURES</b> (in square feet)		
<b>AREA OF PROPOSED NEW IMPERVIOUS SURFACES</b> (in square feet) 0	<b>TOTAL AREA OF LAND DISTURBANCE</b> (in square feet)		

## SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT
<b>NAME/COMPANY:</b> 216 Marlboro St LLC	<b>NAME/COMPANY:</b>
<b>MAILING ADDRESS:</b> 216 Marlboro St Keene NH 03431	<b>MAILING ADDRESS:</b>
<b>PHONE:</b>	<b>PHONE:</b>
<b>EMAIL:</b> kim@kebms.com	<b>EMAIL:</b>
<b>SIGNATURE:</b> 	<b>SIGNATURE:</b>
<b>PRINTED NAME:</b> Kim E Bergeron	<b>PRINTED NAME:</b>

AUTHORIZED AGENT (if different than Owner/Applicant)	FOR OFFICE USE ONLY:	
<b>NAME/COMPANY:</b> James Phippard/Brickstone Land Use Cons	<b>TAX MAP PARCEL #(s):</b> 289-016-000-000-000	
<b>MAILING ADDRESS:</b> 185 Winchester St Keene NH 03431	-----	
<b>PHONE:</b> 603-357-0116	<b>PARCEL SIZE:</b> 0.97 ac	<b>DATE STAMP:</b>
<b>EMAIL:</b> jphippard@ne.rr.com	<b>ZONING DISTRICT:</b> Neighborhood Business	
<b>SIGNATURE:</b> 	<b>PROJECT #:</b> SPR-204, Mod. 4	
<b>PRINTED NAME:</b> James P Phippard		

## SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

**A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS. APPLICATION MATERIALS MUST BE SUBMITTED BOTH PHYSICALLY & DIGITALLY AS OUTLINED IN THE ATTACHED DOCUMENTS.**

- **Email:** communitydevelopment@keeneh.gov, with "Planning Board Application" in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Planning Board applications are outlined further in **Article 20** and **Article 25.12** of the Land Development Code (LDC). You may request an exemption from providing any of the items below, except the application fee, notice list, narrative, and mailing labels. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

*Note: Additional information may be requested by the respective decision-making authority during the review process.*

### GENERAL SUBMITTAL REQUIREMENTS

**CERTIFIED NOTICE LIST** (See **Attachment A** for more information.)

**2 SETS OF MAILING LABELS** (See **Attachment A** for more information.)

**PROJECT NARRATIVE** (See **Section 1 of Attachment B** for more information.)

**FEES:** Fill in the information below to calculate the total fee.

\$250 base fee  
 \$0.05 per-sf of new construction x \_\_\_\_\_ sf of new construction  
 \$62 legal ad fee  
 5.04 current USPS certified mailing rate x 26 abutters  
 = 443.04 (TOTAL FEE)

**NOTE:** Please call the Community Development Department for the current certified mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

**WAIVERS** (See **Section 2 of Attachment B** for additional information.)

**WAIVER(S) REQUESTED**

**NO WAIVER(S) REQUESTED**

PLAN SETS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
LOCATION MAP OF PROPOSED IMPROVEMENTS		X
EXISTING CONDITIONS PLAN	X	
PROPOSED CONDITIONS PLAN		X
GRADING PLAN		X
LANDSCAPING PLAN		X
LIGHTING PLAN		X
ELEVATIONS	X	
TECHNICAL REPORTS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
DRAINAGE REPORT		X
TRAFFIC ANALYSIS		X
SOIL ANALYSIS		X
HISTORIC EVALUATION		X
SCREENING ANALYSIS		X
ARCHITECTURAL & VISUAL APPEARANCE ANALYSIS		X
OTHER REPORTS / ANALYSES		X

## **Site Plan Modification Project Narrative**

**Land of  
216 Marlboro Street, LLC  
216 Marlboro Street  
Keene, NH**

**Revised March 20, 2024**

The owner at 216 Marlboro Street wished to create a tasteful art inspired expression inspired by natural landscapes to add visual interest and appeal in the downtown paved environment. This replaced damaged low quality vinyl siding.

The new siding is consistent with previous vertical siding (Subaru Dealership) on this building and the general neighborhood of adjacent properties – Uhaul, Kingsbury and Kick Boxing studio, etc. The siding product installed is factory painted metal that has remarkable longevity without need for maintenance or site painting. The product is from IdealRoofing – Universal 6” repeating rib that has appropriate scale and crisp appearance in 4 standard colors.

