



State of New Hampshire Town of Kensington

95 Amesbury Road
Kensington, NH 03833

PROCEDURES AND FEES FOR PLANNING BOARD APPLICATIONS

The Planning Board meets on the third Tuesday of the month. Meetings are held at the Kensington Town Hall, upstairs in the meeting room and/or via Zoom videoconferencing. Hearings begin at 7:00 pm and a maximum of thirty (30) minutes is allotted for presentation. The applicant must be the owner of the property or a representative of the owner with written authorization to act as an agent of the owner. During time periods when Planning Board meetings are conducted via Zoom, the applicant or authorized agent must certify that he or she is capable of presenting via Zoom. Applications must be accompanied by three (3) full-size copies of the plan along with thirteen (13) 11x17 copies of the plan.

MONTHLY APPLICATION DEADLINES: Initial applications must be complete and delivered to the Town, with all supporting documentation, no later than twenty-one (21) days prior to the Planning Board meeting at which the application will be considered. Subsequent modifications to applications and supporting documentation must be complete and delivered to the Town no later than fourteen (14) days prior to the Planning Board meeting at which the modifications will be considered.

Fees, payable to the “Town of Kensington”, are as follows:

Site Plan Review	\$250, plus actual costs incurred*
Subdivision	\$250 + \$75 per lot in excess of three lots, plus actual costs incurred*
Lot Line Revision	\$150 for revision between two (2) lots + \$75 for each additional lot involved, plus actual costs incurred*
Voluntary Lot Merger	\$75, plus actual costs incurred*
Conditional Use Permit	\$150, plus actual costs incurred*

*** Applicants must pay the following actual costs if and when incurred:**

Rockingham Planning Commission (RPC) Circuit Rider Application-Specific Services	The first four (4) hours of RPC Circuit Rider review and consulting shall be borne by the Town under its Core Services contract. RPC time incurred in excess of four (4) hours shall be billed to and paid by the applicant, based on the current RPC Circuit Rider annual contract rates.
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Engineering services performed by the Town-appointed engineer or other qualified professionals	Actual costs shall be paid by the applicant based on actual hours incurred.
Legal services	Actual costs shall be paid by the applicant based on actual hours incurred.
Other consulting services, as required, such as the Rockingham County Conservation District (RCCD)	Actual costs shall be paid by the applicant based on actual hours incurred.
Newspaper / Public Notices	Actual costs shall be paid by the applicant.
Abutter / Surveyor / Engineer notifications	Actual costs shall be paid by the applicant.
Mylar recording	Actual costs shall be paid by the applicant. As of July 1, 2020, fee is \$26 for each recording. Make check payable to Rockingham County Registrar of Deeds.
Rockingham County Registry of Deeds L-chip surcharge	Actual costs. As of July 1, 2020, fee is \$25 for each recording. Make check payable to Rockingham County Registrar of Deeds.

For Site Plan Reviews and Subdivision applications, estimated fees will be held in escrow and drawn down by the Town as needed. Excess amounts will be refunded. Applicants may be required to replenish escrow as needed.

By submission of the application, the applicant and/or owner, or agent, by shall certify that the application is correctly completed with all required attachments and supporting documentation as specified in the Zoning Ordinances of the Town of Kensington.

By submission of the application, applicant agrees to pay the fees listed above and any additional costs or excess fees for engineering or other professional services incurred by the Kensington Planning Board or the Town of Kensington in the application and adjudication process.

Only fully completed applications with fees paid and all required attachments will be forwarded to the Planning Board.

If there are any further questions, please contact Kathleen T Felch, Planning Board Clerk at 603-772-5423, ext. 101.