

# Site Plan Review DESIGN REVIEW APPLICATION FORM

## PLANNING BOARD ALTON, NEW HAMPSHIRE

DATE REC'D \_\_\_\_\_

CASE # \_\_\_\_\_

APPLICANT OR AGENT OF OWNER (If different than property owner)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

e-mail: \_\_\_\_\_

PROPERTY OWNER OF RECORD:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

e-mail: \_\_\_\_\_

STREET LOCATION OF SITE: \_\_\_\_\_

TAX MAP \_\_\_\_\_ LOT \_\_\_\_\_ ZONING OF PARCEL \_\_\_\_\_

AREA OF SITE IN ACRES \_\_\_\_\_ SQUARE FEET \_\_\_\_\_

FRONTAGE ON WHAT ROAD(S); INCLUDE NEW ROAD NAME IF APPLICABLE:

\_\_\_\_\_

SEPTIC DESCRIPTION: \_\_\_\_\_

STATE APPROVAL # (if available): \_\_\_\_\_

WATER: MUNICIPAL \_\_\_\_\_ OR WELL \_\_\_\_\_

SPECIAL EXCEPTION OR VARIANCE GRANTED BY THE ZBA: YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, PROVIDE THE APPLICABLE DATE(S) \_\_\_\_\_

DATE OF CONCEPTUAL CONSULTATION, IF ONE: \_\_\_\_\_

TYPE OF APPLICATION BEING REVIEWED: Minor Site Plan  Major Site Plan

I/We consent to allow the Planning Board or its representative to make on site inspection(s) of my/our property as deemed necessary for the evaluation of my Design Review application.

I/WE certify compliance with the regulations which require that all existing easements and rights of way are to be shown on the plans and where appropriate all persons holding interests in those easements and rights of way, whether abutters or not, are to be given notification of the application. I/WE certify that the existing easements and rights of way shown on the plan have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the easements or rights of way.

I/WE certify compliance with the regulations which require that all private restrictions, covenants and declarations have been identified and listed on the plans. I/WE certify that the private restrictions, covenants and declarations have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the private restrictions, covenants and declarations.

I/WE understand all information required by regulations must be supplied; noncompliance is grounds for denial. RSA 676:4

I/WE understand it is incumbent upon the applicant to reapply for proper classification, if the business grows, for full Site Plan Review as applicable.

Signature of Applicant or Agent authorized by Owner: (Authorization Letter Attached)

\_\_\_\_\_

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

\_\_\_\_\_

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

Signature of Property Owner:

\_\_\_\_\_

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

\_\_\_\_\_

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

8/18/17 amended

## ALTON DESIGN REVIEW APPLICATION

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

A Design Review shall contain the following information in order to be considered complete. This checklist is intended to be a guide; please refer to the Alton, NH, Site Plan Regulations for more detailed information. The number in the left-hand column cites the specific section of the regulations where more detail on the requirement can be found. The checklist along with any written request(s) for waiver(s) must be submitted as part of your application for a Design Review.

Please check in the spaces below whether the required information is provided, not applicable (NA) or if a written waiver is requested.

Section in Regulation	Item and description	Provided /NA	Waiver	Planning Dept Notes
4.01 (A)	Completed Application Form, signed by the owner & Checklist			
4.01 (B)	Abutter's list. See Section 4.01 (B) for details.			
4.01 (C)	Letter of Authorization			
4.01 (D)	Fees:			
4.01 (E)	Executive Summary. See Section 4.01 (E) for details			
4.01 (F)	<b><u>Site Plan Requirements:</u></b>			
4.01 (F) 1.	Name and address of owner(s) of record & applicant(s) (if different from owner)			
4.01 (F) 2.	Name of site plan, the project location, the date the plan was prepared, each revision date with notation of what the revision was; north arrow, and scale of the plan			
4.01 (F) 3.	Signature, license number, and/or seal of the preparer of the plan, and every engineer, architect, land surveyor, wetland scientist, soil scientist, and any other professional whose seal appears on the plan			
4.01 (F) 4.	Names & address of abutting land owners and of every holder of conservation, preservation, or agricultural restriction			
4.01 (F) 5.	Zoning District for the site and for abutting properties			
4.01 (F) 6.	Schedule of zoning requirements, such as lot area, frontage, setbacks, etc.			
4.01 (F) 7.	Boundary survey showing all metes and bounds showing dimensions to the hundredths of a foot, bearings to at least minutes, and curve data			

