

# **SITE PLAN REVIEW REGULATIONS**

## **Town of Greenfield, New Hampshire**

Site Plan Review Regulations adopted by the Greenfield Planning Board on August 15, 1988; Adoption Verification by the Planning Board on April 12, 2010; Revised: June 10, 2013; September 22, 2014; November 14, 2016.

### **Section I. Authority**

Pursuant to the authority vested in the Greenfield Planning Board by the voters of the Town of Greenfield on March 4, 1980 and in accordance with the provisions of RSA 674:43 and RSA 674:44, the Greenfield Planning Board adopts the following rules governing the review and approval or disapproval of site plans for nonresidential uses or for multi-family residential uses, whether or not such development includes subdivision or resubdivision of the site. For the purpose of these Site Plan Review Regulations, "multifamily" shall mean any structure(s) containing more than two dwelling units.

### **Section II. Purpose**

The purpose of the Site Plan Review process is to protect the public health, safety and welfare; to promote balanced growth; to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; to avoid development which may result in negative environmental impacts; and to guide the character of development. The Site Plan Review procedure in no way relieves the developer or his/her agent from compliance with the Zoning Ordinance, Subdivision Regulations or any other ordinance which pertains to the proposed development. No site plan will be approved until it complies in all respects with any and all pertinent ordinances and regulations.

### **Section III. Scope of Review**

Whenever any development or change or expansion of use of a site governed by these 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 this regulation.

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 *[revised 2016]***

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 *[revised 2016]*

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.

**Section IV. Definitions**

The definitions contained in the Greenfield Zoning Ordinance and in the Subdivision Regulations shall apply to the Site Plan Review Regulations. Doubts to the precise meaning of terms in these definitions, or those that are not found in these definitions, shall be resolved by referencing the Merriam Webster Collegiate Dictionary, 11th Edition.

**Section V. Procedure**

A. Each application shall be processed as follows:

1. The applicant may at his option meet with the Planning Board for a preapplication consultation in accordance with the provisions of RSA 676:4 and as described in the Greenfield Subdivision Regulations SECTION III, paragraph A & B. Such consultation shall be nonbinding on both the applicant and the Planning Board and such consultations shall be held during regularly scheduled meetings of the Planning Board. Preapplication consultations shall be separate and apart from formal review and no time limits shall apply until a formal application is made and accepted by the Planning Board.
2. The applicant shall file a completed Site Plan Application with the Office Manager at least 21 days prior to a regularly scheduled meeting of the Planning Board. Applicant may petition two or more land use boards to hold a joint hearing in accordance with RSA 676:2.

A completed application shall include: compliance with the standards and requirements contained in the Site Plan Review Regulations, Sections VII and VIII; the names and addresses of all abutters as indicated in town records five days prior to submission of the application; and the payment of fees to cover the administrative and all notification costs as well as reasonable fees to cover the costs of special investigative studies, review of documents and other matters when warranted by particular applications.

3. Notice for any public hearings on a Site Plan Review Application shall be sent by certified mail to the abutters, the applicant, holders of conservation, preservation, or agricultural preservation restrictions, and every engineer, architect, and land surveyor or soil scientist whose professional seal appears on any plat submitted to the Board. Notice to the general public shall also be given at the same time by posting and publishing as required

by the Greenfield Subdivision Regulation. Notice will be given at least 10 days prior to the hearing unless the hearing was adjourned with proper notification. Said notice shall include a general description of the proposal, the identity of the applicant, and the location of the proposal. All costs for such notice shall be paid in advance by the applicant and if not, shall constitute valid grounds for the Planning Board to terminate further consideration and to disapprove the site plan without a public hearing. The Planning Board may allow for an expedited review of completed Site Plan Review Applications. The completed application may be submitted, accepted and acted on at the same meeting provided public notice so indicates.

