

**CITY OF CONCORD PLANNING BOARD**

**PERMIT APPLICATION FEES**

**EFFECTIVE April 18, 2013**

**Please note that more than one fee may apply to each Planning Board application**

<b>Type of Application</b>	<b>Fee</b>
<b>Subdivisions</b>	
Lot Line Adjustment (Subdivision with no new lots created)	<ul style="list-style-type: none"> <li>• \$300.00 Application fee</li> <li>• Abutter notification fee</li> <li>• Recording fee and other fees and surcharges as charged by the Merrimack County Registry of Deeds (check made payable to the MCRD and due at the time of recording)</li> </ul>
Minor Subdivision (three lots or fewer with no new road)	<ul style="list-style-type: none"> <li>• \$300.00 Application fee</li> <li>• \$100.00 for each new lot</li> <li>• Abutter notification fee</li> <li>• Recording fee and other fees and surcharges as charged by the Merrimack County Registry of Deeds (check made payable to the MCRD and due at the time of recording)</li> </ul>
Major Subdivision – Design Review Phase	<ul style="list-style-type: none"> <li>• \$300.00 Application fee</li> <li>• Abutter notification fee</li> </ul>
Major Subdivision	<ul style="list-style-type: none"> <li>• \$300.00 Application fee OR \$1000 if no Design Review Phase review and approval</li> <li>• \$150.00 for each new lot</li> <li>• Abutter notification fee</li> <li>• Recording fee and other fees and surcharges as charged by the Merrimack County Registry of Deeds (check made payable to the MCRD and due at the time of recording)</li> </ul>
<b>Site Plans</b>	
Minor Site Plan Review	<ul style="list-style-type: none"> <li>• \$300.00 Application fee</li> <li>• \$100.00 for each new or redeveloped dwelling unit</li> <li>• \$100.00 for each new or redeveloped 1,000 sq ft of non-residential gross floor area or part thereof</li> <li>• Abutter notification fee</li> </ul>
Major Site Plan – Design Review Phase	<ul style="list-style-type: none"> <li>• \$300 Application fee</li> <li>• Abutter notification fee</li> </ul>
Major Site Plan	<ul style="list-style-type: none"> <li>• No Application fee OR \$300 if no Design Review Phase review and approval</li> <li>• \$150.00 for each new or redeveloped dwelling unit</li> <li>• \$150.00 for each new or redeveloped 1,000 sq ft of non-residential gross floor area or part thereof</li> <li>• Abutter notification fee</li> </ul>

<b>Condominium Declarations</b>	
Condominium Declaration, Condominium Conversion of an Existing Development	<ul style="list-style-type: none"> <li>• \$300.00 Application fee</li> <li>• \$100.00 for each new dwelling unit</li> <li>• \$300 for each new land unit</li> <li>• \$100.00 for each 1,000 square feet of gross non-residential floor area or part thereof</li> <li>• Abutter notification fee</li> <li>• Recording fee and other fees and surcharges as charged by the Merrimack County Registry of Deeds (check made payable to the MCRD and due at the time of recording)</li> </ul>
<b>Architectural Design Review</b>	
Where Site Plan Review is not otherwise required	<ul style="list-style-type: none"> <li>• \$25.00 Application Fee for Each Sign</li> <li>• \$150.00 Application Fee for Façade Changes to structures less than 5,000 sq ft</li> <li>• \$300.00 Application Fee for Façade Changes to structures 5,000 sq ft or more</li> </ul>
<b>Conditional Use Permits</b>	
Wireless telecommunication equipment	<ul style="list-style-type: none"> <li>• \$750.00 Application fee</li> <li>• Abutter notification fee (including regional notification pursuant to RSA 12-K:7)</li> </ul>
Disturbance to buffers to wetlands, bluffs, Shoreland Protection District and encroachments in the Floodway and F2 District	<ul style="list-style-type: none"> <li>• \$250.00 Application fee</li> <li>• Abutter notification fee, if no concurrent Site Plan Review</li> <li>• \$50.00 up to 100 sq. ft. of disturbance</li> <li>• \$150.00 101 to 1,000 sq. ft. of disturbance</li> <li>• \$300.00 greater than 1,000 sq. ft. of disturbance</li> </ul>
All other CUPs	<ul style="list-style-type: none"> <li>• \$250.00 Application fee per Conditional Use Permit application</li> <li>• Abutter notification fee, if no concurrent Site Plan Review</li> </ul>
<b>Miscellaneous Fees</b>	
Abutter Notification Fee	<ul style="list-style-type: none"> <li>• \$5.00 per public hearing notice, for each abutter, owner, agent and all professionals involved in the preparation of the plan</li> </ul> <p>This fee is charged for each separate date of a determination of completeness and/or public hearing for an application. If an application is postponed at the request of the applicant after abutter notifications have been sent, an additional Abutter Notification Fee shall be required.</p>
Request to re-schedule a public hearing on an application already set for public hearing	<ul style="list-style-type: none"> <li>• \$300.00</li> <li>• Abutter notification fee</li> </ul>
Request for an Amendment to an Approved Subdivision or Site Plan	<ul style="list-style-type: none"> <li>• \$300.00 Major Site Plan OR \$200.00 Minor Site Plan</li> <li>• Abutter notification fee</li> </ul>
Request for an Extension to an Approved Subdivision or Site Plan	<ul style="list-style-type: none"> <li>• \$300.00</li> <li>• Abutter notification fee</li> </ul>
Inspection Fee for Temporary Certificate of Occupancy	<ul style="list-style-type: none"> <li>• \$300.00</li> </ul>

Recording of corrected or additional plats or documents subsequent to an initial recording	<ul style="list-style-type: none"> <li>• \$50.00 per document</li> <li>• \$50.00 per plan sheet</li> <li>• Recording fee and other fees and surcharges as charged by the Merrimack County Registry of Deeds (check made payable to the MCRD and due at the time of recording)</li> </ul>
Request for a Determination of Completeness by the Board where an application has been previously determined incomplete	<ul style="list-style-type: none"> <li>• \$250.00 for each discrete consideration of the application by the Board</li> <li>• Abutter notification fee</li> </ul>
Voluntary Merger	<ul style="list-style-type: none"> <li>• \$75.00</li> <li>• Recording fee and other fees and surcharges as charged by the Merrimack County Registry of Deeds (check made payable to the MCRD), except for the notice of lot consolidation.</li> </ul>
Traffic Impact Review Fee	<ul style="list-style-type: none"> <li>• A Traffic Impact Review Fee is required for projects which are expected to generate at least 200 vehicle trips per day or 20 vehicle trip ends per hour.</li> <li>• The traffic impact review fee shall be as specified by the City Engineer based on an estimate of the time for the City's Traffic Engineer to conduct a review.</li> <li>• This fee shall be separate and distinct from any additional fee for a third party review or special investigative study which the Planning Board may require.</li> </ul>

Special Investigations: The Planning Board, at its discretion, may either request an applicant to prepare special studies of public facilities and utilities, natural resources, environmental quality issues, or fiscal and economic impacts at the applicant's expense or contract with a consultant to perform these studies at the applicant's expense.

Review of Applications: In the review of applications, the Planning Board may contract with consultants to review all or portions of any application, an environmental impact statement, or any special study requested by the Planning Board. This review shall be at the applicant's expense.