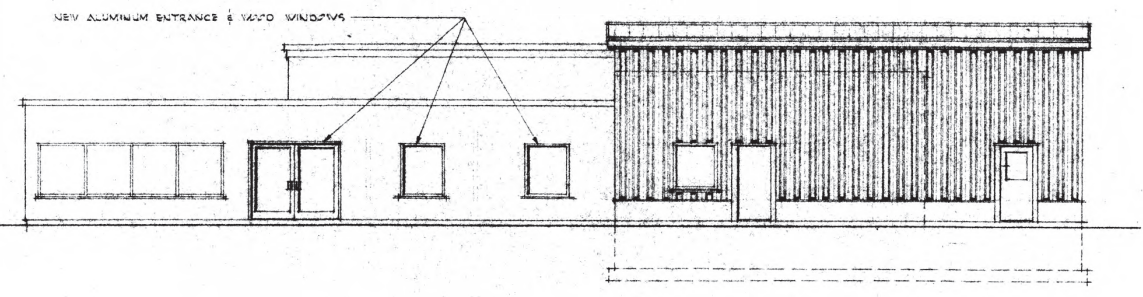
Numerous compliments have been offered from neighbors and customers alike.

There are and will remain 24 parking spots with 1 ADA spot adjacent to the ADA ramp to the showroom.

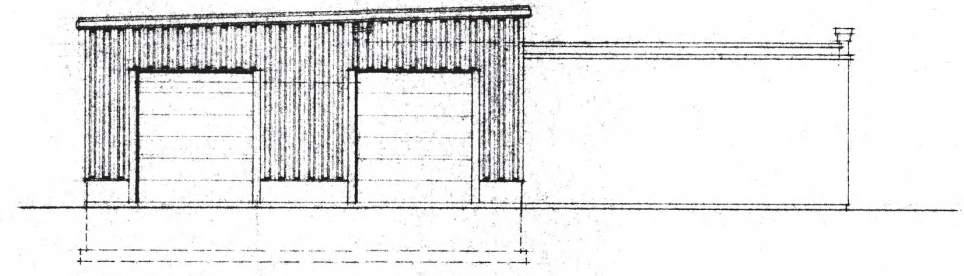
The owner’s business is related to sustainability and clean energy. The rooftop heat units (5) are state of the art demonstration of this and will be counted 100% in the allowable sign area calculation. This is consistent with Uhaul for instance and all their product/signage across the street.



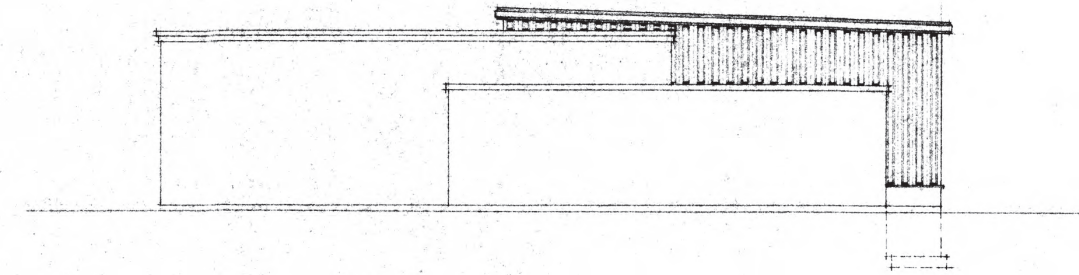
**RECEIVED**  
 PLANNING DEPARTMENT  
 Date March 14, 1978




