



## CITY OF LACONIA PLANNING BOARD APPLICATION FOR CONDITIONAL USE PERMIT

### Instructions

**Please read these instructions carefully.** Contact the Planning Department at 527-1264 if you have any questions. We will do our best to provide assistance. We recommend beginning to complete the application and checklist(s) well in advance of the submittal deadline and suggest that if you have any questions concerning specific items that you bring the checklist to a pre-app meeting with the Plan Review Committee for review.

### **APPLICATION SUBMITTAL REQUIREMENTS:**

If you have any questions pertaining to particular documents please contact the Planning Department for assistance.

- ❑ One original signed application, appropriate fees, abutters list, abutters envelopes with correct postage or appropriate fee, one complete set of folded plans and one copy of any reports, cost estimates, studies, or other documents required for review of the proposal shall be submitted to the Planning Department, basement of City Hall by the published deadline. **No exceptions.**
- ❑ One copy of the application and one copy of the full set of plans, cost estimate, drainage and watershed analysis shall be submitted to Luke Powell, DPW Office, 27 Bisson Ave.
- ❑ One copy of the application and one full, folded set of architectural plans shall be submitted to Charles Roffo, Deputy Chief of Fire Prevention, at the Central Station.

One copy of the application and a complete plan set shall be submitted to the following city Departments at the following locations:

- ❑ Tara Baker, Assessing Department – 1<sup>st</sup> Floor, City Hall
- ❑ Seth Nuttelman, Water Works Superintendent, 988 Union Ave
- ❑ Code Enforcement, Basement, City Hall
- ❑ Scott McPhie, Conservation Technician, Planning Office, Basement, City Hall

**PLEASE PROVIDE A COVER LETTER FOR EACH DEPARTMENT'S SUBMITTAL WITH EXPECTED PLANNING BOARD MEETING DATE INCLUDED.**

**DEADLINE:** In order to be considered for a Planning Board agenda this application and the required fees, plans and other associated documents must be filed with the appropriate City Departments as required by the official Planning Board Schedule, published by the Planning Department. Failure to do so will result in the application being postponed until a future meeting.

**PLANS:** Submitted Plans shall consist of a complete plan set, **folded**, with original stamps and signatures of all appropriate professionals.



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**FEES:** Refer to the fee schedule as adopted by the City Council and administered by the City Manager. The Planning Department will approve the calculation of fees. Failure to submit required fees will result in postponement of the application. Fees are calculated separately for each submittal request.

**SIGNATURES:** The property owner provides the official signature for an application. An agent or power of attorney may sign provided appropriate documentation of authorization is provided. In the case of a corporation, association, or other non-person ownership, the president or chief executive officer may sign provided a certification by the clerk or secretary is provided. Only one original copy of agent certification is required with application submittal. Applications should be signed to be considered complete.

**ABUTTER NOTIFICATION:** Submitted abutters lists are required by state statute to be current according to the assessor's records within five days of the submittal date. We encourage you to double check for changes if you complete the application or plan prior to the five-day period. Be sure to include updates that the assessor does not yet have on record if you are aware of them.

**It shall be the responsibility of the applicant to address all envelopes to abutters with the current postage affixed. The envelopes shall be business style (4" x 9 1/2") and include completed certified mail receipts with return address to the Planning Department, 45 Beacon Street E, Laconia, NH 03246.**

Thank you for your co-operation.

The Planning Staff



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Appl # \_\_\_\_\_ Fee Pd \_\_\_\_\_ Ck # \_\_\_\_\_

Receipt Stamp

**PROPOSED PROJECT NAME/ADDRESS -**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Lots/Units \_\_\_\_\_

Building/Addition \_\_\_\_\_ Sq. Ft.

Lot/Lots \_\_\_\_\_ Total Acres

Total Development Area \_\_\_\_\_ Ac/Sq.Ft.

**SUBMITTAL REQUEST:** Check all that apply.

Check here if application is an amendment to a previously approved permit. \_\_\_\_\_

Wetlands/wetlands buffer, 235-17

Other CUP requirement:

Cluster development., 235-40 (B)

\_\_\_\_\_

Steep slope 235-44.2

\_\_\_\_\_

Marinas and yacht clubs, 235-42D

\_\_\_\_\_

Alternative parking, 235-45D

\_\_\_\_\_

**PARTIES INVOLVED** - Will receive Planner Reviews and Notices of Action by the Board.

**OWNER1** \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_

**OWNER2** \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_

**APPLICANT** \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_

**AGENT** \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_





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**REQUIREMENTS** - All applications must meet the general requirements. Wetlands/wetlands buffers, cluster developments, steep slopes, marinas/yacht club, and alternative parking have additional requirements. Refer to the appropriate section of the zoning ordinance or the supplemental attachments available. Compliance with all requirements must be documented and submitted as part of this application or it will be considered incomplete.

