

APPENDIX 2
SITE PLAN APPLICATION APPLICATION CHECKLIST

Date: _____

Name of Applicant _____
(Owner and Agent)

Location of Property _____
(Physical address, tax map and lot number)

Name of Site Plan _____

In order to be complete, a Site Plan Application shall contain the following information, where applicable:

CHECKLIST

- _____ List of abutters and addresses: current, based on Registry of Deeds, and Town Tax Records, five days prior to application submission. In addition, applicant shall submit a fee of \$5.00 for each abutter, each notification.
- _____ 4 copies of the plat (plan) showing the following, where applicable:
 - _____ Current owner's name and mailing address
 - _____ Option holder's name and address
 - _____ Surveyor name, address and signed stamp and error or closure certification
 - _____ North arrow
 - _____ Scale (not more than 100 feet to the inch)
 - _____ Date
 - _____ Location (Locus) map
 - _____ Tax map and lot number, and district
 - _____ Location and dimension of property lines including entire undivided lot
 - _____ Abutting subdivision names, streets, easements, building lines, parks, and public places, and similar facts regarding abutting properties
 - _____ Proposed driveway locations
 - _____ Location of existing and proposed easements or rights-of-way; utility, slope and/or drainage
 - _____ Location of existing buildings
 - _____ Location of existing and proposed sewer/septic/leach field, and water lines and utilities
 - _____ Name, width, class and location of existing and proposed streets
 - _____ Location of water courses, standing water or fire ponds
 - _____ Location of ledges, stone walls, and other natural features
 - _____ Other essential features
 - _____ Profiles of all proposed streets to include open water ways, water mains, storm sewers, culverts on a horizontal scale of 1" - 50' and vertical scale of 1" - 10'
 - _____ Topographical Map (2 feet intervals) existing and proposed

- _____ Edges of wetlands and brooks
- _____ Zoning District Boundaries
- _____ Drainage control: existing culverts and drains and proposed methods of providing surface drainage - including sizes and types or classes of all pipes
- _____ Drainage Calculations (3 copies)
- _____ Location of test pits and test pit logs
- _____ Common and dedicated land
- _____ All development phases must be included showing sketches of prospective street systems
- _____ High Intensity Soils Map (by qualified soil scientist - showing soil types, slopes, and calculations (3 copies)
- _____ Access locations to existing town and state highways
- _____ Title Block
- _____ All building and set back lines
- _____ Cross sections of all proposed streets and driveways showing existing and proposed grades
- _____ Conservation District Review Authorization Form signed
- _____ Construction plan
- _____ Copies of all applicable permits and applications for permits
- _____ Mylar
- _____ Drainage information (3 copies)
- _____ Certification by the surveyor that the field work undertaken in the preparation of the final plan has an error of closure no greater than 1 part in 10,000
- _____ Street plan and profile
- _____ Approval block for planning board endorsement
- _____ Two copies of the "Street Improvement Guarantee Summary Sheet" and the "Street Improvement Guarantee Work Sheet"

Reasonable fees in addition to fees for notice may be imposed by the board to cover its administrative expenses and costs of special investigative studies, review of documents, and other matters which may be required by particular applications. RSA 676:4 (g).

The following items may be required by the planning board before final approval is granted:

- _____ Erosion and Sediment Control Plan
- _____ Traffic Impact Analysis
- _____ Environmental Impact Studies
- _____ NH Wetland Board Dredge and Fill Permit
- _____ Driveway Access Permit
- _____ NHWS&PCC Major Alteration Permit (149:8a)
- _____ Construction and Maintenance Bonding
- _____ Town Engineer Review of Proposal
- _____ Miscellaneous Engineering Studies