



WILTON, NEW HAMPSHIRE



NOTICE OF LAND USE BOARD FEES

(AS REQUIRED UNDER RSA 673:16, III)

Effective as of September 5, 2022; Updated October 4, 2023



**NOTICE OF LAND USE BOARD FEES
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Note: The fee schedules in this document are designed to be publicly posted at the town hall without the cover page and table of contents. The cover page and table of contents are included for ease of reference and for digital posting on the town’s website.

***NOTICE OF LAND USE BOARD FEES
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PLANNING BOARD FEES (AMENDED September 6, 2023)

Planning Board Application Fees, Escrows and Administrative Fees

The Town of Wilton has established the following application fees, administrative fees and escrow deposit protocols in connection with submissions to the Planning Board. The application fees and administrative fees set forth herein constitute a reasonable estimate of the time and resources expended by the Town in processing and considering an application for relief from the Planning Board.

In addition to application fees, applicants are responsible for the payment of professional and other third-party review and investigative costs and fees, as well as administrative fees, associated with an application, including, without limitation, peer engineering, legal, Nashua Regional Planning Commission (NRPC) and other reviews and/or studies required by the Wilton Land Use Regulations or as deemed necessary by the Planning Board.

Except as set forth below, the Town will establish an escrow account in connection with each application, to which applicants shall make the escrow deposit set forth below, covering the initial NRPC or other applicable review or studies as may be determined by the Planning Board. Together with the initial deposit, the applicant shall pay a \$50 administrative fee, \$25 of which shall be disbursed to the Town upon opening the account and \$25 of which shall be retained in escrow and disbursed to the Town upon the closing of the account. An application will not be complete until the initial escrow deposit and administrative fee(s) have been paid.

After acceptance of an application, the Town reserves the right to require or commission additional third-party reviews or investigative studies, as well as the right to require an applicant to make an additional escrow deposit to cover the costs of those third-party reviews or investigative study. If an application requires further NRPC review and/or professional or other third-party review or studies, or if the Town determines that the amount previously deposited into escrow or remaining in escrow after payments therefrom is insufficient to cover the cost of ongoing third-party reviews or studies, the applicant shall make an additional escrow deposit upon the demand of the Planning Board in an amount sufficient to cover the estimated total fees and costs for such work. Failure or refusal to make any such escrow deposit, upon demand, shall be a basis for the Planning Board to deny an application without prejudice.

Any balance remaining in an escrow account after payment of all NRPC, professional and other third-party review or investigative costs and fees, as well as applicable administrative fees, shall be refunded to the applicant after the Planning Board has taken final action on an application. To the extent that the established escrow account is interest bearing, any such unexpended interest shall also be returned to the applicant.

The Planning Board may, in lieu of depositing all or a portion of monies into escrow, require an applicant to reimburse the Town for the fees and costs of any third-party review or studies and may condition final approval of any application upon the full repayment of such fees and costs.

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Recording Fees

Applicants shall also bear all charges imposed by the Hillsborough County Registry of Deeds (HCRD) to record any documents, including, without limitation, plans and legal documents, associated with an approved application. The latest HCRD fees can be found via <https://www.nhdeeds.org/hillborough-county-home/>. There is an added \$80 administrative charge per set of documents to be recorded to cover Town costs in connection therewith.

Impact Fees

In addition, Impact Fees must be fully paid before any certificate of occupancy can be issued. Impact Fees are found in Appendix VIII to the Wilton Land Use Laws and Regulations and are further detailed in Section 25 of the Wilton Zoning Ordinance.

The fees and charges set forth in this Appendix III, as amended from time to time, supersede any inconsistent fees or charges listed elsewhere in the Land Use Laws and Regulations or otherwise

Fees for Subdivision Applications

Type of Subdivision Application	Application Fee	Initial Escrow Deposit [covers NRPC review only unless specified] ¹	Public Notice [In accordance with RSA 676:4, I (d)]	Abutter Notification [In accordance with RSA 676:4, I (b) AND must include three (3) labels per abutter]
Pre-Application Consultation, including NRPC consultation (Max 2 hours)	\$200	None	None	None
Voluntary Merger (Caveat Lot Consolidation)	\$50	None	None	None
Lot Line Adjustment (no new lots)	\$100/ line adjusted	\$144 + \$50 admin fee	\$100	\$15/abutter
Condo Conversion	\$200/ dwelling unit	\$288 + \$50 admin fee	\$100	\$15/abutter
All other Subdivisions including Cluster Development	\$200/ lot or dwelling unit, whichever is greater	\$720 + \$50 admin fee	\$100	\$15/abutter

¹ Initial escrow deposits do not include additional amounts for administrative fees or professional and other third-party review unless specified. Unused escrow deposits (other than administrative fees) are refunded to the applicant.

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Fees for Site Plan Review Applications

Type of Site Plan Review Application	Application Fee	Initial Escrow Deposit [covers NRPC review only unless specified]¹	Public Notice [In accordance with RSA 676:4, I (d)]	Abutter Notification [In accordance with RSA 676:4, I (b) AND must include three (3) labels per abutter]
Pre-Application Consultation, including NRPC consultation (Max 2 hours)	\$200	None	None	None
Home Occupation	\$50	\$288 + \$50 admin fee	\$100	\$15/abutter
Minor Site Plan	\$100	\$288 + \$50 admin fee	\$100	\$15/abutter
Non-Residential Site Plan (other than Research and Office Park Plans)	\$500 + \$0.04/ sq. ft.	\$720 + \$50 admin fee	\$100	\$15/abutter
Research and Office Park Plan (Preliminary Plan Submission)	\$200	\$144 + \$50 admin fee	\$100	\$15/abutter
Research and Office Park Site Plan	\$300 + \$0.04/ sq. ft.	\$720 + \$50 admin fee	\$100	\$15/abutter
Residential Site Plan (Multifamily, Age Restricted)	\$200/ dwelling unit	\$720 + \$50 admin fee	\$100	\$15/abutter

Fees for Excavation Applications

Type of Excavation Application	Application Fee	Initial Escrow Deposit [covers NRPC review only unless specified]¹	Public Notice [In accordance with RSA 676:4, I (d)]	Abutter Notification [In accordance with RSA 676:4, I (b) AND must include three (3) labels per abutter]
Excavation Permit	\$1,000 + \$200/ acres	\$1,440 + \$50 admin fee	\$100	\$15/abutter
Annual Renewal of Excavation Permit	\$100	None	\$100	None

¹ Initial escrow deposits do not include additional amounts for administrative fees or professional and other third-party review unless specified. Unused escrow deposits (other than administrative fees) are refunded to the applicant.

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Fees for Other Applications:

Other Applications	Application Fee	Initial Escrow Deposit [covers NRPC review only unless specified] ¹	Public Notice [In accordance with RSA 676:4, I (d)]	Abutter Notification [In accordance with RSA 676:4, I (b) AND must include three (3) labels per abutter]
Stormwater	\$75	\$288 (Stormwater Manager and/or Stormwater Inspector review) + \$50 admin fee	\$100	\$15/abutter
Scenic Road Tree and Rock Wall Removal Permit	\$75	None	\$200 (two notices @ \$100 each)	None
Driveway Permit (including application seeking waiver request)	\$75	None	\$100 (if required)	\$15/abutter (if required)

¹ Initial escrow deposits do not include additional amounts for administrative fees or professional and other third-party review unless specified. Unused escrow deposits (other than administrative fees) are refunded to the applicant.

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ZONING BOARD FEES (REVISED September 5, 2022)

Fee

A check for the \$125 application fee, plus \$10 for each name on the abutter list, made out to “Town of Wilton, NH”