

NON-RESIDENTIAL SITE PLAN REVIEW CHECKLIST

Lot: _____ Date: _____

Street: _____

Owner: _____

C I N W C=Completed I=Incomplete N=Not Applicable W=Waiver Request

- | | | | | |
|-------------------------------------|--------------------------|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1/ Fully executed and signed copy of application. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2/ Four (4) copies of site plan, not more than 50 feet to an inch, (incl. 10 copies of plans reduced to 11" x 17") showing the following: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a/ Owners name and address and signature. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b/ Names and addresses of abutters. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c/ Location map showing the general vicinity of the site within the Town. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d/ Boundary of the entire parcel held in single ownership regardless of whether all or part is being developed at this time. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e/ The bearing and distances of all property lines and the source of that information. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f/ The Zoning classification(s) of the property including the location on the lot of any Zoning District Boundary lines (including wetland, flood plain, watershed, or aquifer district overlay lines). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g/ Soil types and location of soil boundaries certified by a wetland scientist. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h/ Location of all Zoning setback lines. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i/ The size, location, and height of all proposed sign(s) and method of illumination. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | j/ The street frontage and area of the parcel (acres and square feet) including all net tract acreage. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | k/ The location of all existing and proposed buildings, including size and height. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1/ The location of all existing driveways. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2/ The location of all proposed driveways. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3/ The location of all existing sidewalks. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4/ The location of all proposed sidewalks. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5/ The location and size of all existing and proposed parking spaces |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6/ The location of all proposed loading and service areas. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7/ The location of all existing and proposed open spaces (including floor area ratios and open space calculations). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | l/ The location of all buildings within 50 feet of the parcel and the location of intersecting roads and driveways within 200 feet of the parcel. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | m/ 1/ The existing and proposed methods of handling storm water runoff, including the direction of flow runoff indicated by arrows. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2/ Engineering calculations used to determine drainage needs of the site based on a 10 year storm event if the project will significantly alter the existing drainage pattern due to such factors such as the amount of new impervious surfaces being proposed. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3/ Show the location, elevation, and size of all necessary catch basins, dry wells, drainage lines and swales, retention or detention basins, or other storm water structures used. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | n/ Existing and proposed topography of the site at a 2 foot contour interval (1929 NGVD Datum). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | o/ A utility plan showing provisions for all existing and proposed utilities on site |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | p/ A buffer zone of dense plantings where the site abuts a residential area. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | q/ Location of monitoring wells. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | r/ Existing tree locations – see NRSR regulations for details. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | s/ Site photographs – see NRSR regulations for details. |

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- 2/ t/ Ten copies of site plan set reduced to 11" x 17".
u/ All site plans must have the following Certification by a Licensed Land Surveyor . "I certify that the street line(s), topography and physical features are accurate and true." Date: _____ Name: _____ LLS
- 3/ a/ Copies of any proposed or existing easements.
b/ Copies of any proposed or existing covenants.
c/ Copies of any proposed or existing deed restrictions.
- 4/ a/ Approval by the NHDES of septic system(s).
b/ Approval by the NHDES of any wetland disturbance or terrain alterations (site specific).
c/ Approval of NHDOT of driveway permit(s).
- 5/ Bonding as may be required for project construction.
- 6/ Planning Board consultant review of plan set and construction inspection.
- 7/ Groundwater and surface water monitoring data analysis.
- 8.0/ Landscape Standards – see NRSR regulations for details.
- 8.1/ Street Tree Landscape Strip Plans
a/ 50 foot wide strip parallel to ROW.
b/ Min. tree height equal to half building height.
- 8.2/ Plants in natural mass.
a/ Three or more trees in a mass.
- 8.3/ Layering of plants.
- 8.4/ Existing trees mixed with new trees.
- 8.5/ Minimum three (3) inch caliper.
- 8.6/ Parking Areas
a/ Islands to include trees and grass and shrubs.
b/ Minimum of 5% of gross parking area to be landscaped area.
c/ Parking areas to be separate sections with 140 spaces max. per section.
d/ Islands to be min. 200 sf with 1 tree located at least 4 feet from curb.
e/ One 10 foot island / 4 parking rows w/ trees no more than every 50 feet apart or one per 200 sf island area.
f/ Provide terminal islands / 25 spaces with 2 trees and evergreen shrubs on 3 foot centers (no 100 % mulch areas).
- 8.7/ Adjacent to Buildings
a/ Min. 10 foot area w/ trees and shrubs around building sides w/ public access.
- 8.8/ Signage Landscape
a/ Min. 4 foot area around freestanding sign.
- 8.9/ Screening
a/ Storage or stockpiles to be out of public view.
b/ Loading service areas out of public view.
c/ Min. of 1 evergreen per linear foot w/ min height of half items to be screened.
d/ Substitute screening material to be compatible.
- 8.10/ Maintenance Notes
a/ Note that landscaping be maintained in good condition.
b/ Note that permanent water supply is provided.
c/ Note that a maintenance bond for one year will be provided.
d/ Note that all conditions on plan to remain in perpetuity.
- 8.11/ Landscape Professional when overall costs exceeds \$ 500,000.
- 9/ Outdoor Lighting
a/ Min. foot-candle of 1 at edge (at 4' high), and max.foot-candle of 7 under light

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- (meas.at 4' high).
- | | | | | |
|----------------------------------|-----------------------|-----------------------|----------------------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | b/ Max. wattage 250 (total cutoff limited to site). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | c/ Parking lights to be total cutoff at less than 90° and beam cutoff less than 75°. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 9/ d/ Wall packs to have 45° cutoff shield. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | e/ Lighting and posts to be complementary to area and buildings proposed. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | f/ Max. pole height 20 feet. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | g/ Bollards in walkways when appropriate. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | h/ Pole lights to be below tree canopy. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | i/ Poles to be staggered. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | j/ Poles to be within landscaped islands. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 10/ Waivers filed with explanations. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11/ Note that a Compliance Hearing required. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12/ Note that debris containers required on site. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13/ Note that landscaping will be kept in good condition and dead plantings to be replaced. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14/ Note that a Licensed Surveyor Certify: I certify that the street lines, topography and physical features shown are accurate and true. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15/ Approval Block for Planning Board endorsement. |

STAFF NOTES:

Department Reviews:

- a/ AFD ___
- b/ AHD ___
- c/ AAO ___
- d/ ACC ___
- e/ APD ___

Date forwarded: _____

v 12.7.10