

**Town of Sandwich**  
Sandwich Planning Board  
PO Box 194  
Center Sandwich, NH 03227  
Phone: (603) 284-7701  
Fax: (603) 284-6819  
landuse@sandwichnh.org

Dear Applicant,

Welcome to the Sandwich Planning Board.

The Planning Board, made up of citizens volunteers appointed by the Board of Selectmen, is responsible for review and action upon applications for subdivisions, boundary line adjustments, site plan review, earth excavation, steep slopes, and scenic road tree cuts. The Zoning Ordinance and special regulations for these various uses of land are available on the Town website.

The Planning Board follows strict rules of procedure as it analyzes each case. These rules are set forward in New Hampshire State law, (RSAs), in the Sandwich Zoning Ordinance and in Town regulations. The Planning Board seeks to balance your rights as a landowner with the rights of all citizens of our Town in protecting public interests and natural resources.

Please review this packet carefully. Providing the Planning Board with complete and essential information will ensure that your case will receive a full and thorough review and a fair decision. You are encouraged to come for a preliminary consultation, and the Land Use Secretary is available to answer any questions that may arise.

Sincerely,  
The Sandwich Planning Board

Updated 4/7/25

## SUBMISSION TIPS

Applications to the Planning Board must be received 24 days prior to a meeting, the first Thursday of each month. Scenic Road Tree Cuts are due 31 days prior to a meeting. Check for your deadline with Town Hall, 603-284-7701 or on the website, [www.sandwichnh.org](http://www.sandwichnh.org)

### Complete the following pages for your application:

- Page 1: Application Page
- Page 2: Waivers. Your surveyor will help you decide if you need any Town rule or ordinance waived.
- Page 3: Notification List. The names and addresses of current owners are published in the Town of Sandwich tax records. Find these on the Town website in the Avitar records. Make sure you give the mailing address, not the physical address of the abutter. Include the owners of any conservation easements.
- Page 4: Fee Schedule. Check that you included yourself, your agent, and any professional
- Page 5: Agent and Owner Signature page. If you are not the owner of the property, the owner must sign this to authorize you to serve as his or her agent. If your attorney or surveyor will speak for you or assist you at the hearing, you must authorize him or her. Owner must sign the Certification.
- Page 6: Disclaimer
- Page 7: Checklist for documents requested on the relevant for your type of application.
- Plats prepared by licensed surveyor or engineer, 4 full-sized copies; 4 copies (11"x14").

Mail or deliver **FOUR (4)** sets of completed Application forms and all attachments with the appropriate Fee to:

**Town of Sandwich  
Planning Board  
PO Box 194  
Center Sandwich, NH 03227-0194**

The Town office is open Monday-Thursday, 7:30 a.m. to 4:30 p.m.  
Make checks payable to the Town of Sandwich.

### Application Procedures

When your application is received, the Land Use Secretary will schedule a public hearing. Public Notice will be mailed certified mail, to you and all Abutters. Notice of the meeting will be posted at the Town Hall, Post Offices and on the Town website [www.sandwichnh.org](http://www.sandwichnh.org) at least 10 days prior to the Hearing.

Two Board Members will staff the project. They will do a site inspection and review the application packet to determine if it is complete and correct. They may add documents from the Town's files.

An agenda will be posted at least 48 hours prior to the meeting.

## **MEETING PROCESS**

The Chair will open the meeting and ask if there are any recusals and if the application is a Development of Regional Impact (DRI). Voting members will be named. Staffers will be asked if the application is complete and ready for review. If this is so, the application will be accepted.

The Staffers will present the application and the results of their review of the documents.

Waiver requests will be reviewed and voted upon. Denial of a waiver request may result in a continuation of the application to allow for submission of further information.

A public hearing will be opened.

The Applicant or agent will offer comments on the project. Abutters may offer comments on the project. All comments will be addressed through the Chair. The Applicant will make rebuttal comments as appropriate.

The public hearing will be closed and the Board will begin the deliberative process, during which no public comments will be accepted.

The Board will make a decision on the application: approval, approval with conditions, denial. Notice of the decision will be mailed to the applicant and posted for the public.

The public hearing or deliberation phase may be continued to a date, time and location announced at the meeting.

The applicant or any persons aggrieved by any decision of the Board concerning a plat, site plan, or subdivision may appeal in accordance with RSA 677:15. Conditional approvals may require a public hearing, with all noticing costs to be borne by the applicant, to ensure that the conditions have been met.

Occasionally, the Board may determine that a special investigative study is required to properly review the application and come to a decision on the project. The costs of these studies shall be borne by the applicant.