EAST ELEVATION



NORTH ELEVATION



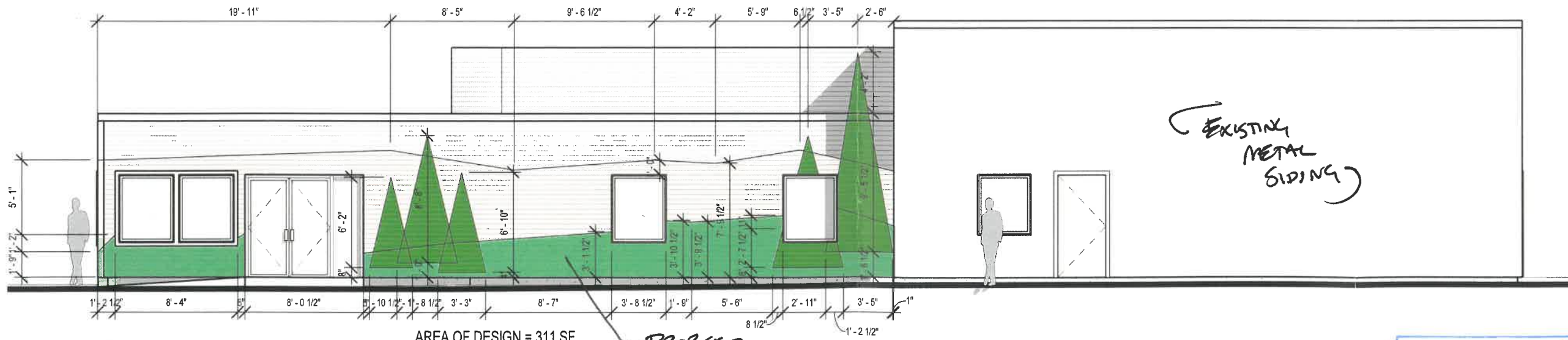
SOUTH ELEVATION

EXTERIOR ELEVATIONS SCALE: 1/8" = 1'-0"		
ADDITION & ALTERATIONS		
SUBJECT: KEENE		
216 MARLBORO ST. KEENE, N.H.		
	PREPARED BY BAYBUTT CONSTRUCTION CORP. ARMCO DIVISION	DATE
	KEENE REVISIONS	DRAWN BY R.W. GRUBBS DRAWING NO.
		15 of 23





1 NORTH ELEVATION (REAR)  
1/8" = 1'-0"

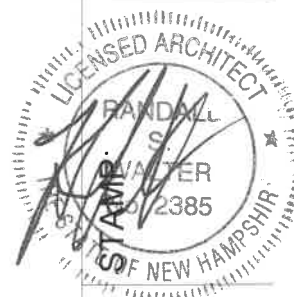


2 EAST ELEVATION  
1/8" = 1'-0"

AREA OF DESIGN = 311 SF

PROPOSED METAL SIDING

RECEIVED  
JAN 06 2023  
By  
SPR-204, MOD.3



EXISTING CONDITIONS  
216 MARLBORO STREET  
KEENE, NEW HAMPSHIRE 03431  
PARCEL ID: 589-016-000-000

ISSUED: 08/08/2022  
FOR: RANDALL  
DRAWN BY: HQDAVIS  
PROJECT NO.: 20220017

A2.0

Randall S. Walter, AIA  
DESIGN|BUILD  
603.721.1227  
www.randallwalter.com  
randallwalter@gmail.com



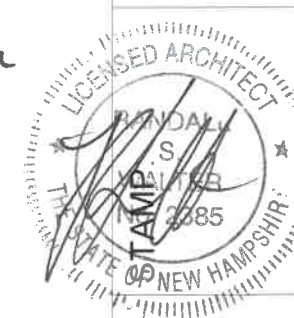
06/08/2022  
RANDALL  
HQDAVIS  
20220017

ISSUED FOR:  
DRAWN BY:  
PROJECT NO.:

