



TOWN OF SUTTON
Pillsbury Memorial Town Hall
93 Main Street
Sutton Mills, NH 03221

Site Plan Review Application Instructions

This completed application must be submitted to the Land Use Coordinator by the 15th of the month. If the application is deemed to be complete, your hearing will be held the following month. The Planning Board meets the 2nd and/or 4th Tuesday of each month, or at the discretion of the Planning Board Chair, at 7:00 p.m. at the Town of Sutton's Town Hall.



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A completed site plan review application will consist of the following:

1. One (1) original signed application.
2. Eight (8) photo copies of your application.
3. Two (2) full size maps.
4. Eight (8) 11x17 size maps.
5. Complete and accurate abutters list from Town records no more than 5 days prior to filing the application. This can be obtained from the town's website at <https://www.axisgis.com/SuttonNH/>.
6. A check made out to the Town of Sutton for appropriate fees.
7. All documentation included in the Town of Sutton's Planning Board check list.
8. PDF's of all plans and documents submitted via email (landuse@sutton-nh.org) and thumb drive.

An application that is not complete may be rejected by the Planning Board members at the meeting at which the application is presented for acceptance.

SUTTON PLANNING BOARD
APPLICATION
FOR OFFICE USE ONLY

Date Application Received: _____ Date Application Accepted by PB: _____
Date(s) of Public Hearing: _____ Decision Date: _____

1. Name of Project (if applicable): _____
2. Tax Map # _____ Lot # _____
3. Street Address: _____
4. Owner's Name and Address: _____
_____ Telephone # _____
5. Applicant's Name (if not owner) & Address: _____
_____ Telephone # _____
6. Engineer's Name & Address: _____
_____ Telephone # _____
7. Surveyor's Name & Address: _____
_____ Telephone # _____

ONLY A COMPLETED APPLICATION WILL BE PROCESSED BY THE PLANNING BOARD. PLEASE SEE THE CHECKLIST IN ARTICLE III OF THE SITE PLAN REVIEW REGULATIONS SECTION OF THE TOWN OF SUTTON'S SUBDIVISION AND SITE PLAN REVIEW REGULATIONS.

We, the undersigned, hereby apply for approval of a site plan in accordance with the regulations of the Planning Board of the Town of Sutton. We are familiar with the applicable state and local regulations.

SIGNATURE of Owner _____	Date _____
SIGNATURE of Applicant _____	Date _____
SIGNATURE of Engineer _____	Date _____
SIGNATURE of Surveyor _____	Date _____

ABUTTER(s) list

Map/Lot # _____ - _____

Name: _____

Address: _____

City, State & Zip _____

Map/Lot # _____ - _____

Name: _____

Address: _____

City, State & Zip _____

Map/Lot # _____ - _____

Name: _____

Address: _____

City, State & Zip _____

Map/Lot # _____ - _____

Name: _____

Address: _____

Map/Lot # _____ - _____

Name: _____

Address: _____

**PLANNING BOARD
FEE SCHEDULE**

Subdivision or Annexation:

Minor subdivision or annexation

(1, 2 or 3 lots/sites/units)

\$100.00 filing fee
\$100.00 per lot/site/unit

All notification costs at current rates
All consulting costs
***recording fee – if approved**

Major subdivision or annexation

(4+ lots/sites/units)

\$200.00 filing fee
\$200.00 per lot/site/unit
All notification costs at current rates
All consulting costs
***recording fee – if approved**

Site Plan:

All site plans for commercial or
Multi-unit residential development

\$200.00 filing fee
\$100.00 for 1000 sq. feet of area of existing
or proposed construction or portion thereof

All notification costs at current rates
All consulting costs

***Current Rates & Recording Fees:**

Check current rates & Recording Fees with Bookkeeper (603) 927-2400.
\$ 25.00 LCHIP Separate and Payable to Merrimack County Registry of Deeds

Scenic Road Work Approvals

\$100.00 filing fee plus current rate for publishing costs

Send applications to: Peter Stanley, Land Use Coordinator, Sutton Planning Board, 93 Main Street,
Sutton Mills, NH 03221.