

# IMPACT FEE WAIVER APPLICATION

Planning & Community Development Department · City of Manchester, New Hampshire

**Please print legibly. Please note that this form must be signed by the property owner.**

<b>Submission Date:</b>	<b>Property Owner</b> (For additional owners, please submit separate forms.)  Name: _____  Address: _____  Phone: _____  E-mail address: _____
<b>Is the Waiver Request associated with a Site Plan, Planned Development, Subdivision, or Conditional Use Permit?</b>  <input type="checkbox"/> Site Plan  <input type="checkbox"/> Planned Development  <input type="checkbox"/> Subdivision  <input type="checkbox"/> Conditional Use Permit	<b>Agent</b>  Name: _____  Title and company, if any: _____  Address: _____  Phone: _____  E-mail address: _____
<b>Location/Address of Property:</b>	<b>Have all required application fees been submitted? (Refer to Appendix A)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Have all required application materials been submitted? (Refer to Appendix H)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Have written requests been submitted for all waivers sought?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <p><b>Certification, Permission, and Authorization:</b> <i>As the owner of the property that is the subject of this application, I hereby certify that the above information is correct and that I have submitted herewith all documentation required by Appendices A and H or requested a waiver in writing for any documentation not submitted. I hereby permit City of Manchester officials and staff to enter onto the property to inspect it as part of this application. I hereby authorize the person or entity listed herein as the Agent to represent my interests before the City in connection with this application.</i></p>
<b>Tax Map/Lot No(s):</b>	<hr style="border: 1px solid black;"/> <b>Signature of Property Owner, Trustee, or Officer</b> (Not Agent)
<b>Zoning District:</b>	
<b>Ward:</b>	
<hr style="border: 1px solid black;"/> <b>Printed Name and Title, if any</b>	

**DO NOT WRITE BELOW THIS LINE – for Planning and Community Development use only.**

<b>Materials submitted:</b>  <input type="checkbox"/> Written Analysis Addressing Article 13 of Zoning Ord. <input type="checkbox"/> Plans <input type="checkbox"/> Abutters List <input type="checkbox"/> Application Fee <input type="checkbox"/> Notification Fee <input type="checkbox"/> Other _____	<b>Fees:</b>  Application:    _____ (\$100)  Notification:    _____  Total:    _____	<b>Receipt Stamp:</b>  <div style="text-align: center;">  </div>
<b>Waiver Request Project Number:</b> _____		

**APPENDIX A****PLANNING BOARD APPLICATION FEES****I. NOTIFICATION FEES**

Postage fees for notification of a public hearing to abutters and other legally required parties shall be \$10.00 per recipient. The one exception to this fee shall be voluntary lot mergers, as these do not require public hearings.

**II. APPLICATION FEE**

All applications shall be subject to a nonrefundable \$300 fee to cover administrative expenses. The one exception to this fee shall be voluntary lot mergers.

**III. SUBDIVISIONS**

In addition to the Notification and Application fees, applicants for subdivisions shall also submit fees according to the requirements listed below. These fees may be refunded if an applicant withdraws a proposal prior to the plans being distributed to City agencies like the Highway Division, the Fire Department, and the Water Works Department.

**(A) Subdivisions with a New Street Proposed**

Planning and Interdepartmental Review Fee: \$325 for each lot created, including the parent lot.

**(B) Subdivisions with No Streets Proposed**

Planning and Interdepartmental Review Fee: \$200 for each lot created, including the parent lot.

**(C) Lot-Line Adjustments**

A lot-line adjustment in which one or more lot lines between two or more lots is moved and no new building lots are created shall be charged the Notification and Application fees, but no additional subdivision fees.

**(D) Voluntary Lot Mergers**

The Notification, Application, and Subdivision fees shall not apply to lot mergers. The fee for a lot merger shall be \$100.

**IV. RESIDENTIAL SITE PLANS AND PLANNED DEVELOPMENTS**

In addition to the Notification and Application fees, applicants for residential site plans and planned developments shall also submit fees according to the requirements listed below. These fees may be refunded if an applicant withdraws a proposal, depending upon the amount of time that staff from Planning, DPW, Fire, Water, and other departments has spent reviewing the proposal.

**(A) Up to and Including the First Fifteen Dwelling Units**

Planning and Interdepartmental Review Fee: \$300 for each dwelling unit

**(B) For All Additional Dwelling Units in Excess of the First Fifteen**

Planning and Interdepartmental Review Fee: \$100 for each dwelling unit

V. NON-RESIDENTIAL SITE PLANS AND PLANNED DEVELOPMENTS

In addition to the Notification and Application fees, applicants for non-residential site plans and planned developments shall also submit fees according to the requirements listed below. These fees may be refunded if an applicant withdraws a proposal, depending upon the amount of time that staff from Planning, DPW, Fire, Water, and other departments has spent reviewing the proposal.