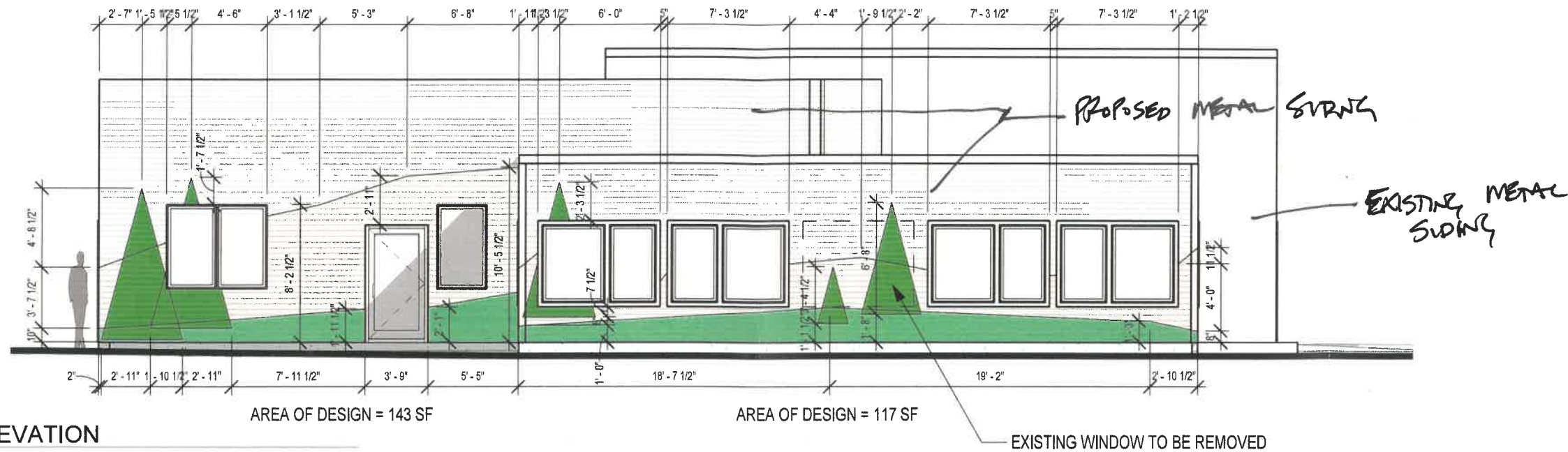
EXISTING CONDITIONS

216 MARLBORO STREET  
KEENE, NEW HAMPSHIRE 03431

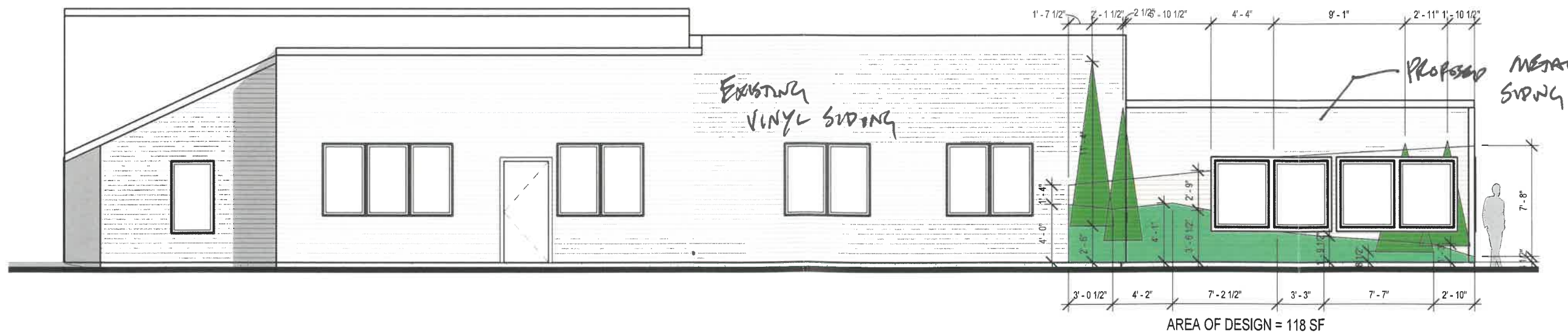
PARCELI ID: 589-016-000-000



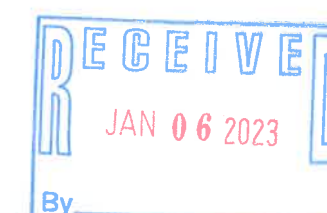
Randall S. Walter, AIA  
DESIGN|BUILD  
603.721.1227  
www.randallwalter.com  
randallwalter@gmail.com



3 SOUTH ELEVATION  
1/8" = 1'-0"



1 WEST ELEVATION  
1/8" = 1'-0"



SPR-204, Mod.3





# Aerial Imagery - 216 Marlboro St

City of Keene, NH

1 inch = 50 Feet



www.cai-tech.com

March 25, 2024



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

**KEBMS SIGN PERMIT**

1-Feb-23  
 216 Marlboro Street  
 Zone - NB

**Allowable area**

	Build 1	Build 2	(see site plan)	
Primary frontage	40.5	25	65.5	1SF/LN FT <b>65.5</b>
Seconadry frontage	40	21.75	61.75	0.5 SF/LN FT <b>30.875</b>
			Allowed	<b>96.375</b> SF