4. The Planning Board shall make a determination of the completeness of the application based on Sections I & II of the Site Plan Review checklist. If the application is complete, the Planning Board shall formally accept it at which point the time limitations begin. If the application is incomplete, the Board shall inform the applicant of missing items or revisions to the submitted plan and the applicant must resubmit the plans. An incomplete application shall not be accepted by the Planning Board.
  5. The Board must begin consideration for approval of the application within 30 days and must act to approve, conditionally approve, or disapprove the application within 65 days of the date of acceptance of the application. Extensions and remedies for failure of the Planning Board to act within the specified time frames shall be as provided for in RSA 676:4, paragraph I.
- B. Site Inspections [*revised 2016*]
1. Whenever the Board deems it necessary for the consideration of an application to visit the site, the Board shall request permission from the applicant.
  2. Such a sitewalk shall be posted as a meeting of the Board pursuant to the Right-to-Know provisions of RSA 91-A. If there is a quorum present at the sitewalk, minutes shall be kept.
  3. All applications are conditioned upon the owner allowing access to the property, to the extent reasonable and necessary to properly review the application. Denial of access automatically terminates any further consideration of the proposal.
  4. No individual Planning Board member in an official capacity shall visit a property under review without prior agreement by the Board.
- C. A public hearing is required before an application may be acted on unless an application is being disapproved because the applicant failed to supply information required by the regulations (including abutters' identification), failed to meet reasonable deadlines established by the Board, or failed to pay costs of notice or other fees required by the Board.
- D. The Planning Board may grant conditional approval of a site plan, which shall become final upon certification that the conditions imposed have been met. Approval conditions should be met before improvements to or the installation of street, water or sewer systems, etc. Such conditional approval shall not be entered on the final site plan. A further public hearing is not required when such conditions:
1. are administrative in nature;
  2. involve no discretionary judgment on the part of the Board;
  3. involve the applicant's possession of permits and approvals granted by other boards or agencies, such as the Department of Transportation, the Wetlands Board,

or Water Supply and Pollution Control Division; however, any subsequent change to the plan required by such approvals would constitute grounds for a new application process.

- E. The Planning Board may waive any portion of these regulations 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.
- F. 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 Register of Deeds.

## **Section VI. Developments Having Regional Impact**

All applications shall be reviewed for potential regional impacts. (See Appendix A, Criteria for Determining Regional Impact). Upon such a finding, the Board shall furnish the regional planning commission(s) and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent by certified mail within 5 business days of the meeting. At least 14 days prior to the scheduled public hearing, the Board shall notify by certified mail the regional planning commission(s) and the affected municipalities of the date, time and place of the hearing and of their right to appear with the status of abutters to offer testimony concerning the proposal.

## **Section VII. General Standards and Requirements**

The following standards and requirements shall be adhered to by all applications for site plan approval:

- A. The proposal shall meet the provisions of the Zoning Ordinance and other regulations and ordinances of the Town and shall meet the intent of the Master Plan.
- B. The proposal shall provide for the safe and attractive development of the site, especially in regard to the prevention of fires, flooding, groundwater pollution, nuisance or hazard due to noise, smoke, particulates or other discharge which might prove harmful to people, structures or adjacent properties.
- C. The proposal shall adhere to the principals of good design and, as such, shall contribute to the economic, aesthetic, harmonious and orderly growth of the town.
- D. The proposal shall provide for open spaces and green spaces of adequate proportions and shall be designed to relate harmoniously with the surrounding area.
- E. The land proposed for development shall be of such character that it can be developed without danger to health.
- F. The site shall be designed in such a manner that traffic access to the site and the circulation of traffic within the site shall not create further hazards than is normal for the area for either vehicles or pedestrians.

Factors which the Planning Board shall take into account in the determination of this are turning movements, proximity and relationship to intersections, sight distances, street width, adjacent driveways, sidewalks, parking lots, and projected traffic generated by the proposed use. The street requirements and specifications included in Section VI of the Subdivision Regulations shall be met. The following requirements pertaining to parking areas shall also be met:

1. Each automobile parking space shall not be less than 200 square feet and not less than 10 feet wide. In addition, adequate interior driveways shall be provided to connect each parking space with public right-of-way. If necessary, appropriate traffic signal devices will be required.
2. All off-street parking facilities shall be drained so as to prevent damage to abutting properties or public streets and the parking facilities shall be designed and installed in accordance with standards set forth by the Planning Board in regard to the grade of each parking space and the surface treatment and marking of the parking areas.
3. Each parking space shall be clearly marked and pavement directional arrows or signs shall be provided wherever necessary. Such markings shall be maintained to ensure maximum visibility.
4. For multi-family residential buildings, a minimum of two off-street automobile parking spaces will be provided for each dwelling unit.

- G. The site shall be designed in such a manner that storm water drainage will not adversely affect surrounding properties or the public storm drainage system.

