

Alton Planning Board

P.O. Box 659
Alton, NH 03809

Tel. (603) 875-2162

Fax (603) 875-2163

MAJOR SITE PLAN REVIEW APPLICATION INFORMATION

No excavation or timber cutting may be undertaken until all state and local permits required for the construction of the site have been obtained. Copies of all state and local permits must be provided to the Planning Department.

In addition to the checklist requirements, an application must include the following at the time of submission:

- Required application fees. These fees are non-refundable
- Application Fee Schedule form filled out completely. Please do not include Recording Fees at time of application submission. Recording fees will be collected if application is approved.
- Abutters list including all abutters, owners, holders of any easements and agents involved in the application per RSA 676:4,1(d). Abutters can be verified at the Assessing Department and Tax Collector's Office. Map and lot numbers must be included for each abutter. The Planning Department staff is not responsible to verify abutter information.
- Plan sets are to be no larger than 22"x 34". Plan sets are to be folded; rolled plans will not be accepted.
- One 11"x17" reduced copy of the complete plan set and five (5) plan sets 22" x 34".
- The application must include a separate narrative for the project proposal.
- If the property is in Current Use, the status of the property before and after development shall be indicated on the plan.
- One addressed No 10 business envelopes for each individual abutter/owner/agent/etc. **DO NOT PUT RETURN ADDRESS ON ENVELOPE.**

Following approval of the site plan and satisfaction of all conditions of approval the applicant will submit:

- One (1) copy of a complete draft final plan to the Planning Department. Once the Planning Department has notified the applicant that the draft Final Site Plan is acceptable, the applicant will submit four (4) final paper copies of the Final Site Plan set to the Planning Department. Final Plan sets are to be no larger than 22"x 34".

If you have any questions please feel free to contact the Planning Department at 875-2162.

**Site Plan Review
FINAL MAJOR SITE PLAN APPLICATION**

**PLANNING BOARD
ALTON, NEW HAMPSHIRE**

DATE REC'D _____

CASE # _____

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

NAME: _____

ADDRESS: _____

TELEPHONE: _____

e-mail address _____

PROPERTY OWNER OF RECORD:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

e-mail address _____

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

[https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse Share/LANDUSE/LANDUSE Share/Planning Board/PB APPLICATIONS/Site Plan-Subdivision Applications/Site Plan/2017 - Current/Major Site Plan App Form & Checklist 5.19.26.doc](https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse%20Share/LANDUSE/LANDUSE%20Share/Planning%20Board/PB%20APPLICATIONS/Site%20Plan-Subdivision%20Applications/Site%20Plan/2017%20-%20Current/Major%20Site%20Plan%20App%20Form%20&%20Checklist%205.19.26.doc) [https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse Share/LANDUSE/LANDUSE Share/Planning Board/PB APPLICATIONS/Site Plan-Subdivision Applications/Site Plan/2017 - Current/Major Site Plan App Form & Checklist 5.19.26.doc](https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse%20Share/LANDUSE/LANDUSE%20Share/Planning%20Board/PB%20APPLICATIONS/Site%20Plan-Subdivision%20Applications/Site%20Plan/2017%20-%20Current/Major%20Site%20Plan%20App%20Form%20&%20Checklist%205.19.26.doc)

ALTON MAJOR SITE PLAN REVIEW APPLICATION

Applicant: _____ Date: _____

A Major Site Plan 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 Major Site Plan 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
4.02 (A)	Completed Application Form, signed by the owner & Checklist			
4.02 (B)	Abutter's list. See Section 4.02 (B) for details.			
4.02 (C)	Letter of Authorization			
4.02 (D)	Fees:			
4.02 (E)	Executive Summary. See Section 4.02 (E) for details			
4.02 (F)	<u>Site Plan Requirements:</u>			
4.02 (F) 1.	Name and address of owner(s) of record & applicant(s) (if different from owner)			
4.02 (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			
4.02 (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			
4.02 (F) 4.	Names & address of abutting land owners and of every holder of conservation, preservation, or agricultural restriction			
4.02 (F) 5.	Zoning District for the site and for abutting properties			

4.02 (F) 6.	Schedule of zoning requirements, such as lot area, frontage, setbacks, etc.			
-------------	---	--	--	--

