

File Number: \_\_\_\_\_

# Town of Washington Planning Board

7 Halfmoon Pond Road, Washington, NH 03280

Application for Site Plan Review

Informal

Preliminary

Final

Application Instructions and Checklist of the Site Plan Review Regulations is an integral part of a final application. All information requested in the Instructions must be provided, or a waiver granted, before the application can be certified as complete.

Date: \_\_\_\_\_ Property Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Property street address: \_\_\_\_\_

1. Applicant (Landowner):

Name: \_\_\_\_\_

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

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

2. Agent of Applicant: (If the applicant appoints an agent, all communications between the Board and the applicant will be through the Agent.)

Name: \_\_\_\_\_

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

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

3. Surveyor (if appointed):

Name: \_\_\_\_\_

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

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

4. Name of Development: \_\_\_\_\_

5. Total acreage of property \_\_\_\_\_

6. Nonresidential Development \_\_\_\_\_  
Multi-Family Dwelling Development \_\_\_\_\_

7. Access: Total length in feet of existing road frontage: \_\_\_\_\_

Total length in feet of additional road to be built: \_\_\_\_\_

8. Provide a general description of the proposed development:

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9. In the case of an informal or preliminary application, the applicant agrees that this application is not a final application for site plan review and does not require formal action by the Planning Board. The results of the informal or preliminary review are not binding on the Board or the Applicant. Formal action will not be taken by the Board until the developer files a complete, formal application for site plan review approval.

10. In the case of a formal application, the applicant agrees to have the formal submission of the application scheduled for the first opening on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application. I further agree that the above named agent (if any) has been appointed to act in my behalf.

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Signature of Landowner

11. Fees: The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursements to consultants to the Board.

Town of Washington  
 Application for Site Plan Review

File No. \_\_\_\_\_

Instructions and Checklist - Page 1

Development: \_\_\_\_\_

Anyone who would like to develop, change or expand the use of his property for nonresidential uses, or for multi-family dwelling units, which are defined as structures containing more than two dwelling units, must first receive Planning Board site plan approval of the proposed development.

This application should be completed and delivered to the designated agent of the Board. A complete review shall precede formal submission of the application. Formal submission shall be at a public meeting which shall be noticed by the Board. Notice will be posted and mailed to abutters so that all interested parties will have an opportunity to attend and comment.

If the Board finds that the application is complete and all filing fees have been paid as set forth in the Board's current fee schedule, the application will be accepted for review and the Board will give the applicant a receipt certifying such acceptance. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board.

The Board may act on a routine application at the same meeting at which the application is submitted. In any event, the Board will begin formal consideration of the application within thirty days of acceptance for review and will act to approve or disapprove within ninety days. Upon request by the Board, the time for action may be extended by the Selectmen by an additional ninety days.

Plans and Documents to be Submitted

The following plans and documents must be submitted with the application or the requirement of submission must be waived by the Board; otherwise the application will not be complete and will not be accepted by the Board for review. Provide three copies of each item except as otherwise specified:

	Provided	Waived
<b>A. <u>Abstract of Proposal</u></b>	_____	_____
<b>B. <u>Site Plan Map</u></b>		
<b>I. <u>General</u></b>		
1. Three copies of the site plan provided.	_____	_____
2. A title block that shows:	_____	_____
a. Name of the development or project.		
b. Tax Map and Lot Numbers		
c. Name, address, and telephone number of owner of record and of developer.		
d. Name, address, and telephone number of owner of record and of designated agent.		
e. Name and address of the person preparing the site plan.		
f. E-911 address if known.		

