



# **Strafford Regional Planning Commission**

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*“Planning and action for sustainable development and an improved quality of life”.*

Fact Sheet:

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## **Site and Subdivision Plan Review Fee Paid By Applicant**

Site Plan and Subdivision Plan Review is a critical tool to implement a Master Plan. To help the Planning Board ensure an effective review, professional planner and other technical review is required. The need for this review starts with the Planning Board members wanting professional advise to help the Board make the best possible decisions to benefit the municipality.

To support of this professional review, State planning law enables the cost for the review to be paid by the site plan or subdivision plan applicant.

New Hampshire Local Land Use Planning Law states:

*The Planning Board may, as part of its site plan review regulations, require an applicant to pay all costs for notification of abutters and may provide for the assessment of reasonable fees to cover the board’s administrative expenses and costs of special investigation and the review of documents and other matters which may be required by particular applications. (RSA 674:44 V)*

### **Implementation**

For the local municipality to implement this, the Planning Board must adopt, after a public hearing, an amendment to the Planning Board’s Site Plan and Subdivision Plan Regulations. For example:

An Amendment to the Town [City] of [ Name ] Site Plan Review and Subdivision Plan Review Regulations Providing for the Applicant to Pay for Plan Review Fees

Site Plan Review Regulation

Section [ ] The applicant shall pay all costs for notification of abutters and reasonable fees to cover the Planning Board ’s administrative expenses and costs of special investigation and the review of documents and other matters which may be required by particular applications.

Note: New text is underlined.

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Subdivision Plan Review Regulation

Section [ ] The applicant shall pay all costs for notification of abutters and reasonable fees to cover the Planning Board 's administrative expenses and costs of special investigation and the review of documents and other matters which may be required by particular applications.

Note: New text is underlined.

Prior to final drafting of the amendment, local municipal legal counsel should review and approve the text so it is consistent with the local municipal code format.