(A) Up to and Including the First 10,000 Gross Square Feet of New or Renovated Building Area

Planning and Interdepartmental Review Fee: \$300 per 1,000 SF, or fraction thereof

(B) For All Additional Gross Square Feet of New or Renovated Building Area in Excess of 10,000

Planning and Interdepartmental Review Fee: \$100 per 1,000 SF, or fraction thereof

VI. CONDITIONAL USE PERMITS

Applicants for Conditional Use Permits shall be charged the Notification and Application fees.

VII. WAIVERS OR REDUCTIONS OF IMPACT FEES

Applicants for Waivers or Reductions of Impact Fees shall be charged \$100, plus the Notification Fee. [Added 10/5/17]

VIII. AMENDMENTS

Amendments to conditions of approval of a conditionally approved or finally approved plan shall be subject to the Notification and Application fees.

All other amendments to finally approved plans, such as further subdivision of lots or additional construction, shall be subject to the same fees as comparable, new applications.

IX. RE-INSPECTIONS

The fees charged for all applications include the cost of one site inspection by planning staff. If additional inspections are necessary, the planning staff may impose an additional fee of \$100 for each subsequent inspection.

X. EXTENSIONS OF APPROVAL

The fee for an extension of the Planning Board's approval shall be \$100, plus the Notification Fee.

XI. COMPLIANCE HEARINGS

The fee for holding a public hearing to determine compliance with a condition of approval shall be \$100, plus the Notification Fee.

**XII. FEE REVISIONS**

The Planning Board may revise all fees listed above as necessary, but should review the fees no less than every two years to assess their effectiveness in covering the costs of plan review to the Planning and Community Development Department, the Highway Division, the Fire Department, and the Water Works Department.

**APPENDIX H****APPLICATION CHECKLIST FOR WAIVER OR REDUCTION OF IMPACT FEE****I. SUBMISSION ITEMS**

- Application form signed by the applicant and owner of record of the property;
- 1 copy of a letter and written analysis to the Planning Board addressing items in Article 13.09 B. Waivers & C. Application for Impact Fee Waivers of the Zoning Ordinance for the City of Manchester;
- Abutter List in conformance with RSA 676:4, I(d)(1), including the names and mailing addresses of the property owner, all abutters, all professionals whose seals appear on the plans, and the holders of any conservation, preservation, or agricultural easements on the property;
- The application shall be accompanied by a check or cash to include all fees required by Appendix A;
- 1 copy of a plot plan or site plan drawn to scale that shows the existing conditions of the property and any proposed changes to the property. If the waiver application is associated with a Site Plan, Planned Development, Subdivision, or Conditional Use Permit application, the plans submitted for such application may be used to apply for a waiver or reduction of impact fees;
- 1 copy of the tax map and a current property card, which may be purchased from the Assessor's Office, located at One City Hall Plaza-West Wing, Manchester, NH 03101;
- 1 copy of the floor plans, models or pictures of the proposal. Elevations are required for any new construction (including additions); and
- A list of all tenants or expected uses in the building and the square footage used by each tenant or expected use.

**II. DIGITAL FILE FORMAT**

- All plans must be submitted as a PDF file, one file for each plan. They are in addition to and do not replace any current submission requirements. Accompanying documentation or updated information supplied after submission must also be accompanied by a CD-ROM containing the amended or new information in PDF format. This digital format will be kept in the Planning Department digital files and may be used to send plans to Planning Board Members, abutters, peer review engineers, and all other interested parties.

### III. ADDITIONAL

The following excerpts from Sections 13.09 (B) and (C) of the Zoning Ordinance for the City of Manchester are subject to review by the Planning Board under an Application for Impact Fee Waiver.

#### 13.09 Exemptions and waivers.

B. Waivers. The Planning Board may grant a full or partial waiver of an Impact Fee only in the following instances:

1. Land and/or public capital facility improvements may be offered by a feepayer as total or partial credit toward the Impact Fee. The offer must be determined to represent an identifiable dollar value computed in a manner acceptable to the Planning Board and must meet the needs of the specific public facilities for which the Impact Fees are adopted.
2. Improvements which would normally be required by the Planning Board under subdivision or site plan regulations shall not be considered eligible under this section.
3. Where documentation and/or legally enforceable mechanisms are provided to demonstrate to the satisfaction of the Planning Board that a proposed use will impose no or substantially reduced demands on Public Capital Facilities, the Planning Board may reduce or waive an Impact Fee. The documentation and/or legally enforceable mechanisms shall be submitted to the Planning Board in writing.

C. Application for Impact Fee Waivers. The Planning Board may consider a request for Impact Fee waiver after a public hearing duly noticed in conformance with section 4.9 **Public Hearing** of Subdivision and Site Plan Review Regulations. The Planning Board shall adopt an application fee to cover the costs of administrative expenses and plan review consistent with its application procedures. Applications for Impact Fee Waivers shall be made on the appropriate application form available at the Planning and Community Development Department and shall include all materials required by the relevant appendix. The applicant for an Impact Fee waiver shall prepare and submit a written analysis of the potential demand on Public Capital Facilities of the New Development activity. All costs incurred by the City for the review of such study shall be paid by the applicant.

[Added 10/5/17]