**ABUTTER INFORMATION** - Abutters include any property owner, whether or not within the city limits, whose property is immediately adjacent to, across a public or private street or street right-of-way, railroad right-of-way or stream. When multiple lots are involved abutters to all properties must be included. **A list of abutters must be attached and applicants are responsible for preparing plain envelopes and certified mail slips, as well as attaching the current postage for certified mail.**

Check if abutter list and materials enclosed

NAME	ADDRESS	MAP/ST/LOT
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
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_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___



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**APPLICATION AUTHORIZATION**

I hereby make application to the City of Laconia for the above-referenced property(ies) and the development as described. To the best of my knowledge the information provided herein is accurate and is in accordance with the Zoning Ordinance and land use regulations of the City, except where waivers are requested. The City of Laconia Planning Board, Technical Review Committee and/or city employees are authorized to enter the property(ies) for purposes of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal.

I understand that I am responsible for appearing, or having someone appear on my behalf, at any and all meetings before the Planning Board or Technical Review Committee.

Sign as appropriate. If agent's signature check here for attached certification\_\_\_\_\_

If non-person check here for attached certification\_\_\_\_\_

PROPERTY OWNER

AGENT

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Agent

Date\_\_\_\_\_

Date\_\_\_\_\_



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**General Requirements**

**All applications must meet the following requirements:**

1. use is authorized in the Table of Permitted Uses as a conditional use
2. any specific conditions or standards are met
3. public safety or health will not be materially endangered
4. value of adjoining or abutting properties will not be substantially affected
5. compatibility with uses of adjoining or abutting properties and the neighborhood
6. highway or pedestrian safety will not be substantially adversely impacted
7. natural resources of the city will not be substantially adversely impacted
8. adequate public facilities and utilities are available or will be provided by the applicant



## **CITY OF LACONIA PLANNING BOARD APPLICATION FOR CONDITIONAL USE PERMIT**

### **Checklist for Wetlands Conservation Overlay District**

Documentation must be submitted to support that the activity or use (waiver requests should be submitted on the appropriate form):

1. ensures the protection of wetland resources from activities that would adversely affect their functions and values [see 235-17B.(1)(a)-(h), (2)(a)-(e), and (3)]; [submittal of erosion and sedimentation control plan, list of fish/wildlife habitat affected, location of surface/ground water locations, listing of any representative or rare examples of wetland plants or animals, unique characteristics of the wetland/buffer, existing use of the site for recreational or educational purposes, and picture of the wetlands site]
2. minimizes the degradation to or loss of wetlands or wetlands buffer; an evaluation may be required using the New Hampshire Method, authored by the Audubon Society [The applicant should demonstrate that an evaluation is not warranted if a waiver is requested];
3. minimizes the environmental impact to abutting or downstream property and/or hydrologically connected water and/or wetland resources [drainage analysis and watershed map should be included to show wetland located in the local watershed];
4. cannot be practically located elsewhere on the site to eliminate or reduce the impact to the wetland and/or its buffer area [applicant should demonstrate that the avoidance, minimization, mitigation method has been utilized in site design]; and
5. is or is in the process of permitting for any other applicable state or federal permits [copies of the applications should be submitted with this application].



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**Manufactured Housing Park / Manufactured Subdivision Development Objectives**

1. creation of pleasant, safe and healthy living environment;
2. provision of recreation, social and outdoor amenities for park residents;
3. integration of design of the street network, amenities and unit placements with the natural topography, site climate and other land characteristics;
4. creation of a design which lends itself to management and operation by single ownership;
5. provides for pedestrian and vehicular accessibility; and
6. integration of park with adjacent land uses



## **CITY OF LACONIA PLANNING BOARD APPLICATION FOR CONDITIONAL USE PERMIT**

### **Marina/Yacht Club Permit Requirements**

1. minimization of impacts to water quality, wildlife habitat, shoreline stability, and public water supply using best management practices as published and amended by NHDES and USDOA Natural Resources Conservation Service;
2. design of facility to provide protection to adjacent and abutting properties from excessive noise and glare;
3. retention or creation of an adequate vegetative buffer between the parking area and the shoreline;
4. construction and arrangement of parking and wash-down areas to minimize direct runoff to surface waters and to allow for the interception and filtration of wash water on the site;
5. preparation of a water quality mitigation plan which conforms to the Best Management Practices for New Hampshire Marinas: Controlling the Impact of Boat Pollution, NHDES 1995, as amended;
6. no adverse impact on public safety from increased traffic congestion, both marine and land based and will not constitute a hazard to navigation; and
7. no interference with or prevention of the safe use or enjoyment of adjacent shoreland property, nor impede its access to and from the water.



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**Alternative Parking Requirements**

1. facility is located within 1000 feet of the public entrance or the establishment; facility does not extend more than 300 feet inside the boundary of a non-commercial district;
2. parking demands of the use may be reasonably satisfied by the alternative parking arrangement;
3. establishment is a conforming use but may be within a non-conforming structure or located on a non-conforming lot;
4. lighting systems appropriately shielded so that glare does not interfere with adjacent residential property or traffic movements;
5. facility entrances designed to make the sidewalk and crosswalks continuous, and
6. redesign of existing site to maximize on-site remedies.