



State of New Hampshire  
**Town of Kensington**

95 Amesbury Road  
Kensington, NH 03833

**PROCEDURE FOR FILING PLANNING BOARD APPLICATIONS**

The Planning Board meets on the third Tuesday of the month. Meetings are held at the Kensington Town Hall, upstairs in the meeting room. Hearings begin at 7:30 pm and a maximum of thirty minutes is allotted for presentation. Applications must be presented 21 days prior to the third Tuesday of each month. The applicant must be the owner of the property or a representative of the owner with written authorization to act as an agent of the owner. **Please submit 3 full size copies of the plan along with 7 11x17 for the board to review.**

**Fees, made payable to the “Town of Kensington”, are as follows:**

Voluntary Lot Merger	\$16.44 for recording at Registry
Lot Line Revision	\$ 25.00
*Subdivision (3 lots or less)	\$ 75.00
*Subdivision (4 lots or more)	\$ 75.00 per lot
*Engineering - estimated fee	\$250.00
*Site Plan Review	\$400.00 (4 + lots) \$ 25.00 (+ Eng. Fees if applicable)
Fire Department	\$500.00 (if applicable)
<b>All applicants must also pay the following fees:</b>	
Newspaper public notice	\$ 100.00
Abutter notifications	\$ 6.49 each abutter
Surveyor/Eng/etc. notification	\$ 6.49 each
Mylar recording	\$ 26.00 for 1 sheet (\$26.00 each add'l sheet)
Rockingham County Registry of Deeds-L-CHIP surcharge	\$ 25.00 for each recording

**Make check payable to Rockingham County Registry of Deeds**

\* If applicable, copies of plans will be forwarded to the Rockingham Planning Commission and/or the Town’s Engineer for review. Fees will be held in escrow and excess amounts will be refunded. By submission of the application, applicant agrees to be financially responsible for additional or excess fees.

Drainage calculations and/or soil types by lot size will be forwarded to the Rockingham County Conservation District, which will provide an estimate for the cost of review. Upon the applicant’s authorization and payment, the review will be completed.

If there are any further questions, please contact Kathleen T Felch, Clerk at 772-5423, ext. 101.