DATE: _____

APPLICATION FOR SITE PLAN REVIEW
NEW IPSWICH, NH

NAME OF PROJECT: _____
APPLICANT'S NAME: _____
CURRENT MAILING ADDRESS: _____

_____

_____

TELEPHONE:_____
LOCATION OF PROJECT:_____

_____

TAX MAP #_____ LOT #_____ ZONING DISTRICT(S)_____
DESCRIPTION OF PROJECT (AS COMPLETE AS POSSIBLE):_____

_____

_____

_____

AGENT'S NAME IF APPLICABLE:_____
LANDOWNER"S SIGNATURE (AS APPEARS ON TAX BILL) AND DATE:

_____

Do Not Fill in Below This Line

PLANNING BOARD APPROVAL:

CONDITIONS:_____

_____

_____

DATE APPROVED: _____

SITE PLAN DENIED:

_____

_____

_____

RECOMMENDED ACTION:_____

_____

DATE OF DENIAL:_____

NEW IPSWICH SITE PLAN REVIEW CHECKLIST
Existing Data and Information

Required Yes	Required No		Received Yes	Received No
___	___	1) Location of site, names and addresses of owners of record, and abutters.	___	___
___	___	2) Name and addresses of the applicant, of persons or firm preparing the map (1 inch equals 40 feet suggested), north arrow and date, stamp of licensed surveyor or engineer and address of persons or firm preparing other data or information.	___	___
___	___	3) The size of each sheet submitted shall be approximately 22 x 34 inches with a one inch margin all around.	___	___
___	___	4) The surveyed boundary lines of the site including angles or bearings of the lines, dimensions, street frontage, and the lot area. All easements must be shown.	___	___
___	___	5) The existing grades, drainage systems, structures and topographic contours at five foot intervals.	___	___
___	___	6) The shape, size, height, and location of existing structures located on the site and within 200 feet of the site.	___	___
___	___	7) Natural features, including watercourses and waterbodies, vegetation and topographic features. Man-made features including roads and structures. The map shall indicate which features will be retained and which will be removed or altered.	___	___
___	___	8) Use of abutting properties and approximate location of structures thereon, including access roads.	___	___
___	___	9) The size and location of all existing public and private utilities and all existing landscaping. This shall include all utilities located off site with which connection is planned, or utilities located within 100 feet of the site.	___	___
___	___	10) A vicinity sketch (suggested scale: one inch equals 500 feet). The site boundaries and zoning districts within 1,000 feet of the site. One hundred year flood elevation line shall be included where applicable together with identification of wetlands.	___	___

Required Yes	Required No		Received Yes	Received No
___	___	11) Soils overlay as certified by the Hillsborough County Conservation District.	___	___
		Proposed Development		
___	___	1) The proposed grades, drainage systems, structures and topographic contours at five foot intervals.	___	___
___	___	2) The shape, size, height and location of the proposed structures, including expansion of existing buildings with typical elevations and floorplans.	___	___
___	___	3) Proposed streets, driveways. Parking spaces, sidewalks, with indication of direction of travel for one-way streets and drives inside radii of all curves. The width of streets, driveways, and sidewalks and total number of parking spaces, loading spaces and facilities associated with the structures on the site shall be shown.	___	___
___	___	4) The design and location of all proposed utilities shall be shown on the plan.	___	___
___	___	5) The location, type and size of all proposed landscaping and screening including fences and walls shall be shown.	___	___
___	___	6) Exterior lighting plan and proposed signs or instructional devices to be located on the site, including sign orientation, size, height, and elevation view.	___	___
___	___	7) Plans for snow removal and storage.	___	___
___	___	8) A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public streets including any traffic control devices necessary in conjunction with the site development plan.	___	___
___	___	9) Construction drawings including but not limited to pavements, walks, steps, curbing and drainage structures.	___	___
___	___	10) Provisions for control of erosion and sedimentation, both permanent and temporary.	___	___
___	___	11) Location of any common lands and/or dedication of land for public or common ownership.	___	___