Please bring any questions regarding the application process to the Land Use Secretary, [landuse@sandwichnh.org](mailto:landuse@sandwichnh.org)

## **THE SANDWICH PLANNING BOARD CAN HELP!**

Before submitting an application for a land use change or activity, please consider requesting a preliminary consultation or a design review meeting with the Planning Board.

During these meetings, you can learn about the application process and the applicable rules and ordinances. You can be alerted to the information the Board may require for your proposal.

Preliminary consultations and design reviews do not guarantee approval or support by the Board for any project. Comments made during such meetings— by Board members and applicants or their agents alike — are not binding. And statements by Board members shall not be the basis for disqualifying any Board members or invalidating any Board action taken.

There are two types of preliminary reviews:

a. Preliminary consultation is appropriate for early stage projects: for instance when only a sketch or idea of a plan exists. The Board may discuss the basic concept of the proposal and assist in resolving problems that might arise in meeting requirements for a final consideration. The Board and the applicant may discuss proposals in conceptual form only and in general terms (such as the desirability of the project under the Master Plan). No fee is required. Notification will be made with the regular public notice of the meeting's agenda.

b. Design review is appropriate when a project has some engineering, architectural and operations planning underway. Board members may express concerns and interests the Town may have. Applicants may discuss thorny issues and discuss various solutions, asking for Board members' suggestions. An application fee is required as well as all notification of abutters and the public.

**Town of Sandwich  
PLANNING BOARD  
APPLICATION FOR**

**SUBDIVISION / BOUNDARY LINE ADJUSTMENT**

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Owner (if different from applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Board Use Only  
Case #:  
Date Filed:  
Amt. Rec'd.  
Rec'd By:  
Hearing Date:

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Physical Address of Property: \_\_\_\_\_

District \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot # \_\_\_\_\_ Lot Size \_\_\_\_\_

Shore Frontage \_\_\_\_\_ Feet Road Frontage \_\_\_\_\_ Feet

Application for:  Subdivision  Boundary Line Adjustment

Is the Property in New Hampshire Department of Revenue Administration Current Use program?

Yes  No

*If yes, please provide an updated Current Use map to the Selectmen's Office within thirty (30) days of application approval.*

Please provide a brief description of the application. These one or two sentences will be used for Public Notice of your application.

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**WAIVERS**

I (we) am (are) requesting a waiver\* of Section \_\_\_\_\_ (Example: 160-6 B (1) ) of the Subdivision, Site Plan, or Excavation Regulations for the following reasons: (please use a separate page as appropriate)

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I (we) understand that a denial of the waiver request may result in the application being continued until all required documents are provided.

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*Applicant(s) or Agent*

\* A waiver may be granted if the Board finds, by majority vote, that strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the Board's Regulations or that specific circumstances relative to the appeal indicate that the waiver will properly carry out the spirit and intent of the Board's Regulations. The basis for any waiver granted by the Board shall be recorded in the minutes of the Board.

NOTIFICATION LIST

Name of Applicant: \_\_\_\_\_ Tax Map # \_\_\_\_\_

Physical Address \_\_\_\_\_ Lot # \_\_\_\_\_  
(Location of property)

Mailing Address: \_\_\_\_\_ Zoning District \_\_\_\_\_

An ABUTTER is any person whose property adjoins or is directly across the street or stream from the land to be subdivided or under consideration by the Planning Board. *It also includes the applicant and any agent, surveyor, engineer, architect, or soil scientist whose stamp and signature appear in the application materials (RSA 672:3 & 676:4).* (A fee for each letter must accompany the application.)

1. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

4. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

5. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

6. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

7. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

8. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

9. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

10. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

The Board is not responsible for the information supplied above. Information is available from Tax Maps and Books at the Sandwich Town Office and on the Town website [www.sandwichnh.org](http://www.sandwichnh.org)

**FEES:**

Minor Subdivision (up to 4 lots/units)	\$75.00	\$ _____
Major Subdivision (every 5 lots/units or fraction thereof)	\$150.00	\$ _____
Boundary Line Adjustment	\$150.00	\$ _____
Tree Cutting - Scenic Road	\$50.00	\$ _____

**ASSOCIATED CHARGES**

Certified Notification Letters: No. of letters \_\_\_\_\_ X \$2 plus postage \$ \_\_\_\_\_  
*(Include yourself, agent, and any licensed professional whose stamp is on the plan or easement holder)*

Registry of Deeds (Subdivision & Boundary Line Adjustment, and other Applications as required by the Planning Board)

11 x 17 Plat	\$11 per plat	\$ _____
17 x 22 Plat:	\$16 per plat	\$ _____
18 x 24 Plat:	\$20 per plat	\$ _____
22 x 34 Plat:	\$26 per plat	\$ _____
24 x 26 Plat:	\$28 per plat	\$ _____
Postage:	\$ 6 per mailing	\$ _____