The drainage requirements included in Section VI of the Subdivision Regulations shall be met. In addition, storm water shall be removed from all paved areas and the Planning Board may require that it be carried away in an underground drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create puddles in the paved areas. Also, storm water drainage from all roofs and canopies shall be directed away from paved areas or collected in the underground drainage system.

- H. The proposal shall include adequate provisions for water supply and wastewater and sewage disposal. The sewage disposal and water supply requirements included in Section VI of the Subdivision Regulations shall be met. The proposal shall indicate the boundaries of the Groundwater Protection District, if applicable. The proposed use shall comply with the requirements of the Groundwater Protection Ordinance.

- I. The proposal shall include a landscape plan, which shall provide screening of the use from adjacent residential areas. The Planning Board may require that the parking area be screened from some or all sides, depending on the adjacent uses. Such screens shall provide solid or nearly solid visual barriers.

The landscape plan shall indicate the proposed method of screening. This may consist of existing vegetation, a wall or wooden fence or a hedge. No matter which material is chosen, it must meet the following criteria: be six feet in height (within one year if plantings), be dense enough to screen the use and prevent pedestrian access. All screening shall be maintained to preserve the visual barrier in such a manner that it will not detract from the character of the area.

- J. The proposal shall provide for outdoor lighting, which shall be erected and/or shielded in such a manner that it will not cause glare or direct lighting on any adjacent residential property or cause glare to passing vehicles on the adjacent streets. Parking lots which will not be used at night need not be lighted but in such cases must be blocked to vehicular traffic during the nighttime hours.

- K. Any signs to be erected must be in compliance with Section IV of the Greenfield Zoning Ordinance. A sketch of all proposed signs shall be included with the Site Plan Application. (It may be part of the landscape plan.)
- L. The proposal shall include provisions for the removal and storage of snow during the winter months. This shall consist of a note on the plan and where applicable, the designation of areas on the plan of where snow will be stored. The landscape plan must be designed to take into account these snow storage areas.

## **Section VIII. Submission Requirements**

Every application shall be accompanied by a plat showing information relevant to the proposal. All plats shall, at a minimum, show the submission items listed below, unless the Board grants a waiver from any of these. All existing conditions shall be drawn in solid lines; proposed conditions shall be drawn in dotted lines. Two (2) copies of the plat shall be submitted with the application.

### **A. Plat Submission Items**

1. Name of project or identifying title, names and addresses of owners of record, tax map and lot number.
2. North arrow, date of the plat, scale appropriate to the scope of the development, name and address of person preparing the plat, signature block for Planning Board approval.
3. Vicinity sketch at an appropriate scale showing the location of the site in relation to the existing public streets and the zoning district(s).
4. All abutting landowners, physical features and uses of abutting land within 200 feet of the site.
5. Boundary lines, their source, approximate dimensions and bearing and the lot area in acres and square feet. A certified survey may be required if deemed necessary by the Board.
6. The shape, size, height, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site.
7. Location, name and widths of any existing and proposed roads on the property and those existing within 200 feet of the site. New roads shall be constructed in accordance with the provisions contained in the Greenfield Subdivision Regulations.
8. Location of existing and proposed sidewalks and driveways, with indication of direction of travel for any which are one-way. Both vehicular and pedestrian circulation shall be shown.
9. Identification of access to the site, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets and copy of any driveway permit(s).
10. Location and total number of parking spaces, loading spaces and other similar facilities associated with the use.
11. A landscape plan, describing the number, location, types and size of all existing and proposed landscaping and screening.
12. The location, type and nature of all existing and proposed exterior lighting, which must comply with the Zoning Ordinance.

13. Natural features such as streams, marshes, lakes or ponds. Wetlands, as defined by the USDA County soil surveys.
14. The existing and proposed grades and topographic contours based on USGS data with spot elevations and base flood elevations where appropriate.
15. The size and location of all existing and proposed water mains, sewers and culverts and to include location and distance to any fire hydrants, ponds or cisterns.
16. Copy of certification by a licensed septic designer that an existing system is adequate to meet the needs of the proposed use.
17. Location and type of proposed waste disposal system with an outline of the 4,000 square foot areas reserved for leach fields for any new system; location of test pits and record of percolation tests.
18. Location of existing and proposed on-site well (showing 75 foot radius).
19. Soil survey data from the Hillsborough County Conservation District.
20. Location of any existing or proposed easements, deed restrictions or covenants.

