

**Town of Bedford**

**SITE PLAN ADMINISTRATIVE APPROVAL APPLICATION**



**PLANNING BOARD**  
24 North Amherst Rd.  
Bedford N.H. 03110  
Tel. (603) 472-5243  
Fax (603) 472-4572

MAP/LOT: \_\_\_\_\_  
Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MUNIS No. \_\_\_\_\_

1. PROJECT NAME: \_\_\_\_\_ ZONE \_\_\_\_\_
2. PROJECT LOCATION: \_\_\_\_\_
3. PRIMARY CONTACT: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Applicant    Owner    Surveyor/Engineer   E-mail: \_\_\_\_\_
4. Applicant(s)/ Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
5. Plan Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I/We have read the site plan requirements in the Land Development Control Regulations. I/We do authorize the Town of Bedford Planning Board staff to access the property for inspection.*

**Applicant's Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Please submit:
- Completed administrative approval application
  - One mylar and three paper copies of the plan, full size (24"x36") and one CD with the plan in PDF format.
  - All required application fees

**Town of Bedford**

**SCHEDULE OF FEES FOR PLAN SUBMISSION**



**PLANNING BOARD**  
24 North Amherst Rd.  
Bedford N.H. 03110  
Tel. (603) 472-8104  
Fax (603) 472-4572



**Discussion (without plans)**..... \$0.00

**Re-advertise** ..... \$25.00

**Administrative Approval**

a) Base Charge ..... \$100.00  
b) Add: \$100.00 per 1,000 square feet (building additions only) ..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b") ..... \$ \_\_\_\_\_

**Conceptual Plan**

a) Base Charge ..... \$50.00  
b) Add: Abutter notification fee (current USPS fee for non-certified mail **per** abutter) ..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b") ..... \$ \_\_\_\_\_

**Site Plan Renewal, Home Occupation, Sign Waiver**

a) Base Charge ..... \$100.00  
b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b") ..... \$ \_\_\_\_\_

**Conditional Use Permit**

a) Base Charge ..... \$250.00  
b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b") ..... \$ \_\_\_\_\_

**Design Review Plan**

a) Base Charge (per Planning Board Meeting) ..... \$250.00  
b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_  
c) Add: Engineering review fee ..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b" + "c") ..... \$ \_\_\_\_\_

**Site Plan Approval**

a) Base Charge ..... \$250.00  
b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ \_\_\_\_\_  
c) Add: \$100.00 per 1,000 square feet ..... \$ \_\_\_\_\_  
d) Add: Engineering, architectural, fiscal, traffic consultant fees for any special reviews deemed necessary by the Planning Board ..... \$ \_\_\_\_\_  
**TOTAL** (add "a" + "b" + "c" + "d")..... \$ \_\_\_\_\_

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Effective Date: July 1, 1990  
Re-adopted by Planning Board: August 31, 1998  
Revised by Planning Board: September 8, 2003  
Revised by Planning Board: October 1, 2012  
Revised by Planning Board: February 23, 2015