

# TOWN OF WOLFEBORO

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## TECHNICAL REVIEW COMMITTEE GUIDELINES FOR APPLICANTS

Schedule a meeting with the TECHNICAL REVIEW COMMITTEE (TRC) to review your project. The TRC will decide the impact of the project and if additional meetings are required.

Complete application with original signatures of applicant/owners.

Formal submission of the completed application for Minor Site Plan Review requires that the abutters must be notified.

Follow the procedures below for Abutter Notification:

1. Compile an abutters list from the Tax Warrant and the Tax Map with names, addresses and Tax Map numbers of each Abutter. *(Both warrants are located at the Planning Office; a more updated Tax Warrant can be found at the Tax Assessor's Office)*
2. If the Town is an abutter, identify The Town of Wolfeboro on the Abutter list. **Do not address an envelope or certified mail slip for the Town as they are notified by the submission of your application.**
3. Address and submit a #10 envelope and a certified mail receipt for each abutter. *Include your name and address and the name and address of your agent, land surveyor, engineer, architect, and/or soil scientist if any of the above has placed their professional seal or name on the plan.*  
**\*\* Current Certified Postage must be affixed to each envelope. (See attached example)**
4. Keep the Certified mail slips separate from the envelopes, but be sure to either address the slips or provide labels for office staff to assemble.
5. Submit 6 copies of 11" x 17: plans.
6. Application fee of \$50.00
7. Submissions must be made no later than 11:30 am on deadline date.

**NOTE:** There may be an additional fee of \$25.00 if your project is continued or you are required to have 2 meetings due to re-noticing in the newspaper.

Please feel free to call 569-5970 or stop by the Office of Planning and Development between the hours of 8am and 4pm for assistance.

# Sample

Submission for abutters requires #10 (legal size) envelopes with the abutter names and addresses and the **current certified mail postage affixed to each**. The certified mail slips should be filled out with the names & addresses (mailing labels can be used).

<p>Town of Wolfeboro          Planning Board          P.O. Box 629          Wolfeboro, NH 03894</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px;"></div> </div> <p><b>Current Certified Postage</b></p>
<p>Abutter Name          Abutter's Address          City, State Zip Code</p>	

Current  
 Certified  
 Mail  
 Postage  
 Required

<p>7006 3450 0002 1066 6749</p> <p style="font-size: 8px;">PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.</p> <p style="font-size: 10px; font-weight: bold;">CERTIFIED MAIL™</p>		<p>7006 3450 0002 1066 6749</p> <p>7006 3450 0002 1066 6749</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #333; color: white; padding: 2px;">                 U.S. Postal Service™  <b>CERTIFIED MAIL™ RECEIPT</b>  <i>(Domestic Mail Only. No Insurance Coverage Provided)</i> </td> </tr> <tr> <td colspan="2" style="font-size: 8px; text-align: center;">                 For delivery information visit our website at <a href="http://www.usps.com">www.usps.com</a> </td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: 12px; font-weight: bold; background-color: #eee;">OFFICIAL USE</td> </tr> <tr> <td style="width: 70%; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;">Postage</td> <td style="width: 20%; border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Certified Fee</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Return Receipt Fee <small>(Endorsement Required)</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Restricted Delivery Fee <small>(Endorsement Required)</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Total Postage &amp; Fees</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> </table> </td> <td style="width: 30%; text-align: center; vertical-align: middle; padding: 2px;">                 Postmark                  Here             </td> </tr> <tr> <td colspan="2" style="padding: 2px;">                 Sent To                  Street, Apt. No.,                  or PO Box No.                  City, State, ZIP+4             </td> <td></td> </tr> <tr> <td colspan="2" style="font-size: 8px;">                 PS Form 3800, August 2006             </td> <td style="font-size: 8px; text-align: right;">                 See Reverse for Instructions             </td> </tr> </table>	U.S. Postal Service™ <b>CERTIFIED MAIL™ RECEIPT</b> <i>(Domestic Mail Only. No Insurance Coverage Provided)</i>		For delivery information visit our website at <a href="http://www.usps.com">www.usps.com</a>		OFFICIAL USE		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;">Postage</td> <td style="width: 20%; border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Certified Fee</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Return Receipt Fee <small>(Endorsement Required)</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Restricted Delivery Fee <small>(Endorsement Required)</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Total Postage &amp; Fees</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> </table>	Postage	\$	Certified Fee		Return Receipt Fee <small>(Endorsement Required)</small>		Restricted Delivery Fee <small>(Endorsement Required)</small>		Total Postage & Fees	\$	Postmark Here	Sent To Street, Apt. No., or PO Box No. City, State, ZIP+4			PS Form 3800, August 2006		See Reverse for Instructions
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TOWN OF WOLFEBORO

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TECHNICAL REVIEW COMMITTEE APPLICATION

MINOR SITE PLAN REVIEW APPLICATION

Date: \_\_\_\_\_

Case #: \_\_\_\_\_

**Tax Map #:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

This form and all applicable information and required materials must be submitted 21 days prior to the date of the meeting. Filing is to be done at the Department of Planning & Development located in the Town Hall Annex.

If the applicant is a corporation, the application shall be accompanied by a certified copy of a resolution of its Board of Directors authorizing the signatures of the signatories.

**Applicant:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**Owner of Record:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**Preparer's Name:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**Representative:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**Location of Proposed Site Plan Review:** \_\_\_\_\_

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**Name of Proposed Business:** \_\_\_\_\_



*TOWN OF WOLFEBORO*

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*TECHNICAL REVIEW COMMITTEE SIGN OFF SHEET*

Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_ Sub Lot \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Project proposal: \_\_\_\_\_

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Staff reviewer: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ recommend approval

\_\_\_\_\_ do not recommend approval

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Staff reviewer: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ recommend approval

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ recommend approval

\_\_\_\_\_ do not recommend approval

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# Town of Wolfeboro Planning Board & Technical Review Committee

## APPLICATION FEE SCHEDULE

<u>SUBDIVISION</u>	<u>FEE</u>
a. 2 Lot Subdivision	\$ 50.00/Lot
b. Conventional, Cluster/ Lot or Dwelling Unit	\$100.00/Lot
c. Condominium Subdivision	\$100.00/Unit
d. Boundary Line Adjustment	\$ 25.00/Lot
e. Revocation	None
 <u>Site Plan</u>	
a. *Minor	\$ 50.00
b. Major – First 20,000 sq. ft. of disturbance	\$ 100.00
c. Major – each additional 20,000 gross sq. ft. or portion thereof	\$ 25.00
 <u>Administrative</u>	
a. Submission	\$ 50.00
b. Public Hearing	\$ 50.00
c. Notification	Materials as required
d. Recording	Fee is required

**\*Minor Site Plan** – Development or change of use which utilizes existing structures and for which there are no site improvements necessary which cause physical alteration to the existing site conditions, including storm drainage, surfacing with impervious materials or access alterations, either on or off-site. Refer to minor Site Plan Review application.



## APPLICATION AND APPROVAL PROCESS TECHNICAL REVIEW COMMITTEE

Contact: Planning Director

*Town of  
Wolfeboro*

TRC (Technical Review Committee) process includes:

- Review and sign off of all formal application to the Planning Board
- Informal review of project concepts
- Minor Site Plan Review applications
- Minor Special Use Permit applications