B. Other Items

1. Any necessary Federal, State or local permits and approvals, including but not limited to the Greenfield Board of Adjustment, New Hampshire Department of Transportation or the Water Supply and Pollution Control Commission shall accompany the application.
2. Erosion Control Plan, which meets the design standards and specification, set forth in the *"Erosion and Sedimentation Control Design Handbook for Developing Areas in New Hampshire"* (USDA Soil Conservation Service) shall be submitted where one or more of the following conditions are proposed:
  - a. a cumulative disturbed area exceeding 20,000 square feet
  - b. construction of a road or street
  - c. construction of three or more dwelling units
3. An adequate stormwater drainage system developed by a certified engineer.
4. Copies of any proposed or existing easements, covenants, deed restrictions, etc.
5. An impact analysis may be required which takes into account the following items to the extent the Board deems applicable:
  - a. Demographic Description
  - b. Community Facilities Impacts (sewage disposal, water system, traffic, schools, public safety, recreation)
  - c. Environmental Impact Analysis
6. Days and hours the business will be operating and the number of employees per shift.
7. Such other information as deemed necessary by the Board in order to apply the regulations contained herein. Should the Board determine that some or all of the above-

described information is to be required, the applicant will be notified in writing within ten (10) days of the meeting at which the determination was made.

C. "As Built Plans"

Supplemental information may be required by the Board to update the final plat to reflect "as built" conditions and details. The plan shall show any easements and dedicated roadways. A security bond may be required to guarantee performance of the applicant's obligations as described herein.

**Section IX. Approval**

- A. The Site Plan Review Application approval may be issued when, in the opinion of the Planning Board, the proposed use or reuse of the land or building fulfills the intent and criteria set forth herein.
- B. The Planning Board may attach such conditions to the approval of the application, as it deems reasonable and necessary to assure that the proposed use will be consistent with the purpose and intent of these regulations.
- C. No substantial deviation from the plans so approved shall be permitted without the approval of the Planning Board. Any such deviation without approval shall serve automatically to revoke any building permit and shall constitute a violation of these regulations.
- D. A building permit for the construction of any buildings on the site must be obtained within 12 months of the date of approval of the site plan, unless a construction schedule indicating a different time has been previously approved by the Planning Board. Failure to comply with this shall render the approval of the site plan null and void and no building permit shall be issued.

**Section X. Special Flood Hazard Areas**

- A. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 197, 33 U.S.C. 1334.
- B. The Board shall require that all subdivision proposals and other proposed new developments greater than 50 lots or 5 acres, whichever is the lesser, include within such proposals base flood elevation data. Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow determination that:
  - 1. all such proposals are consistent with the need to minimize flood damage;
  - 2. all public utilities and facilities such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage and
  - 3. adequate drainage is provided so as to reduce exposure to flood hazards.

**Section XI. Performance Guarantee**

As a condition of approval, the Planning Board shall require the posting of a performance guarantee in an amount sufficient to defray the costs of construction of streets and public utilities. The amount of the security shall be based on an estimate of costs provided by the applicant. The amount of the security shall also include fees to cover the cost of periodic inspections. At the discretion of the Planning Board, a licensed engineer shall review



the proposed security. The applicant shall pay all costs of such review. The security shall be approved as to form and sureties by the Board and the municipal counsel.

Where electric lines or other utilities are to be installed by a corporation, municipal department or public utility, a letter of intent shall be required stating that the work will be done in a reasonable time and without expense to the Town. Each approved plat shall contain a time limit for the completion of streets and public improvements. The performance guarantee shall be released in phases as portions of the secured improvements or installations are completed and approved by the Board or its designee in accordance with the plan approved by the Board.

## **Section XII. Revocation of Planning Board Approval** *[revised 2016]*

An approved and recorded site plan may be revoked by the Board in whole or in part under the following circumstances:

- A. At the request of or by agreement with the applicant,
- B. When any requirement or condition of approval has been violated,
- C. When the applicant or successor in interest to the applicant has failed to perform any condition of approval within the time specified or within four years,
- D. When five years have elapsed without any vesting of rights and the plan no longer conforms to applicable regulations, or
- E. When the applicant has failed to provide for the continuation of adequate security.

## **Section XIII. Occupancy**

No development may be occupied or used unless the Building Inspector has issued a certificate of occupancy. The Building Inspector shall not issue a certificate of occupancy until these regulations have been complied with and the improvements made or a performance bond is provided to the Town for unfinished improvements.

