



City of Keene, NH

Administrative Planning Review Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keeneh.gov

SECTION 1: PROJECT INFORMATION

PROJECT NAME:

PROJECT ADDRESS(ES):

EXISTING OR PREVIOUS USE:

PROPOSED USE:

**GROSS FLOOR AREA OF
NEW CONSTRUCTION** (in square feet)

**GROSS FLOOR AREA OF EXISTING
BUILDINGS/STRUCTURES** (in square feet)

**AREA OF PROPOSED NEW
IMPERVIOUS SURFACES** (in square feet)

TOTAL AREA OF LAND DISTURBANCE (in square feet)

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER

APPLICANT

NAME/COMPANY:

NAME/COMPANY:

MAILING ADDRESS:

MAILING ADDRESS:

PHONE:

PHONE:

EMAIL:

EMAIL:

SIGNATURE:

SIGNATURE:

PRINTED NAME:

PRINTED NAME:

AUTHORIZED AGENT
(if different than Owner/Applicant)

FOR OFFICE USE ONLY:

NAME/COMPANY:

TAX MAP PARCEL #(s):

MAILING ADDRESS:

PHONE:

PARCEL SIZE:

DATE STAMP:

EMAIL:

ZONING DISTRICT:

SIGNATURE:

PRINTED NAME:

PROJECT #:

SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS AND MUST BE SUBMITTED BY ONE OF THE OPTIONS BELOW:

- **Email:** communitydevelopment@keenenh.gov, with “Administrative Planning Application” in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Planning Board applications are outlined further in **Article 20** and **Article 25.12** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee and narrative. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

Note: Additional information may be requested by the respective decision-making authority during the review process.

GENERAL SUBMITTAL REQUIREMENTS

PROJECT NARRATIVE: A written narrative addressing the following items is required as part of a complete application.

1. A description of the type, scale, and scope of the proposal.
2. Information about the existing and proposed uses.
3. An explanation of how the proposal complies with the Site Development Standards in **Article 20** of the Land Development Code:

- | | |
|---|---|
| <ul style="list-style-type: none"> 20.2 Drainage & Stormwater Management 20.3 Sediment & Erosion Control 20.4 Snow Storage & Removal 20.5 Landscaping 20.6 Screening 20.7 Lighting 20.8 Sewer & Water | <ul style="list-style-type: none"> 20.9 Traffic & Access Management 20.10 Filling & Excavation 20.11 Surface Waters & Wetlands 20.12 Hazardous & Toxic Materials 20.13 Noise 20.14 Architecture & Visual Appearance |
|---|---|

FEES: There is a **\$125 fee for Administrative Planning Applications**. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

ADDITIONAL SUBMITTAL REQUIREMENTS	SUBMITTED	EXEMPTION REQUESTED
PLOT PLAN: This should be a scaled plot plan or drawing clearly displaying the locations and dimensions of all structures and open spaces on the lot subject to review.		
PRODUCT SPECIFICATION SHEETS: Manufacturer specifications (i.e. product cut-sheets) should be submitted for any proposed building materials, exterior lighting fixtures, windows and doors, mechanical equipment or other site elements (e.g. benches, railings). The applicant shall specify the proposed type, color and finish, if missing from the specifications.		
PHOTOGRAPHS, RENDERINGS, & SKETCHES: Photographs, renderings, and/or line sketches should be submitted to visually demonstrate the scale, massing, and visual appearance of proposed improvements.		