



**APPLICATION FOR SUBDIVISION  
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. **Number of Lots in Proposed Subdivision:** \_\_\_\_\_
  
6. Name of Proposed Subdivision: \_\_\_\_\_
  
7. **Fees**

**A. Filing fee of:**

\$ 100.00 filing fee and \$50.00 per new lot created for **final review** of **major subdivisions** plus notice and recording fees  
\$100.00 filing fee for **design review** plus notice & recording fees for **major subdivisions only**  
\$ 75.00 flat fee plus notice and recording fees for **minor subdivisions**  
\$ 40.00 flat fee plus notice and recording fees for **minor lot line adjustments**  
\$ \_\_\_\_\_

**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.
- D. Recording fees shall be determined after approval of the application and shall be based on Registry of Deeds costs and postage

*I hereby authorize the Berlin Planning Board and its agents to access my land for the purpose of reviewing this subdivision plan, performing road inspections and any other 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:** \_\_\_\_\_

**Applicant's Name Printed:** \_\_\_\_\_

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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: