

Office of the Planning Board
Town of Barnstead, P.O. Box 11
Center Barnstead, NH 03225
603-269-1057

APPLICATION FOR SITE PLAN REVIEW

1. Location _____
Street _____ Tax Map _____ Lot Number _____
Zoning District within which parcel resides:
Agricultural/Residential _____ Village District _____ Commercial _____ Suburban _____
Is parcel in aquifer recharge protection district? Yes _____ No _____
2. Applicant's Name: _____
Telephone Number: Home _____ Other _____
Mailing Address: _____
Town _____ State _____ Zip _____
E-Mail Address: _____
3. Property Owner's Name: _____
(If Different from Applicant)
Telephone Number: Home _____ Other _____
Mailing Address: _____
Town _____ State _____ Zip _____
E-Mail Address: _____
4. Registered Business Name or Trade Name: _____
(Please submit supporting documentation from the New Hampshire Secretary or State of US Government)
5. Will this involve the addition of regulated materials? Yes _____ No _____
6. What is the present use of the property? _____
7. What is the proposed use of the property? _____
8. Submit a copy of the deed.
9. Number of employees: presently _____ proposed _____
10. Gross square feet: presently _____ proposed _____
11. Number of bathrooms: presently _____ proposed _____
12. Parking area (in sq. ft.): presently _____ proposed _____
13. Lighting: presently _____ proposed _____
14. Number of stories: _____
15. Total acreage: _____
16. Hours of Operation: _____
17. Include Proposed Signage Diagram
18. I/We give Permission for a Site Walk on the Property Yes _____ No _____
19. I/We have read the Non-Residential Site Plan Review Regulations Yes _____ No _____
20. I/We understand if any changes are made to the originally approved Site Plan, a New Site Plan must be presented. Yes _____ No _____
22. I/We have paid all fees according to fee Schedule Yes _____ No _____
23. I/We have provided a detailed 26" x 34" plan, which includes abutting structures, wells and septic systems, driveways, onsite parking, outside lighting, signage, bathrooms, entrances and exits
Yes _____ No _____
24. I/We have provided a business plan stating hours of operation, products or services, emergency contact information, trash removal, snow removal, and sign diagram Yes _____ No _____

Signature of Applicant/Agent _____
Print or Type Name _____

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CHECKLIST FOR SITE PLAN REVIEW

All proposed site plan submissions shall be accompanied by a properly completed, dated and signed application, along with a completed copy of this Checklist. (Available from the Planning Board Office) Such Application and Checklist shall be filed with the Planning Board Secretary not less than thirty (30) days prior to the scheduled meeting.

Site Location: _____ Tax Map _____ Lot Number _____
Owner: _____ Date Submitted _____
Engineer/Agent: _____

The final submission and drawing requirements shall be three (3) paper copies and one (1) wash off Mylar if required:

	<u>Applicant</u>	<u>P.B.</u>
<u>1. Existing Data & Information</u>		
A. Location of site, name(s) and address(es) of owner(s) of record, and abutting land owners.	_____	_____
B. Name and address of person(s) or firm preparing the map	_____	_____
a. scale of map (1" = 40', suggested)	_____	_____
b. north arrow and date	_____	_____
c. stamp of Registered Land Surveyor/Engineer	_____	_____
d. name and address of preparer of other data/information (if different from preparer of map)	_____	_____
C. Boundary lines of area included in site, including angles or bearings of lines, dimensions, and lot area	_____	_____
D. Existing grades	_____	_____
a. drainage systems	_____	_____
b. structures and topographic contours at intervals not exceeding 2', with spot elevations where grade is less than 5%, otherwise not exceeding 5' contour intervals	_____	_____
E. Shape, size, height and location of existing structures located on site and within 200' of site	_____	_____
F. Natural features such as streams, marshes, lakes or ponds	_____	_____
a. manmade features such as, but not limited to, existing roads and structures	_____	_____
b. features to be retained	_____	_____
c. features to be removed or altered	_____	_____
G. Use of abutting properties with approximate location of structures, including access roads	_____	_____

- H. Size and location of all existing public and private utilities
 - a. existing landscaping
 - b. location and size of existing public utilities located off-site with which connection is planned or located within 100' of site
- I. Vicinity sketch (scale: 1"=500', suggested) showing location of site in relation to surrounding public street system
 - a. zoning districts and boundaries for site and within 1,000' of site
 - b. 100-year flood elevation line, where applicable