___ ___ 12) The phasing of the project's construction, if staged. ___ ___

___ ___ 13) Provisions for fire safety, prevention and control. ___ ___

___ ___ 14) Stormwater drainage plan. ___ ___

___ ___ 15) The location of all existing and proposed deed restrictions, Covenants, etc. ___ ___

___ ___ 16) The location of all building setbacks. ___ ___

___ ___ 17) Community facilities impact analysis. Items to address in the analysis: ___ ___

_____
_____
_____
_____
_____

All necessary support documents shall be submitted with the plat, including draft contracts for public improvements, deeds of dedication, including roads, common ownership or maintenance, organizational and contractual drafts, draft party wall agreements, draft condominium documents and other documents necessary to the review of the plat.

Any party acting on behalf of a land owner must have a letter from the land owner authorizing the party to act on his/her behalf.

Along with the mylar, four copies of the final plan must be submitted with the application.

A list of abutters is required in every case.

Planning Board Comments:

_____
_____
_____
_____
_____
_____

TO: Applicants
FROM: Planning Board
SUBJECT: Applications

Attached you will find either a subdivision application or a site plan review application. This memo is to provide you with background information as you prepare your application. The Planning Board works hard at processing applications as quickly as possible and understands that you, as an applicant, do not want to be delayed by the process. You can facilitate the processing of your application by carefully following these instructions.

As required by state law, there are two stages to the application process. The first stage is the formal submission of the applicant at a regular Planning Board meeting, at which time the Board will determine whether or not the application is complete. An application is considered to be complete only when ALL of the following conditions have been met:

- the application form has been filled out in its entirety,
- the checklist accompanying the application form and all the information asked for on the checklist has been provided (If an item on the checklist is not provided, a written request for a waiver of that item must be submitted),
- the application has been reviewed for completeness by the Planning Board's designated agent (at the applicant's expense), and
- all fees associated with the application have been paid, including, but not limited to, the town's application fees, the fees for review of the application by the town's designated agent, and costs for notices and mailings.

The second stage in the process is a public hearing at which the Board may ask questions about the application and will hear public comment on the application. The Board may wish to visit the site. In some cases, the Board may require engineering review of certain items (such as plans for new streets or erosion control plans). It is also possible that the Board may require additional studies. As allowed by state law, the applicant will pay for the cost of any engineering review and any additional studies required by the Board. After the public hearing, the Board will make its final determination, either approving or denying the application.

The steps in the application process are as follows:

1) The applicant delivers the application and related information to the Land Use Manager who will schedule an appointment for the Town Engineer to meet with the applicant at the Town Office. At the time of delivering the application, the applicant must pay the following fees for this review:

   - $500 for a two lot subdivision plus an additional $100 for each additional lot over two lots
   - $500 for a site plan review application

The applicant may, at this same time, ask the Land Use Manager to schedule a date for the formal submission of the application to the Planning Board and pay all required fees. (This date must be in compliance with RSA:676:4.I.(c.)(1).) **However, the Board strongly recommends that the applicant wait for the results by the Board's designated agent before requesting a formal submission date**. This will allow more time to make any changes to the plans suggested in the review, therefore reducing the possible risk of the application being deemed incomplete. (If an application is determined to be incomplete, the process may start again from the beginning, and the town's application fees must be paid a second time.)

2) The Board designated agent reviews the application for completeness and sends a report to the Land Use Manager, with a copy to the applicant.

3) The applicant, guided by the findings of the Board's designated agent, may

- proceed with the plans as submitted
- make the agent's recommended changes to the plans
- make the agent's recommended changes to the plans and then request a second review by the Board's designated agent, in which case fees for the review may be charged

4) The applicant asks the Land Use Manager to schedule a date for the formal submission of the application (if it has not yet been scheduled) and pays all required fees.

5) At the meeting for which the formal submission has been scheduled, the Board, guided by the findings of its designated agent, determines if the application is complete. Once the Board determines the application is complete, a time will be scheduled for a public hearing on the application (stage two described above). The Board may decide to hold the public hearing at the same meeting it deems the application complete.