



OLD VALUES - NEW HORIZONS  
COMMUNITY DEVELOPMENT  
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## **Planning Board** **Design Review Subdivision Application**

Name of Project \_\_\_\_\_

Tax Map Number (Map – Block – Lot) \_\_\_\_\_

Zoning District(s) \_\_\_\_\_

Property Owner \_\_\_\_\_ Property Owner Phone \_\_\_\_\_

Property Owner Fax \_\_\_\_\_ Property Owner Email \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_

Agent (If different from Property Owner) \_\_\_\_\_

Agent Fax \_\_\_\_\_ Agent Email \_\_\_\_\_

Agent Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

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It is required that the agent present this application to the Technical Review Committee (TRC) prior to scheduling the proposal for Planning Board. At the TRC meeting the applicant will receive comments from Town Staff and Committee representatives pertaining to their application and so the agent will have a chance to make the suggested modifications to the proposal prior to presenting it to Planning Board.

**Section 403.1** The Board may engage in non-binding discussions with the applicant, which are beyond general conceptual discussions that may involve more specific design and engineering details than is specified by *Section 402*.

**Section 403.3** During Design Review, statements made by the Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken. The time limits for acting on a plan shall not apply until a Final application is submitted and accepted by the Planning Board.

**Section 403.4** Once the Planning Board is satisfied with the Design Review Phase, the Board shall vote to formally end the review process. After satisfying design review, the Applicant will have 12-months within which to submit the Final Plan application.

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### **Staff Use Only**

Received by: \_\_\_\_\_ Date \_\_\_\_\_ PB Case No. \_\_\_\_\_

Application Fee:

See Adopted Department Fees for Application Costs Total Cost \_\_\_\_\_ Check # \_\_\_\_\_

***Submit the following with the Design Review Application:***

- Copies of general subdivision information shall describe or outline the existing conditions of the site and proposed development. This information may include data on existing covenants and utilities; and information describing the subdivision proposal, such as number of lots, typical lot width and depth, business areas, playgrounds, park area, and other public areas, proposed utilities and street improvements.
- Copies of a location Map shall show the relationship of the proposed subdivision to existing community facilities, which serve or influence it. Include development name and location, main roads, scale, north arrow, and date.
- Copies of a plan of the topography showing the proposed layout of streets, lots, and other features in relation to existing conditions.
- With your application, include the names and addresses of all abutters, as indicated on town records, as shown not more than five (5) days before the day of filing, and two (2) sets of mailing labels for certified mailings to notify the abutters.
- Fees: \$200 Planning Board Application Fee; \$25 Legal Ad; \$6 per abutter