**Arrow sign**

South	Triangle	31	48	744	5.2
	Rectangle	65	29	1885	13.1
					<b>18.3 SF</b>

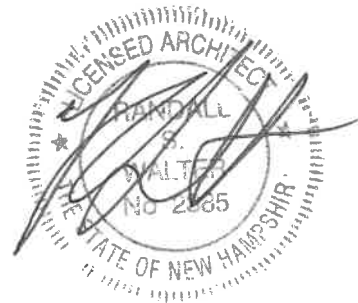
**Circle sign**

East	Circle	48	1809.562	<b>12.6 SF</b>
------	--------	----	----------	----------------

**Rooftop Units**

East	W	H	Sq In	SF
1	33.625	34.675	1165.947	8.1
2	41.344	52.675	2177.795	15.1
3	41.344	52.675	2177.795	15.1
4	41.344	52.675	2177.795	15.1
5	33.625	34.675	1165.947	8.1
				<b>61.6 SF</b>

Proposed **92.4**



*Randall S. Walter*



**CITY OF KEENE**  
NEW HAMPSHIRE

**MEMORANDUM**

**TO:** Minor Project Review Committee  
**FROM:** Megan Fortson, Planning Technician  
**DATE:** March 25, 2024  
**SUBJECT:** Proposed Amendment to the Minor Project Review Committee Fee Schedule

**Overview:**

At the Minor Project Review Committee meeting on Thursday, April 4, 2024, there will be a public hearing on a proposed amendment to the Planning Board's fee schedule, which was last revised in 2021 when the Land Development Code (LDC) went into effect. This fee update is related to the method of mailed notice for Minor Project applications.

If approved by the Board, these fee changes would be included as part of an ordinance application alongside fee updates for other City Boards. This ordinance application would be submitted to the City Clerk's Office for review by the Joint Planning Board & PLD Committee and City Council with the ultimate goal that these amendments be incorporated into the LDC & Chapter 100 of Appendix B of City Code.

**Background:**

In order to reduce the cost of mailing notice letters to abutters and other required parties as part of the Planning Board and Minor Project Review Committee application processes, Community Development Staff are recommending that the Minor Project Review Committee adopt amendments to the following existing sections of LDC: Article 25.10.5.B.7, Article 25.12.5.I, Article 25.16.9.A.c, and Article 25.19.4. The recommendation is to change the mailed notice requirement in these sections from "Certified Mail" to a "Certificate of Mailing".

Changing this requirement will reduce the notice costs for Applicants and reduce the amount of staff time spent mailing letters while still meeting the intent of the notice requirements outlined in NH RSA 676:4. All of the recommended fee changes are outlined in the attached red-lined version of the existing fee schedule.



CITY OF KEENE  
NEW HAMPSHIRE

### Chapter 100. Land Development Code (LDC) Fee Schedule

The proposed changes to the fee schedule are shown in **red** below. Existing fees to be removed or changed are crossed out.

#### ZONING APPLICATIONS

- Zoning Variance Application Fee.....~~\$100.00~~ **\$250.00**
- Zoning Special Exception Application Fee.....~~\$100.00~~ **\$250.00**
- Expansion or Enlargement of a Nonconforming Use Application Fee.....~~\$100.00~~ **\$250.00**
- Equitable Waiver of Zoning Dimensional Requirements Application Fee.....~~\$100.00~~ **\$250.00**
- Zoning Administrator Written Interpretation Application Fee.....\$125.00

#### SUBDIVISION APPLICATIONS

- Subdivision Application Fee.....\$200.00 + \$100.00 per lot
- Conservation Residential Development Sub. Application Fee.....\$200.00 + \$100.00 per lot
- Boundary Line Adjustment Application Fee.....\$100.00 + \$20.00 per lot
- Voluntary Merger Application Fee.....\$100.00 + \$20.00 per lot
- Request to extend expiration of conditionally approved subdivision.....\$25.00 for 1st request, \$50 for each request thereafter

#### SITE PLAN / ADMINISTRATIVE PLANNING REVIEW APPLICATIONS

- Major Site Plan Application Fee.....\$250.00 + \$0.05 per sf gross floor area of new construction
- Minor Site Plan Application Fee.....\$250.00 + \$0.05 per sf gross floor area of new construction
- Request to modify an approved site plan.....\$250.00 + \$0.05 per sf gross floor area of new construction
- Request to extend expiration of conditionally approved site plan.....\$25.00 for 1st request, \$50 for each request thereafter
- Administrative Planning Review Fee.....\$125.00

