# ***PROCEDURE FOR SUBDIVISION***

*(Return this signed and dated form with plan submittal and completed application.)*

1. Fill out application; refer to the fee schedules to determine fees that are required for submittal and associated fees following Planning Board approval.

2. Contract with a State of New Hampshire licensed land surveyor to do your plans. Be sure he has an updated copy of Kingston's subdivision regulations. Final approval will not be granted by the Planning Board if a valid New Hampshire land surveyor's seal is not in evidence.

3. Any and all State and Town permits required must be applied for, before applications will be accepted by the Board for an appointment. Copies of the permit applications must be provided at the time of the subdivision application. (Including but not limited to: Septic design, approved by the Town before the State; Dredge and Fill; High Intensity Soil Survey; Driveway entrance onto State highway).

4. File application, copies of all required State and Town permits or pending applications, twelve (12) copies of the plan, supporting documents and necessary fees to the Planning Board not less than twenty-one (21) days before the scheduled public hearing. Deadline dates are available at the Planning Board office. Public Hearings are held on the third Tuesday of each month.* **All documents must include the property address and tax map number.**

5. Applicant must appear before the Planning Board at the public hearing. If it is not possible for the applicant to appear, an agent or representative for the applicant may appear with a NOTARIZED letter of authorization from the applicant.

6. A copy of the deed to the property shall be required.

7. If you wish, you may request a meeting with the Planning Board prior to submitting your plans to discuss your proposal.

I have read the Procedures for Subdivision and the Subdivision Regulations for the Town of Kingston and understand what is required.

| | |
|---|---|
| _____ | _____ |
| *Signature of Applicant* | *Tax Map Number* |
| _____ | _____ |
| *Property Address* | *Date* |

**Unless otherwise posted.*

| _____ |
|---|
| Tax Map # |

# SUBDIVISION FEE SCHEDULE – A

***THE FOLLOWING ITEMS ARE REQUIRED UPON APPLICATION.***

A. $100.00 application fee for subdivision. For subdivisions that create more than five lots, an additional $20.00 per lot is added to the application fee. (For example, a subdivision creating 13 lots results in an application fee of $260.00).

5 lots = $ 100 (Application fee up to 5 lots) plus $20 x _____ (number of lots over 5) = $_____ **Application Fee Total**

B. $125.00 to cover the Town's cost for placing a legal advertisement announcing the public hearing in a local paper of general circulation.

**$125**

C. $10.50 per abutter* to cover the Town's costs for sending certified letters (return receipt requested) to each property owner that abuts a parcel undergoing plan review by the Kingston Planning Board. Abutter list must be on 1" x 2 5/8"adhesive mailing labels (ex.: Avery #5160) and contain three (3) sets of such labels to expedite certified mailings.

$10.50 x _____ (Number of Abutters) = $_____ **Abutter Fee Total**

**TOTAL FOR ITEMS A, B and C:** _____

(Make one check for Items A, B, and C payable to the *"Town of Kingston")*

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D. $5,000.00 engineering review cost. This fee, along with the completed "Engineering Costs Agreement", "Patriot Law Information" and "Escrow Release Agreement" forms, is submitted upon application; the fee is placed in a separate interest bearing account. (See "Engineering Costs Agreement" form included in the Subdivision packet.)

Make a separate check for Item "D" payable to the **"Town of Kingston"**

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E. The cost, as determined by the Rockingham County Conservation District (RCCD) for the witnessing of test pits. An estimate of the time required is determined by the RCCD and the applicant. A check is made payable to the RCCD to cover the cost of this work. This fee must be paid in advance in order for the RCCD to provide this service for the Town.

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*The "Abutters List" includes not only the names and addresses of all abutters to the property as indicated in Town records but "Required Notification" (aka "Abutters" for the purpose of creating the mailing list) includes the names and addresses of the following: Applicant; holders of conservation, preservation or agricultural preservation restrictions (as defined in RSA 477:45); upstream dam owners, the NHDES Dam Bureau; any engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted to the Board. RSA 676:4

## Upon Approval of a Subdivision by the Planning Board, the following is required prior to the Board Chairman signing the Mylar:

1. All Mylars must be **pre-approved** by the Rockingham County Registry of Deeds. The applicant, or his/her representative, **must provide the date** that the Registry reviewed and approved the mylar as adequate for recording.

2. A copy of the entire approved plan set must be provided to the Planning Board on "CD" in PDF format. *(Adopted January 5, 2010)*

3. One (1) "paper copy" of the entire approved "D" sized plan set must be provided to the Board; the Chairman will sign and date each page as confirmation of the approval. In addition, two (2) copies of the entire approved plan set in 11 x 17 format must be provided to the Planning Board as a "paper copy". *(Adopted January 5, 2010; amended June 21, 2011))*

4. All associated fees must be received.

5. Certificate of Monumentation must be completed and submitted to the Planning Board.

_____
Tax Map #

# SUBDIVISION FEE SCHEDULE – B

All documentation must note the property Tax Map ID number.

