



**APPLICATION FOR SITE PLAN REVIEW  
CITY OF BERLIN, NEW HAMPSHIRE**

1. Name of applicant: \_\_\_\_\_  
**NOTE: Original signature required.** If the applicant is not the property owner, a letter of authorization is required from the owner.
  
2. Current mailing address/telephone number: \_\_\_\_\_
  
3. Date of submission: \_\_\_\_\_
  
4. Location of proposed subdivision:  
Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District: \_\_\_\_\_

**5. Fees**

**A. Filing fee of:**

- \$100.00 – Administrative site plan (staff review only, no Planning Board Review)
- \$100.00 – Conversion/Change of use/New commercial use – no new construction site plan
- \$250.00 – New construction Site Plan

\$ \_\_\_\_\_

**B. Notice fees:**

Current cost of certified return receipt mail  
x \_\_\_\_ Notices = \$ \_\_\_\_\_  
\$40.00 for public notices \$ \_\_\_\_\_

**TOTAL DUE WITH APPLICATION** \$ \_\_\_\_\_

- C. In accordance with RSA 676:4.I(g), additional reasonable fees shall be charged should the Board require special investigative studies or the advice of an expert to review plans and to cover legal expenses.

*I hereby authorize the Berlin Planning Board and its agents to access my land for the purpose of reviewing this Site Plan, performing any inspections deemed necessary by the Board or its agents, to ensure conformance of the on-site improvements with the approved plan and all City of Berlin ordinances and regulations.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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***For Planning Department Use Only***

Date Received by Planning Department:

Is Application completed (submission of fees, mylar plans, application, and abutters)?:

Received By:

Comments:

Other permits necessary for project:

Permit \_\_\_\_\_ Department \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Legal notice:

Paper \_\_\_\_\_ Publication date \_\_\_\_\_ Cost \_\_\_\_\_

Places and Date Posted

Notices: Number \_\_\_\_\_ Date Mailed \_\_\_\_\_ Cost \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Action by Planning Board:      \_\_\_ Application Accepted      Date  
   \_\_\_ Project Approved      Date  
   \_\_\_ Project Disapproved      Reason

Fees Received: Amount \_\_\_\_\_ Date \_\_\_\_\_

## Notice List

Property Information:

Address: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Property Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please list below all abutters to the property, each holder of conservation, preservation or agricultural preservation restrictions and every engineer, architect, land surveyor, soil scientist, or other licensed professional whose seal appears on the plans. An abutter is defined as any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board (RSA 672.3). The City Assessor's office can assist with providing this information.

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_ Owner Name:  
Address:

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