2. Proposed Plan & Information

- A. Proposed grades, drainage systems, structures and topographic contours at intervals not exceeding 2' with spot elevations where grade is less than 5%, otherwise not exceeding 5' contour interval
- B. Shape, size, height and location of proposed structures, including expansion of existing buildings
- C. Proposed streets, driveways, off-street parking spaces, sidewalks, with indication of direction of travel for one-way streets and drives, and inside radii of all curves
 - a. width of streets, driveways, sidewalks and total number of parking spaces
 - b. loading spaces and facilities associated with structures on site
- D. Size and location of all proposed public and private utilities
- E. Location, type and size of all proposed landscaping and screening
- F. Exterior lighting plan and proposed signs to be located on site
- G. Storm drainage plan including plans for retention and slow release of storm water, where necessary
- H. Circulation plan of interior of lot showing provisions for both auto and pedestrian circulation
 - a. access plan showing means of access to site, and proposed changes to existing public streets, including any traffic control devices necessary in conjunction with the site development plan
- I. Construction drawings including, but not limited to, pavements, walks, steps, curbing and drainage structures

3. Additional Information

The Planning Board may require such additional information as it deems necessary in order to apply the Regulations contained herein.

- A. Building Inspector
- B. Conservation Commission
- C. Fire Department
- D. Health Officer
- E. Police Department
- F. Road Agent
- G. Site Plan Agreement
- H. Other

4. Design & Construction Requirements

- A. Traffic access to site from Town streets to ensure the safety of vehicles and pedestrians _____
- B. Improvements to existing streets including signal devices, if necessary, because of increased traffic generated by development _____
- C. Circulation (vehicles and pedestrian) and parking including loading facilities, designed to ensure safety of vehicles and pedestrians on site _____
- D. Landscaping and screening provided, with regard to:
- a. adjacent properties _____
 - b. public highway _____
 - c. within site, including interior landscaping of large parking areas (over 3 double rows) _____
- E. Storm drainage of site designed for a 25-year storm event:
- a. if existing drainage system to which site drainage system will be connected is inadequate, provisions shall be made for retention and gradual release of storm water in order to meet the 25-year storm event _____
- F. Provision for snow storage during winter months _____
- G. Provision for site to be serviced by necessary utilities, including:
- a. water for fire and domestic use _____
 - b. sanitary sewer _____
 - c. electrical and gas _____
- H. Provision for protection of natural features _____
- I. Standards and requirements met including Zoning Ordinance and Subdivision Regulations, not limited to:
- a. parking _____
 - b. off-street loading _____
 - c. landscaping _____
 - d. signs _____
 - e. location of driveways _____
 - f. erosion _____
 - g. screened service area _____
 - h. exterior lighting _____
- J. Construction requirements met in accordance with the Standard Specifications for Road & Bridge Construction, (as published by The State of New Hampshire Department of Public Works & Highway) _____
- [Note: Alternative provisions may be considered by the Planning Board if submitted by the developer.]
- K. Provision for water supply _____
- a. wastewater disposal _____
 - b. solid waste disposal _____
- L. Environmental factors _____

M. Provision to assure that the proposal is:

- a. consistent with the need to minimize flood damage
- b. all public utilities and facilities such as sewer, gas, electrical and water systems are constructed
- c. adequate drainage is provided so as to reduce exposure to flood hazards
- d. design provisions to minimize or eliminate infiltration of flood waters into new or replacement water supply systems and/or sanitary sewage systems and discharges from these systems into floodwaters
- e. on-site waste disposal systems located so as to avoid impairment of them or contamination from them during flooding

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

[Note: The Planning Board may require a performance bond before any work commences on a development for that portion of the development that, if not properly completed, will have an adverse effect on adjoining property or has a potential for erosion. The steps for issuing and releasing a performance bond shall be the same as required in the Subdivision Regulations including, but not limited to, determining the amount, the sufficiency, term and form of the bond.]

5. Waivers

When a proposed site plan is submitted for approval with regards to an expansion of the existing use or to a new use on a lot containing less than 60,000 square feet in area, the owner(s) may submit a proposed site plan and request the Planning Board to waive specific requirements for the plan and supporting data. The Planning Board may agree to such requests provided that the Board has determined that such waiver of any requirements will not affect the purpose and intent of these Regulations. This shall not apply to design and construction standards.