4.01 (F) 8.	Location of any new streets, pedestrian right-of-ways, reservations, easements, and areas to be dedicated to public use			
4.01 (F) 9.	Topography shown by 2' contour intervals			
4.01 (F) 10.	Location and height (in stories) of all buildings and any other structures on the site.			
4.01 (F) 11.	Elevation views of each side of the building, addition, or alteration showing location, shape, size, height, and type of construction of new buildings or additions or alterations to existing buildings, including all mechanical equipment			
4.01 (F) 12.	General floor plan of the building or addition			
4.01 (F) 13.	Structures, utilities, roads and other paved areas			
4.01 (F) 14.	Location and width of entrances, exits and driveways.			
4.01 (F) 15.	Location, grades and width of sidewalks			
4.01 (F) 16.	Location and surface material of loading zones and storage areas			
4.01 (F) 17.	Location, width of aisles, size and number of parking spaces, and surface material of parking lots.			
4.01 (F) 18.	Location, size and number of handicapped parking spaces and handicapped access provisions			
4.01 (F) 19.	Description of fire protection measures			
4.01 (F) 20.	Location of percolation tests and/or other test pits			
4.01 (F) 21.	Location of an on-site wastewater system to serve the proposed uses			
4.01 (F) 22.	Location of all on-site wells including any protective radius or public water line and private water service line			
4.01 (F) 23.	Approximate location of driveways and/or roads, wells, septic systems and any other pertinent features to abutting properties within 200' of the site			
4.01 (F) 24.	Approximate location of buildings on abutting properties within 200' of the site.			
4.01 (F) 25.	Location of rivers, streams, ponds, lakes, or other watercourses or bodies of water.			
4.01 (F) 26.	Location of Shoreland Protection Overlay District boundaries			
4.01 (F) 27.	Surveyed location of jurisdictional wetlands.			
4.01 (F) 28.	Location of Aquifer Protection Overlay District boundaries			

4.01 (F) 29.	Location of FEMA-designated 100 year floodplain and floodway			
4.01 (F) 30.	Soil types and boundaries from soil mapping prepared by the Natural Resources Conservation Service.			
4.01 (F) 31.	Location and approximate size of open space (in acres or square feet)			
4.01 (F) 32.	Location of wooded areas, significant tree stands			
4.01 (F) 33.	Location and type of existing easements			
4.01 (F) 34.	Location of stone walls, architectural or historic features including, but not limited to old wells, foundations, mill sites, etc.			
4.01 (F) 35.	Grades of all paved areas, direction of flow of runoff			
4.01 (F) 36	Location and type of drainage system elements: infiltration systems, catch basins, culverts, outfalls, etc.			
4.01 (F) 37	Landscaping plan concept			
4.01 (F) 38	Location and proposed method of screening any air conditioners, heat pumps, compressors, generators, fans, and other devices which produce noise			
4.01 (F) 39	Location, type, and height of exterior lighting			
4.01 (F) 40	Location, size, height, and design (elevations) of signage			
4.01 (F) 41	Snow storage areas and/or plans for removal of snow from the area or site			
4.01 (F) 42	Typical cross sections and grades of roads, driveways, parking areas, and sidewalks			
4.01 (F) 43	Location of any outside areas used for the display or storage of merchandise inventory or materials used in the business and any plans for screening			
4.01 (F) 44	The phasing schedule if the project will be built in more than one phase			
4.01 (F) 45	A conceptual approach for a Stormwater Management, Sediment and Erosion Control and Drainage Plan			
4.01 (F) 46	Seal and signature of all professionals assisting with the preparation of the application			
4.01 (F) 47	Location of any proposed on-site fuel tank whether above or below ground			
4.01 (F) 48	Location of any outside dumpster and any plans for screening			
4.01 (F) 49	Location of any cemeteries or grave sites on the subject property and the required setbacks			
4.01 (G)	<b><i>Other Information as applicable:</i></b>			
4.01 (G) 1.	Reports requested by the Planning Department from the :			

	<ul style="list-style-type: none"><li><b>a. Fire Department</b></li><li><b>b. Police Department</b></li><li><b>c. Code Department</b></li><li><b>d. Water Department</b></li><li><b>e. Highway Department</b></li><li><b>f. Conservation Commission</b></li></ul>			
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4.01 (G) 2.	<b>Proposed deed restrictions; deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and proposed rights of drainage across private property</b>			
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**Site Plan Review  
Design Review Application  
PLANNING BOARD  
Alton, NH**

**APPLICATION FEE SCHEDULE**

Received From: \_\_\_\_\_

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

Case # \_\_\_\_\_

Tax Map \_\_\_\_\_ Lot # \_\_\_\_\_

Application Fees for Planning Board-Design Review Application

Site Plan Review Design Review \$50.00	\$
Abutter Fee: \$10.00 per abutter and designer; # of notices	\$
Abutter Fee for Owner: \$10.00	\$
Newspaper Notification Fee: \$90.00	\$
<b>TOTAL</b>	<b>\$</b>