***THE FOLLOWING ITEMS ARE REQUIRED UPON APPROVAL.***

A. A fee of $40.00 per approved lot to cover the cost of making the necessary changes to the Town's tax map. A separate check to be made payable to the *"Town of Kingston".*

_____ x $40 = _____
(# of lots)

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B. The cost, as determined by the Rockingham County Registry of Deeds, necessary to record an approved Mylar plan showing all required elements as determined by the Kingston Planning Board.

_____ x $35 = _____
*(# of sheets to be recorded)*

_____x $12 ( Four (4) size "D" copies for the Board at $3.00 each) = _____
*(# of sheets to be recorded)*

Mailing of Copies: $5.00

_____ X $10 (Ten (10) size 8 ½ x 11 Copies at $1.00 each) = _____
*(# of sheets to be recorded)*

**Total of items listed under "B"**: _____
(A separate check made payable to *"Town of Kingston"*)

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C. There is a separate State LCHIP surcharge of **$25.00** due at the time of recording. This surcharge must be paid at the time of recording and can not be billed; this requires a separate check made payable to ***"The Rockingham County Registry of Deeds"***.

$25.00

## ENGINEERING COSTS AGREEMENT

Date: _____

_____
*Applicant*

_____
Co-applicant

_____

_____

_____
*Property Address*

_____
*Tax Map Number*

I (we) hereby submit $5,000.00 to pay all reasonable engineering costs incurred by this application. This will include costs directly associated with the checking of my application by the Town Engineer, Circuit Rider (Professional Planner) and other professionals as required, including on-site inspections. I (we) also understand that any engineering costs which the board feels it must incur in order to reach final approval of my application will be billed to me. (Fees will be discussed at a public hearing prior to the beginning of any work.) Any portion of this $5,000.00 that is not expended during the course of engineering review will be returned upon Planning Board approval of the project. It is the applicant's responsibility to request the release of the balance of any remaining escrow funds held by the Town of Kingston.

_____ _____
*Applicant Signature* *Date* *Co-applicant Signature* *Date*

_____
*Planning Board Chairman* *Date*

**Comments:**

Cc: Town Engineer
Board of Selectmen
Finance Officer

# Patriot Law Information Form*

1. Name of Owner or Principle of Corporation

_____

2. Home Address

_____

_____

3. Social Security Number

_____

4. Property Tax Map Number

_____

5. Date of Birth

_____

6. Driver's License Number (Please include a copy of the current license.)

_____

7. Corporation Tax ID Number (also known as FID Number.)

_____

8. Contact Number (Phone/Cell Phone)

_____

*A requirement for the Town's Financial files only when submitting an Engineering Costs Agreement Form.

Sensitive information (Items 3,5,6,7) is redacted prior to being placed in the Planning Board's files.

## PROPERTY OWNER'S ACKNOWLEDGEMENT*

*To be completed when the Applicant is not the Property Owner.

This document must be notarized if the Property Owner is unable to attend the Public Hearing for the review of the proposal.

_____ _____

Property Owner(s) Name

_____ _____

_____ _____

_____ _____

Property Address Mailing Address

_____

Contact Number (Phone, Cell, etc.)

_____

Property Tax Map and Lot Number

_____

Applicant's Name

**I am aware of the Subdivision proposal being submitted for review by the Kingston Planning Board.**

_____ _____

*(Property Owner's Signature)* *(Date)*

## ESCROW AGREEMENT RELEASE ACKNOWLEDGEMENT

*It is the applicant's responsibility to request the release of the balance of any remaining escrow funds held by the Town of Kingston. However, once the Planning Board has determined that an application has ended and all associated costs have been finalized, a release request may be initiated by the Board to eliminate any unnecessary financial accounts.*

*The following information will be given to the Town of Kingston's Finance Officer regarding the dispersal of funds held in escrow by the Town of Kingston.*

Name of Applicant: _____

Property Tax Map Number: _____

Mailing Address where the Balance of Funds can be sent:

_____

*(Person or Business to whom the check should be written)*

_____

*(Mailing Address)*

_____

*(Mailing Address)*

_____

*(Mailing Address)*

*By signing this form, the applicant acknowledges receipt of this information and has given the correct information regarding the dispersal of any unused escrow funds held by the Town of*

*Kingston. It is the responsibility of the applicant to supply any change of information, in writing, to the Town of Kingston Planning Board.*

_____

*(Applicant Signature)* *(Date)*

# Town of Kingston
# New Hampshire

# CERTIFICATE OF MONUMENTATION

SUBDIVIDER'S NAME: _____

MAILING ADDRESS: _____

_____

STREET ADDRESS OF SUBDIVIDED PROPERTY: _____

_____

| _____ | _____ | _____ |
|---|---|---|
| (Tax Map Number) | (Date of Planning Board Approval) | (Recorded Plan Number) |
| _____ | _____ | _____ |
| (# of Granite Markers Required) | (# of Concrete Markers Required) | (# of Iron Pipes Required) |

**I hereby certify that the monumentation required on the above referenced subdivision plan has been accurately installed under my supervision and said monumentation complies with the provisions of the Town of Kingston's Ordinances, Rules and Regulations.**

_____ _____

(Surveyor's Signature) (Date)

_____

(Name of Surveyor – Printed)

_____

(Telephone Number/Cell Phone Number)

Seal of Surveyor

_____

(Surveying Company)

For Planning Board Use Only:
Date of Receipt: _____ Received by: _____