#### PLANNING BOARD ADVICE & COMMENT

- Application Fee.....\$25.00

#### CONDITIONAL USE PERMIT (CUP) APPLICATIONS

- **Cottage Court Overlay CUP Application Fee.....\$100.00**
- Telecommunications CUP Application Fee .....\$300.00
- Hillside Protection CUP Application Fee.....\$100.00
- Surface Water Protection CUP Application Fee.....\$100.00
- Congregate Living and Social Services CUP Application Fee.....\$100.00
- Solar Energy System CUP Application Fee.....\$100.00



**HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS (COA) APPLICATIONS**

- Major Project Application Fee.....\$50.00
- Minor Project Application Fee.....\$25.00
- Request to modify an approved Major Project COA.....\$50.00

**STREET ACCESS PERMIT APPLICATION**

- Application Fee.....\$50.00

**FLOODPLAIN DEVELOPMENT APPLICATION**

- Application Fee.....\$50.00+\$100 per acre (or portion thereof) of special flood hazard area proposed to be altered

**SIGN PERMIT APPLICATION**

- Applications with total project cost of \$5,000+.....\$100.00 +\$10.00 per \$1,000 of total project value
- Applications with a total project value less than \$5,000.....\$100.00

**EARTH EXCAVATION PERMIT APPLICATION**

- **Earth Excavation Permit Application Fee.....\$50.00**
- **Earth Excavation Permit Application Fee.....\$250.00**
- **Earth Excavation Permit Major Amendment Application Fee.....\$250.00**
- **Earth Excavation Permit Minor Amendment Application Fee.....\$125.00**
- **Earth Excavation Permit Renewal Application Fee.....\$250.00**

**SERVICE CONNECTION PERMIT**

- Engineering Inspection Fees.....\$55.00 per hour

Connection Type	Fee	Basis
Water, ≤ 2"	\$100	<ul style="list-style-type: none"> <li>• 15 minutes of review/approval by the City Engineer</li> <li>• 2 one-hour visits by an engineering technician to inspect the tap and service line/curb stop prior to backfill</li> </ul>
Water, > 2"	\$200	<ul style="list-style-type: none"> <li>• 30 minutes of review / approval by the City Engineer</li> <li>• 2 one-hour visits by an engineering technician to inspect the tap and service line/curb stop or gate valve prior to backfill</li> <li>• 2 visits to observe disinfection testing procedure and review lab results</li> </ul>
Sewer, design flow ≤ 5000 GPD	\$100	<ul style="list-style-type: none"> <li>• 15 minutes of review/approval by the City Engineer</li> <li>• 2 one-hour visits by an engineering technician to inspect the connection to the main and the service pipe prior to backfill</li> </ul>

Sewer, design flow > 5000 GPD	\$200	<ul style="list-style-type: none"> <li>1 hour of review/approval by the City Engineer</li> <li>2 one-hour visits by an engineering technician to inspect the connection to the main and the service pipe prior to backfill</li> </ul>
Storm Drain, ≤6"	\$100	<ul style="list-style-type: none"> <li>15 minutes of review/approval by the City Engineer</li> <li>2 one-hour visits by an engineering technician to inspect the tap and service line/curb stop prior to backfill</li> </ul>
Storm Drain >6"	As determined by the Public Works Director	<ul style="list-style-type: none"> <li>Storm drain connections to the City's system over 6" in diameter will require hydraulic analysis and a review of the available system capacity. Fees for connection will be determined based on the specific circumstances.</li> </ul>

**ZONING TEXT OR ZONING MAP AMENDMENT**

- Application Fee.....\$100.00
- Published Public Notice Fee.....~~\$90.00~~ **Cost Reimbursed to City Clerk's Office After Ad is Run**

**LAND DEVELOPMENT CODE AMENDMENT**

- Application Fee.....\$100.00
- Published Public Notice Fee.....~~\$90.00~~ **Cost Reimbursed to City Clerk's Office After Ad is Run**

**SUSTAINABLE ENERGY EFFICIENT DEVELOPMENT OVERLAY DISTRICT INCENTIVE**

- Application Fee.....\$100.00

**NOTICE & RECORDING FEES**

- **Mailed Public Notice:**
  - Postage for ~~Certified mail~~ **Certificate of Mailing**.....Current USPS **Certificate of Mailing** certified mail rate
  - Postage for First Class mail.....Current USPS First Class mail rate
- **Published Notice:**
  - Printing fee for legal advertisement in newspaper.....\$62.00
- Recording Fee.....Current Cheshire County Registry of Deeds Fee, Including LCHIP fee