



# Application for Special Permit

## Town of Raymond, NH

### **Site Information**

Property Address: \_\_\_\_\_

Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_

### **Property Owner Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

### **Applicant/Agent Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

### **Project Description**

---

---

---

---

---

---

---

---

**Applicant Signature\* (see page 2):** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Submission Checklist

- **\*COMPLETED & SIGNED APPLICATION.** If the applicant is NOT the property owner, a notarized letter of permission from the property owner is required to be submitted with this application.
- **LIST OF ABUTTERS.** The list of abutters must include the following information:
  - Name of property owner(s)
  - Address of property owner(s)
  - Name of abutting property owner(s)
  - Address of abutting property owner(s)
  - Tax Map and Lot Numbers for all properties listed
  - Name and Address of any agents authorized by the applicant to represent them and whose professional seal appears on a plat submitted to the Planning Board (i.e. land surveyors, wetland scientists, engineers, etc.)

*(For more information, please refer to NH Revised Statutes Annotated 672:3 for a definition of the term "abutter," and RSA 676:4 for legal notice requirements).*

- **APPLICATION FEE.** The application fee to the Planning Board for a Special Permit is as follows:
  - \$100.00 base application fee, plus;
  - \$10.00 per abutter (including the applicant, property owner(s), and any agents authorized to represent the property owner(s))
  - **When writing a check, this amount must be kept separate from the Escrow Account (see below).** Please make checks payable to the Town of Raymond.
- **ESCROW ACCOUNT.** This is a separate account established by the applicant to cover the cost of any additional legal notification, engineering review, legal review, document recording or outside copying incurred by the Town. Any unused funds will be returned to the applicant.
  - \$250.00 – Minimum amount required to establish Escrow Account.
  - **When writing a check, this amount must be kept separate from the Application Fee (see above).** Please make checks payable to the Town of Raymond.
- **PLANS.**
  - One (1) 24" x 36" copy of the plan, plus ten (10) 11" x 17" copies shall be provided.
  - OR-
  - If the original plan is smaller than 24" x 36" in size, then one (1) copy of the original plan, plus ten (10) 11" x 17" copies of the plan shall be provided.