



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

## **Subdivision Application Instructions**

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

A completed application will consist of the following:

1. One (1) original signed application.
2. Eleven (11) photo copies of your application.
3. Three (3) full size maps.
4. Nine (9) 11x17 size maps.
5. Complete and accurate abutters list from Town records no more than 5 days prior to filing.
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 via email ([landuse@sutton-nh.org](mailto: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

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

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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 # \_\_\_\_\_

We, the undersigned, certify that this application includes:

1. All the requirements in Section V of the Subdivision Regulations.
2. Application fees.
3. Any requested waivers in writing.
4. Twelve (12) copies of the paperwork being submitted.
5. A list of all abutters verified at the Merrimack County Registry of Deeds within seven (7) days of filing.
6. Abutters names and addresses verified with town records within five (5) days of filing.
7. NH Water Supply and Pollution Control Commission approval for any lots less than five (5) acres.
8. A copy of a letter to the Board of Selectmen confirming that the land is not in current use or describing any proposed changes to current use.

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

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



**TOWN OF SUTTON  
PLANNING BOARD**

**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:

Current Rates & Recording Fees - contact Bookkeeper at (603) 927-2400  
\$ 25.00 LCHIP Separate and Payable to Merrimack County Registry of Deeds

Scenic Road Work Approvals

\$100.00 filing fee plus publishing costs at the current rate

Send or deliver application packets to:

Peter Stanley, Land Use Coordinator, Pillsbury Memorial Town Hall, 93 Main Street Sutton Mills,  
NH 03221