## **Section XIV. Administration and Enforcement**

- A. These regulations shall be administered by the Planning Board. The enforcement of these regulations is vested with the Selectmen. The Selectmen shall not issue any building permit for construction, which requires site plan approval until or unless such planned construction has received site plan approval by the Board.
- B. Penalties and Fines: Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676:17 as amended.
- C. Appeals: Any person aggrieved by a decision of the Planning Board may appeal said decision to the superior court pursuant to RSA 677:15, except when a disapproval by the Board is based upon non-compliance with the Zoning Ordinance.

## **Section XV. Validity**

If any provision of these regulations shall be held invalid for any reason by a court, such holding shall not invalidate in any manner any other provision contained herein.

#### **Section XVI. Amendments**

These regulations may be amended by a majority vote of the Planning Board after at least one (1) public hearing following the notification procedure outline in Section V.

#### **Section XVII. Effective Date**

These regulations, and any amendments thereto, shall take effect upon their adoption and all other Site Plan Review Regulations, or part thereof inconsistent therewith, are hereby repealed.

## **APPENDIX A**

### **CRITERIA FOR DETERMINING REGIONAL IMPACT**

Impact criteria shall include, but not be limited to, the following items. These shall in no way be considered exhaustive, but rather guidelines for the Board to follow in making a determination of impact within the Region.

- A. RESIDENTIAL DEVELOPMENT: Proposals for lots or dwellings that would increase the existing housing stock of the town by more than 25%.
- B. COMMERCIAL DEVELOPMENT: Proposals for new or expanded space of 50,000 square feet or greater.
- C. INDUSTRIAL DEVELOPMENT: Proposals for new or expanded space of 100,000 square feet or greater.
- D. OTHER FACTORS TO BE CONSIDERED:
  - 1. Proximity to other municipal boundaries.
  - 2. Traffic impacts on the regional road network.
  - 3. Potential effect on groundwater, surface water and wetlands that transcend municipal boundaries.
  - 4. The potential to disturb or destroy a significant or important natural environment or habitat.
  - 5. The necessity for shared public facilities such as schools or solid waste disposal.
  - 6. Anticipated emissions such as light, noise, smoke, odors, or particulates.
  - 7. The potential for accidents that would require evacuation of a large area.
  - 8. The generation and/or use of any hazardous materials.

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## APPLICATION FOR SITE PLAN REVIEW

Name of Applicant \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address of Owner(s): \_\_\_\_\_

Name of Preparer: \_\_\_\_\_

Phone Number of Preparer: \_\_\_\_\_

Location of Development: \_\_\_\_\_

Greenfield Tax Map and Lot number: \_\_\_\_\_

Zoning District: \_\_\_\_\_

An application fee of \$10.00 must be submitted with this application.

The following **3 copies of each** must be submitted with your application:

A completed application form; a list of abutters, include 3 sets of mailing labels; copies of a plan showing information relevant to the proposal; a letter listing which requirements you seek waivers for.

Abutters/Notification Fee	_____ @ \$15.00 each	\$ _____
Advertising Fee (Newspaper as incurred)		\$ _____
Administrative Fee		\$ <u>50.00</u>
Consultant/Technical Review (as incurred)		\$ _____
Total Amount Due at Public Hearing:		\$ _____

**All fees 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.

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed use for the property: \_\_\_\_\_

Application for Site Plan Review (continued)...

Hours of Operation: \_\_\_\_\_

\_\_\_\_\_

Number of Employees:

Total: \_\_\_\_\_

Shift totals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fees Collected by: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

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Application for Site Plan Review has been:

Approved ☐

Denied ☐

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

Signature: \_\_\_\_\_ Name (Please print): \_\_\_\_\_  
(Planning Board Chairman)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name (Please print): \_\_\_\_\_  
(Planning Board Secretary)

Date: \_\_\_\_\_

Planning Board Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **SITE PLAN REVIEW CHECKLIST**

[Revised 4/11/2016]

The Site Plan Review Checklist is intended to guide the applicant through the application process for Site Plan Review and gather the information necessary for the Planning Board in evaluating the Site Plan proposal. The checklist below is to be completed fully and accurately and represents a summary of the applicant's submission. This does not necessarily represent the Planning Board's understanding of the application and Planning Board acceptance of jurisdiction and the application does not represent Planning Board agreement to these assertions.

The Planning Board will consider information in Sections I and II for sufficiency in acceptance of the application. The Planning Board will consider information in Section III for use in deliberations of the merits of the proposal.

