



TOWN OF DURHAM
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Town Planner's Review
Wednesday, August 22, 2018

- XI. **Fee Reference.** Proposed amendment to Site Plan and Subdivision Regulations to clarify that application and related fees are included in the Town-wide master Fee Schedule as established by the Administrator with the advice and consent of the Town Council.
- I recommend that the Planning Board discuss the proposed amendment and set a public hearing for September 12 if acceptable.

The Town Administrator asked that we clarify the process for establishing fees in the regulations. The Town Administrator sets fees as part of the Town-wide Master Fee Schedule with the approval of the Town Council. The existing language in the Site Plan Regulations and Subdivision Regulations should be amended to reflect this process.

The procedure for amendments to the regulations is to hold a public hearing. The Planning Board then adopts amendments on its own.

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- ❖ Amend the Durham Site Plan Regulations, deleting current language and adding new language, as shown:

PART II. SITE PLAN REVIEW PROCESS

Article 3. Fees

Section 3.1

A formal application for site plan approval shall be accompanied by an initial filing fee.

Section 3.2

Pursuant to RSA 676:4 I(g), it shall be the responsibility of the applicant, if the Board deems it necessary, to pay reasonable fees for special investigative studies, environmental assessments, legal review of documents, administrative expenses, and other matters which may be required to make an informed decision on a particular application.

Section 3.3

~~*The Planning Board sets all fees related to Site Plan applications, except as otherwise provided. The application submittal fees are adopted by reference as part of these regulations.*~~
The application fee and related fees are included in the Town-wide Master Fee Schedule as established by the Town Administrator with the advice and consent of the Town Council.

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- ❖ Amend the Durham Subdivision Regulations, deleting current language and adding new language, as shown:

SECTION 6: Fees

6.01 A formal application for subdivision shall be accompanied by an initial filing fee.

6.02 Pursuant to RSA 676:4 I(g), it shall be the responsibility of the applicant, if the Board deems it necessary, to pay reasonable fees for special investigative studies, environmental assessments, legal review of documents, administrative expenses, and other matters which may be required to make an informed decision on a particular application.

6.03 ~~The application submittal fees are adopted by reference as part of these regulations.~~ The application fee and related fees are included in the Town-wide Master Fee Schedule as established by the Town Administrator with the advice and consent of the Town Council.