Provided      Waived

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|--|-------|-------|
| 3. Show the name and address of abutter(s) within 200 feet.  | _____ | _____ |
| 4. Show the north arrow, date of the plat, and of any revisions.   | _____ | _____ |
| 5. Draw n to 1" = 20 ft. or an appropriate scale.  | _____ | _____ |
| 6. Show site location map.   | _____ | _____ |
| 7. Provide a Planning Board approval signature and date block.   | _____ | _____ |
| 8. Prepared, signed, stamped, and certified by a NH licensed professional engineer and/or surveyor showing license number. | _____ | _____ |

**II. Impact Statements**

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|--|-------|-------|
| 1. Provide Regional Impact statement for developments deemed to have regional impact.  | _____ | _____ |
| 2. Local Impact:   |       |       |
| a. Statement of impact on municipal services.  | _____ | _____ |
| b. Environmental impact analysis.  | _____ | _____ |
| c. Location of both the storage and use of any fuels or hazardous materials, with the type of fuels or hazardous materials stored or used. | _____ | _____ |

**III. Zoning**

- |   |       |       |
|---|-------|-------|
| 1. Show boundaries and designations of any zoning district. | _____ | _____ |
| 2. Show any land use designation from the Master Plan.      | _____ | _____ |

**IV. Property Boundaries**

- |   |       |       |
|---|-------|-------|
| 1. Show the boundary lines, angles and dimensions (including lot frontage) and bearings.  | _____ | _____ |
| 2. Show the lot area in acres and square feet shown   | _____ | _____ |
| 3. If this is an old survey, show the plans referenced including page and book number at the Sullivan County Registry of Deeds. | _____ | _____ |

Provided      Waived

- |  |       |       |
|--|-------|-------|
| 4. Show the locations of any present or proposed easements, deed restrictions, or covenants. | _____ | _____ |
|--|-------|-------|

**V. Physical and Natural Features**

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|--|-------|-------|
| 1. Show natural physical features such as streams, marshes, wetlands, lakes and ponds on the site and on land within 200 feet of the site. | _____ | _____ |
| 2. Show Soil survey data from Sullivan County Soil Survey.   | _____ | _____ |
| 3. Show all existing and proposed grades and contours.   | _____ | _____ |

**VI. Buildings**

- |   |       |       |
|---|-------|-------|
| 1. Show the shape, size, height, location and use of existing and proposed structures located on the site and those within 200 feet of the site; typical architectural elevations for new structures. | _____ | _____ |
| 2. Show the dimensions and total area of each existing and proposed structure.  | _____ | _____ |
| 3. Show the building set-back lines from the Land Use Ordinance.  | _____ | _____ |

**VII. Access Points**

- |  |       |       |
|--|-------|-------|
| 1. Identification of access to the site, sight distances at the access point(s), curb cuts and proposed changes to existing streets.   | _____ | _____ |
| 2. Show the locations, names and dimensions including inside radii of curves of any existing and proposed roads and driveways on the property and within 200 feet of the site. | _____ | _____ |
| 3. Application to or approval from either the NH Department of Transportation or from the Town of Washington Planning Board for a driveway or access.                          | _____ | _____ |

**VIII. Parking and Pedestrian Safety**

- |   |       |       |
|---|-------|-------|
| 1. Show the locations, dimensions and total number of parking areas and loading spaces. | _____ | _____ |
| 2. Show the locations of existing and proposed sidewalks.                               | _____ | _____ |

**IX. Internal Traffic Pattern**

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|--|-------|-------|
| 1. Location, name, and widths of any existing and proposed roads on the property and those existing within 200 feet of the site.   | _____ | _____ |
| 2. Show the location and dimensions of existing and proposed sidewalks and driveways, including inside radii of curves and indication of travel for any which are one-way for both pedestrian and vehicular traffic. | _____ | _____ |
| 3. Show areas provided for snow removal or storage without impeding traffic circulation or affecting safety.   | _____ | _____ |
| 4. Show that emergency vehicles have easy, unimpeded access to all buildings, with adequate turn-around space.   | _____ | _____ |

**X. Utilities and Drainage**

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|--|-------|-------|
| 1. Show the locations and sizes for all existing and proposed electric and telephone lines, water mains, sewer and culverts.   | _____ | _____ |
| 2. Show distances to existing and proposed fire hydrants and/or fire ponds.  | _____ | _____ |
| 3. Show the location and type of proposed waste water disposal system with an outline of the area reserved for any new system.   | _____ | _____ |
| 4. Show the test pits and record of percolation tests.   | _____ | _____ |
| 5. Show septic plans have been approval by NH Water Supply and Pollution Control; or certification by a licensed septic designer that the existing system has been certified as to sufficiency for the proposed development. | _____ | _____ |
| 6. Show the location of existing and/or proposed on-site well (indicating a 75-foot radius on the property).   | _____ | _____ |