### **I. GENERAL:**

<b>Applicant Use</b>		<b>Planning Board Use</b>			
Yes	No	Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	1. Are three (3) copies of the Site Plan attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Is the applicant requesting a waiver to any requirements? Specify which: _____, _____, _____, _____, _____, _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **II. SUBMISSION REQUIREMENTS:** Are the following included on the plans?

<b>Applicant Use</b>		<b>Planning Board Use</b>				
Yes	No	Yes	No	N/A	Waiver	
<input type="checkbox"/>	<input type="checkbox"/>	1. Location of site:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Names and addresses of owners of record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Names and addresses of abutting land owners and holders of conservation, preservation, or agricultural preservation restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of the applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of preparer (s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Scale and north arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Vicinity sketch showing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location of site in relation to streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Zoning districts with boundaries:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	for the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	within 1,000' of the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	100 year flood elevation line (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wetlands (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Boundary lines with description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	frontage (amount, location)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	lot area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





**Applicant Use**

Yes No

☐ ☐ Results of test pits and percolation tests

## 10. Landscape plan showing:

☐ ☐ location and type of screening materials (list of plant materials, with sizes and distances between plants.)  
☐ ☐ elevation view of proposed walls or fences  
☐ ☐ location of open areas  
☐ ☐ location of recreational areas  
☐ ☐ location of pedestrian walks or trails  
☐ ☐ location of areas to be dedicated to public or common ownership

☐ ☐ 11. Snow removal and storage plans

☐ ☐ 12. Exterior lighting plan

## 13. Proposed signs or instructional devices:

☐ ☐ location  
☐ ☐ size and height  
☐ ☐ elevation view

☐ ☐ 14. Erosion and sedimentation control provisions

☐ ☐ 15. Fire safety, prevention, and control provisions

☐ ☐ 16. Location of and easements for underground electric and telephone utility lines

☐ ☐ 17. The phasing of construction, if staged

☐ ☐ 18. Preliminary building elevation views  
☐ ☐ Preliminary floor plans

☐ ☐ 19. Proposed number of employees  
☐ ☐ Proposed number of shifts  
☐ ☐ Maximum number of employees per shift

## 20. A tabulation of:

☐ ☐ total lot area  
☐ ☐ net lot area  
☐ ☐ proposed building coverage  
☐ ☐ proposed pavement coverage  
☐ ☐ proposed open space (unpaved) area
**Planning Board Use**

Yes No N/A Waiver

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**III. GENERAL STANDARDS AND REQUIREMENTS:** (to be addressed by P.B. during deliberations)**Applicant Use**

Yes No

☐ ☐ 1. Is the proposed use permitted in the zoning district?
**Planning Board Use**

Yes No N/A Waiver

☐ ☐ ☐ ☐

**Applicant Use**

Yes No

- ☐ ☐ If not, has a zoning variance been granted?
- ☐ ☐ Date of granting \_\_\_\_\_
- ☐ ☐ 2. Is the site located in the Groundwater Protection District?
- ☐ ☐ If so, is the use permitted?
- ☐ ☐ 3. Are the vehicular access points adequate in number, size, location and design?
- ☐ ☐ 4. Is there adequate all season safe sight distance in both directions from each proposed access point?
- ☐ ☐ 5. Are all access points located so as to avoid possible turning movement conflict with other existing drives or intersections?
- ☐ ☐ 6. If required, has state approval been granted for new access onto state highways?
- ☐ ☐ 7. Is all road frontage other than access points curbed or otherwise blocked to vehicular entry?
- ☐ ☐ 8. Is there sufficient separation between vehicular and pedestrian traffic?
- ☐ ☐ 9. Is the internal traffic pattern safe and adequate for the type of use proposed?
- ☐ ☐ 10. Does the number of parking spaces shown comply with the regulations?
- ☐ ☐ 11. Do emergency vehicles have easy, unimpeded access to all buildings with adequate turnaround space?
- ☐ ☐ 12. Are the locations and sizes of all parking spaces, loading zones and driveways adequate for the proposed uses?
- ☐ ☐ 13. Is the arrangement of parking areas safe and convenient?
- ☐ ☐ 14. Is adequate provision made for service vehicles?
- ☐ ☐ 15. Are areas provided for snow piling without impeding traffic circulation or affecting safety?
- ☐ ☐ 16. Other considerations: \_\_\_\_\_
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**Planning Board Use**

Yes No N/A Waiver

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