

TOWN OF GREENFIELD

Site Plan Review

Revised 1/11/2022

*** A completed application form includes a list of abutters, include 3 sets of mailing labels for each abutter; copies of a plan showing information relevant to the proposal; a letter with any request waivers; check for payment and this form.**

Whenever any development or change or expansion of use of a site governed by Greenfield's Site Plan Review regulations is proposed or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building development or change is begun; before any permit for the erection of any building or authorization for development on such site shall be granted; the owner of the property or his authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in Greenfield's Site Plan Review Regulations.

The Planning Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review.

A. Activities **Not Subject** to Site Plan Review

1. Proposals that involve no change in use or level of activity.
2. Internal building modifications to a nonresidential use that do not affect the scale or impact of the existing use.
3. A re-use of a premise for which a Site Plan Review has already been conducted, provided the new use is not different in type or impact.

Where there is any doubt as to whether or not a project requires Site Plan Review, the affected party should request a determination from the Board. In an effort to clarify what constitutes a change of use of sufficient magnitude or impact to trigger Planning Board action, the following guidelines will be observed:

B. Activities **Subject** to Site Plan Review

1. If the proposal involves new construction of nonresidential or multi-family development.
2. If the proposal involves a change of use category, e.g., from Residential to Commercial or from single family to multi-family.
3. If the proposal involves external modifications or construction, including parking lots.
4. If a change of use or expansion would involve significant impacts in terms of traffic and circulation, parking, or lighting: for example, a change from an attorney's office to an accountant's office would probably not involve significant impact but a change from a bed & breakfast inn to a restaurant would.
5. If the proposal involves a non-residential or multi-family use that has never received Site Plan Review from the Planning Board.

The Board may provide for an expedited review of minor site plans. Criteria the Board will use to determine whether an application qualifies as a minor site plan include, but are not limited to, the following:

1. When there is no new construction.
2. When site impacts are not expected to be significant, in terms of traffic, noise, parking, lighting, etc.

Under the expedited review procedure, the Board may waive certain submission requirements, such as the need to have an engineered plan, or a plan filed with the Registry of Deeds.

Town Fees

Application Fee: **\$50.00**

Abutter Notifications _____

(\$15/each abutter - Incurred Per Notification)

Advertising Fee(s) _____

(Newspaper, etc - Incurred Per Advertisement)

Technical Review Fees Incurred _____

Total Amount Due _____

(Make check payable to Town of Greenfield)

As the owner or duly authorized agent for the owner of the property named above, I do hereby submit this plan for review as required by the Site Plan Review Regulations of the Town of Greenfield, NH. I agree to be fully responsible for payment of all fees, costs and expenses (including fees for professional reviews deemed necessary by the Planning Board) incurred with respect to this application.

Signature: _____

Name (Please print): _____

Date: _____

Application for Site Plan Review

*In order to hold a public hearing, this application must be submitted at least 21 days prior to a regular scheduled meeting.

Name of Applicant: _____

Address: _____

Name of Owner(s): _____

Address of Owner(s): _____

Name of Preparer: _____

Phone Number of Preparer: _____

Email: _____

Greenfield Tax Map and Lot number: _____

Zoning District: _____

Proposed Use for the property: _____

Hours of Operation: _____

Total Number of Employees: _____

1. Are three (3) copies of the Plan or Sketch attached? _____
2. Have all necessary permits and legal documents been applied for or granted? _____
(Examples include: NH WSPCC for septic system approval; NH DOT for new access to State highways; documentation for use of private easements)
3. Is the applicant requesting a waiver to any requirements? _____

Planning Board Use

Application for Site Plan Review has been:

Approved_____Date:_____

Denied_____Date:_____

Conditionally Approved_____Date:_____

Deemed unnecessary by vote of the Planning Board in accordance with Section III of Site Plan Review Regulation. No Fees apply.

Signature:_____

(Planning Board Chairman)

Date:_____

Name (Please print):_____

Signature:_____

(Planning Board Secretary)

Date:_____

Name (Please print):_____

Conditions & Planning Board Comments:

Minimum Site Plan Review Requirements

The Planning Board may waive any portion of these requirements in cases where, in the opinion of the Board, strict conformity poses an unnecessary hardship to the applicant, and such waiver shall not be contrary to the spirit and intent of the regulations.

A. Site Information

1. Date
2. Name and addresses of owners of record
3. Name and address of applicant and if applicable, name and address of preparers
4. Names and addresses of abutting land owners, holders of conservation, preservation, or agricultural preservation restrictions

B. To Scale Plan or Sketch Showing

1. Scale used and north arrow
2. Location of site in relation to streets
3. Zoning districts within boundaries of site
4. Boundary lines with descriptions
5. Frontage (amount, location)
6. Building set backs
7. Total lot area
8. Existing buildings, driveways, parking lots, roads, wells, septs/town sewer, utilities, side walks, loading docks and other structures
9. Existing storage areas for trash and snow
10. Existing lighting and signs
11. Approximate location of structures on abutting properties

(If applicable)

12. Traffic circulation plan
13. Wetlands, watercourses and bodies of water
14. Existing drainage, storm water runoff, swales, catch basins etc
15. Topographical contours and/or spot elevations and 100 year flood elevation line
16. Soil types and vegetation types
17. Location and results of test pits and percolation tests
18. All easements and location of all conservation, preservation or agricultural preservation restrictions

C. Plan Showing Location and Size of Proposed: (If Applicable)

1. New buildings, driveways, parking lots, roads, wells, septs/town sewer, utilities, side walks, loading docks and other structures
2. New storage areas for trash and snow
3. New lighting and signage
4. New water supplies and waste disposal facilities with possible future expansion of both.
5. Fire safety, prevention, and control provisions
6. Preliminary building elevation views
7. Preliminary Floor plans
8. Phased construction

D. Proposed Storm Water Drainage and Landscaping Plan: (If Applicable)

1. Grades where terrain is to be altered
2. Erosion and sedimentation control provision
3. Location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins, storm sewers with engineering calculations
4. Tabulation of total lot area, net lot area, proposed building coverage, pavement coverage, open space.
5. Location and type of screening materials (list of plant materials, with sizes and distances between plants and elevation view of proposed walls or fence)
6. Location of open areas, recreational areas, pedestrian walks or trails and areas to be dedicated to public or common ownership