

**SITE PLAN CHECKLIST SUBMISSION REQUIREMENTS**

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

Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Application Number: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

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

Major Site Plan \_\_\_\_\_ Minor Site Plan \_\_\_\_\_

Is this a Development having Regional Impact? \_\_\_\_\_ Yes \_\_\_\_\_ No

Performance Guarantee: \_\_\_\_\_

Application Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Determined \_\_\_\_\_

Complete

Incomplete

**PLEASE NOTE:**

This checklist will be completed by the Planning Board Review Committee; however the applicant is encouraged to use it as a guide in preparing for Site Plan Review. Applications which are not complete will not be scheduled for public hearing.

If the applicant is seeking a waiver by the Planning Board of any conditions stated in the Site Plan Review Regulation, *written* request for that waiver must accompany the application.

**SITE PLAN APPLICATION CHECKLIST**

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

**Applicant's Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

<u>SUBMITTED</u>	<u>WAIVER REQUEST</u>	<u>Existing Data</u>
_____	_____	1. Name of project, if applicable, location of site, names and addresses of owners of record and all abutting landowners, and uses of abutting land.
_____	_____	2. Name and address surveyor, date of survey, scale, and North arrow, seal of person preparing the plan.
_____	_____	3. Boundary lines of the area included in the site, angles or bearings of the lines, dimensions, and lot area.
_____	_____	4. Existing grades and drainage - Identify and provide topographic contours for any areas where slopes are 15% or greater.
_____	_____	5. Size, shape, height, and location of existing structures on the site and within 200 feet of the site's boundary.
_____	_____	6. Streams, marshes, lakes, ponds, wetlands, and other natural features. Soils data is available from the Town of Jaffrey soils map. Delineation by Soils Scientist may be required by the Town.
_____	_____	7. Existing roads, structures, and other man-made features, including any that are to be altered or removed.
_____	_____	8. Capacity or size and location of all existing public utilities, including any that are off site and to which connection is planned.
_____	_____	9. A vicinity sketch (1"=500') showing the location of the site in relation to the existing public streets and any prominent natural features.
_____	_____	10. Zoning district and boundaries for the site and, where applicable, within 1,000 feet of the site.
_____	_____	11. Soil survey data from the Town of Jaffrey soils map.

**SITE PLAN APPLICATION CHECKLIST.**

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

**Applicant's Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

<u>SUBMITTED</u>	<u>WAIVER REQUEST</u>	<u>Proposed Plan</u>
_____	_____	1. Proposed grades, drainage systems, and topographic contours at intervals of two feet must be delineated as required by the town.
_____	_____	2. Shape, size, height, location, and use of the proposed structures, including exterior design and appearance.
_____	_____	3. Sketch plan and photos depicting the building placement in context with neighboring properties
_____	_____	4. Applicability of Design Standards
_____	_____	5. Any proposed expansion or alteration of existing structures.
_____	_____	6. Width and inside radii of curves for proposed streets, driveways, and sidewalks, with indication of direction of travel for any streets that are one way.
_____	_____	7. Location, area, and total number of parking spaces.
_____	_____	8. Size and location of loading spaces and other similar facilities.
_____	_____	9. Size and location of all proposed public and private utilities, and location and distance to fire hydrants.
_____	_____	10. Location, type, and size of all proposed landscaping and screening.
_____	_____	11. Comprehensive stormwater management plan and snow removal or storage.
_____	_____	12. Auto and pedestrian circulation plan for the interior of the lot.
_____	_____	13. Plan showing means of access to the site, existing streets, including any necessary traffic control devices. Documentation that Town of Jaffrey Road and Driveway Standards have been met.
_____	_____	14. Application for wireless communication facilities shall include provisions (in writing) for the removal of the structure if it ceases to be employed for the permitted use. These provisions may require a performance guarantee to ensure their implementation ( <i>see Site Plan Regulations Section V</i> ). (Amended 2001)

## SITE PLAN APPLICATION CHECKLIST

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

Applicant's Name: \_\_\_\_\_

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

<u>SUBMITTED</u>	<u>WAIVER REQUEST</u>	<u>Items to Accompany Site Plan Review Application</u>
_____	_____	1. Driveway access approval from the New Hampshire Department of Public Highways.
_____	_____	2. Town Water - Approval from the Jaffrey Water Department.
_____	_____	3. Town Sewer - Approval from Selectmen.
_____	_____	4. Written disclaimer for hazardous materials, with a copy to the state.
_____	_____	5. Written statement of the amount of any hazardous waste.
_____	_____	6. Comments and recommendations by Jaffrey's Fire Chief, Police Chief and Department of Public Works.
_____	_____	7. Statement: Project will adhere to ICC family of codes and Life Safety codes as adopted.
_____	_____	8. Statement: Project will conform to exterior lighting requirements as contained in Site Plan Review Regulations.
_____	_____	9. Statement: Project will conform to noise limitation requirements as stated in Site Plan Review Regulations.
_____	_____	10. Copy of variance or special exception granted by the Zoning Board of Adjustment, if applicable.
_____	_____	11. Statement concerning any potential unpleasant or noxious emissions.
_____	_____	12. All permits and approvals granted by other boards or agencies (e.g., Department of Transportation, Water Supply and Pollution Control Division, Department of Public Health).
_____	_____	13. If the applicant is not the property owner a letter of authority must be submitted with the application.