LCHIP Fee: (separate check made payable to the Registry of Deeds) \$ 25.00  
May be submitted with the mylar

**TOTAL FEES PAID** \$ \_\_\_\_\_

**There may be additional costs for the Board to retain professional consultants, and/or for a Performance Security.**

Adopted: 7/89; Revised: 6/16/97; 3/10/03; 6/2/14, 7/11/16, 4/20/17, 7/22/19, 4/21/22, 9/26/22,, 12/7/23; 4/7/25

### Authorization to Act as Agent

Mr./Ms. \_\_\_\_\_

is hereby designated as the person who is authorized to act as my agent in securing any and all permits necessary from the Sandwich Planning Board for the development of my property. All communications to the owner may also be addressed to the agent.

Owner(s) of Record signature:

\_\_\_\_\_

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

### Certification

The owner/applicant/ agent hereby authorizes the Sandwich Planning Board and its agents to access the subject land for the purpose of reviewing this application, performing road inspections, and any other inspections deemed necessary by the Board or its agents, to ensure conformance of the on-site improvements with the approved plan and all Town of Sandwich ordinances and regulations. The Board reserves the right to delay action upon an application due to conditions on the ground.

The undersigned owner/agent hereby submits this Application Package to the Sandwich Planning Board and respectfully requests approval of said application. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:

- To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
- To save the Town harmless from any obligation it may incur, or repairs it may make, because of failure to carry out any of the foregoing provisions.
- To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Board.
- There are no known violations of the Town of Sandwich Zoning Ordinance or Sandwich Planning Board Regulations present on the property that have not been disclosed as part of this application.

Owner(s) of Record signature:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Applicant / Agent signature:

\_\_\_\_\_ Date \_\_\_\_\_

**DISCLAIMER**

Name of Applicant/Agent: \_\_\_\_\_ Tax Map # \_\_\_\_\_

Physical Address \_\_\_\_\_ Lot # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zoning District \_\_\_\_\_

The Town of Sandwich, its employees, the Planning Board and the Zoning Board of Adjustment are here to help an applicant through the process of applying for either a Site Plan Review, Boundary Line Adjustment, Subdivision of Property, Excavation Permit, Preliminary Consultation, Design Review, Scenic Road Tree Cut, Variance, Special Exception, or Appeal of an Administrative Decision, Equitable Waiver or Motion for Rehearing.

Town employees are not trained or licensed to give legal advice or to provide answers to any substantive questions (those requiring interpretation of the Town’s Zoning Ordinance and/or Regulations).

There is no promise or guarantee for the outcome of an application, case or review. Land Use boards, the Planning Board and Zoning Board of Adjustment, meet in public and only make decisions at those public meetings.

The Town staff and the Land Use Secretary will gladly help with questions within these constraints. If you find that you need additional help to successfully complete the application process, please seek advice from a lawyer or surveyor.

Thank you for your understanding. We look forward to working with you.

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

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

**SANDWICH PLANNING BOARD  
SUBDIVISION / BOUNDARY LINE ADJUSTMENT CHECKLIST**

The following items are required for the Board to initiate formal review of the application and open a public hearing on the merits of the application (170-6):

- Application packet filled in completely; 4 copies of the application; four (4) copies of plats; 4 copies, 11" x 17", of any plat submitted.
- All Fees.
- Submission no later than twenty-four days (24) prior to the meeting.

Please refer to the Subdivision Regulations for details on each of the following topics which may be applicable to your application and necessary for the board to deliberate and take formal action on the application. Use the Waiver Form to list specific items for waiver consideration by the Board.

Plat Requirements: 170-5

Design Standards

- Lot Area: 170-21
- Lot Frontage: 170-22
- Setbacks: 170-23
- Road Design & Construction: 170-24
- Protection of Public Thoroughfares: 170-25
- Drainage, Water Supply, and Sewage Disposal: 170-26

Other Information

- Performance Security: 170-12
- General Guidelines: 170-16
- Easements, Open Space: 170-17
- Flood Hazard Areas: 170-18
- Lot Markers: 170-19
- Documentation of Impacts: 170-20
- Cluster Residential Developments: Article V, 170-27 through 170-33
- Multiple-Unit Structures: Article VI, 170-34 through 170-39
- Steep Slope Areas: Article VII, 170-40 through 170-43

The Planning Board reserves the right to request other documents and information necessary for an informed decision to be made on the application. Refusal to provide such information may be grounds for denial of the application. Be advised that other permits at the town, state, or federal level may apply to your project. Please review the Sandwich Zoning Ordinance and Subdivision Regulations carefully.