Provided      Waived

7. Show the existing and proposed methods of handling stormwater run-off and the direction of the flow indicated by arrows. \_\_\_\_\_

8. Show the sizes and locations of all stormwater drainage lines, catch basins, drywells, drainage ditches and retention basins. \_\_\_\_\_

**XI. Landscaping, Signs, Lighting**

1. Show the location, types, and sizes of all existing and proposed landscaping and screening. \_\_\_\_\_

2. Show the location and type of all existing and proposed signs. \_\_\_\_\_

3. Show the location, type, and nature of all existing and proposed exterior lighting. \_\_\_\_\_

**XII. Fees**

Fees paid for abutter and newspaper notification, administrative costs, and any independent consulting services required by the Board. \_\_\_\_\_

**XIII. Performance and Maintenance Bond**

1. Developer's engineer shall furnish to the Board an estimate of the full cost of all improvements. \_\_\_\_\_

2. Submit any proposed bond or surety and security providing for and securing to the Town the completion of the actual construction and installation of all improvements and utilities and their maintenance for one year following issuance of certificate of performance by Planning Board. \_\_\_\_\_

3. The Planning Board may endorse acceptance of the bond or surety and security in the form endorsed by the legal counsel to the Town. Documents establishing the bond or surety and security to be prepared and reviewed at developer's expense and approved by Town Counsel. \_\_\_\_\_

Provided    Waived

**XIV. Title Matters**

- |   |       |       |
|---|-------|-------|
| 1. Names and addresses of all persons having a beneficial interest in the property.                       | _____ | _____ |
| 2. Most recent deed to the property.  | _____ | _____ |
| 3. Form of any proposed conveyances to the Town subject to review by Town Counsel at developer's expense. | _____ | _____ |

**XV. Agency Approvals**

Submit complete copies of all applications submitted to, communications with, and approvals from any Federal, State, or Town Agency having jurisdiction over any aspect of the proposed development including the following:

- |  |       |       |
|--|-------|-------|
| NH Water Supply and Pollution Control Division   | _____ | _____ |
| - Dredge and Fill Permit   |       |       |
| - Septic Systems   |       |       |
| - Water Supply Systems   |       |       |
| - Significant Alteration of Terrain  |       |       |
| - Erosion Control permit per RSA 149:8-A   |       |       |
| NH Department of Resources and Economic Development<br>Natural Heritage Inventory Section, Notice of Review (NH RSA 485-A) | _____ | _____ |
| NH Department of Transportation<br>- Driveway Permit   | _____ | _____ |
| NH Fish & Game Department  | _____ | _____ |
| NH Water Resources Board   | _____ | _____ |
| NH Wetlands Bureau   | _____ | _____ |
| Washington Fire Chief  | _____ | _____ |
| Washington Road Agent  | _____ | _____ |
| Washington Police Chief  | _____ | _____ |
| Washington School Board  | _____ | _____ |
| Washington Board of Adjustment   | _____ | _____ |

Provided    Waived

**XVI. Additional Information and Waivers**

Submit any requests for waivers or exceptions in writing with reference to specific section of these regulations.

\_\_\_\_\_

The Board reserves the right to call upon the applicant for additional information in the course of reviewing the proposed development. All such calls will be in writing addressed to the applicant or his agent.

The Board may waive the requirements of a survey of the entire parcel. Whenever the Board waives the requirement for a survey of the entire parcel, there shall be submitted instead a scaled map which shall indicate the size and shape of the entire parcel, the location of any structures thereon, the names of all abutters, the location of the proposed and nature of important topographical features and other such information as will assist the Planning Board in reviewing the development requests.

**C. OTHER**

Other information that may be requested by the Board:

1. Erosion control plan.

\_\_\_\_\_

2. Stormwater drainage system.

\_\_\_\_\_

3. Impact analysis.

\_\_\_\_\_