[https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse Share/LANDUSE/LANDUSE Share/Planning Board/PB APPLICATIONS/Site Plan-Subdivision Applications/Site Plan/2017 - Current/Major Site Plan App Form & Checklist 5.19.26.doc](https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse%20Share/LANDUSE/LANDUSE%20Share/Planning%20Board/PB%20APPLICATIONS/Site%20Plan-Subdivision%20Applications/Site%20Plan/2017%20-%20Current/Major%20Site%20Plan%20App%20Form%20&%20Checklist%205.19.26.doc) [https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse Share/LANDUSE/LANDUSE Share/Planning Board/PB APPLICATIONS/Site Plan-Subdivision Applications/Site Plan/2017 - Current/Major Site Plan App Form & Checklist 5.19.26.doc](https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse%20Share/LANDUSE/LANDUSE%20Share/Planning%20Board/PB%20APPLICATIONS/Site%20Plan-Subdivision%20Applications/Site%20Plan/2017%20-%20Current/Major%20Site%20Plan%20App%20Form%20&%20Checklist%205.19.26.doc)

4.02 (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			
4.02 (F) 8.	Location of any new streets, pedestrian right-of-ways, reservations, easements, and areas to be dedicated to public use			
4.02 (F) 9.	Topography shown by 2' contour intervals			
4.02 (F) 10.	Location and height (in stories) of all buildings and any other structures on the site.			
4.02 (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			
4.02 (F) 12.	General floor plan of the building or addition			
4.02 (F) 13.	Structures, utilities, roads and other paved areas			
4.02 (F) 14.	Location and width of entrances, exits and driveways.			
4.02 (F) 15.	Location, grades and width of sidewalks			
4.02 (F) 16.	Location and surface material of loading zones and storage areas			
4.02 (F) 17.	Location, width of aisles, size and number of parking spaces, and surface material of parking lots.			
4.02 (F) 18.	Location, size and number of handicapped parking spaces and handicapped access provisions			
4.02 (F) 19.	Description of fire protection measures			
4.02 (F) 20.	Location of percolation tests and/or other test pits			
4.02 (F) 21.	Location of an on-site wastewater system to serve the proposed uses			
4.02 (F) 22.	Location of all on-site wells including any protective radius or public water line and private water service line			
4.02 (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			

4.02 (F) 24.	Approximate location of buildings, wells and septic systems on abutting properties within 200' of the site.			
--------------	--	--	--	--

4.02 (F) 25.	Location of rivers, streams, ponds, lakes, or other watercourses or bodies of water.			
4.02 (F) 26.	Location of Shoreland Protection Overlay District boundaries			
4.02 (F) 27.	Surveyed location of jurisdictional wetlands.			
4.02 (F) 28.	Location of Aquifer Protection Overlay District boundaries			
4.02 (F) 29.	Location of FEMA-designated 100 year floodplain and floodway			
4.02 (F) 30.	Soil types and boundaries from soil mapping prepared by the Natural Resources Conservation Service.			
4.02 (F) 31.	Location and approximate size of open space (in acres or square feet)			
4.02 (F) 32.	Location of wooded areas, significant tree stands			
4.02 (F) 33.	Location and type of existing easements			
4.02 (F) 34.	Location of stone walls, architectural or historic features including, but not limited to old wells, foundations, mill sites, etc.			
4.02 (F) 35.	Grades of all paved areas, direction of flow of runoff			
4.02 (F) 36	Location and type of drainage system elements: infiltration systems, catch basins, culverts, outfalls, etc.			
4.02 (F) 37	Landscaping plan concept			
4.02 (F) 38	Location and proposed method of screening any air conditioners, heat pumps, compressors, generators, fans, and other devices which produce noise			
4.02 (F) 39	Location, type, and height of exterior lighting			
4.02 (F) 40	Location, size, height, and design (elevations) of signage			
4.02 (F) 41	Snow storage areas and/or plans for removal of snow from the area or site			
4.02 (F) 42	Location of any stump dumps			
4.02 (F) 43	Construction details including typical cross sections and grades of roads, driveways, parking areas, and sidewalks			
4.02 (F) 44	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			
4.02 (F) 45	The phasing schedule if the project will			

[https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse Share/LANDUSE/LANDUSE Share/Planning Board/PB APPLICATIONS/Site Plan-Subdivision Applications/Site Plan/2017 - Current/Major Site Plan App Form & Checklist 5.19.26.doc](https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse%20Share/LANDUSE/LANDUSE%20Share/Planning%20Board/PB%20APPLICATIONS/Site%20Plan-Subdivision%20Applications/Site%20Plan/2017%20-%20Current/Major%20Site%20Plan%20App%20Form%20&%20Checklist%205.19.26.doc) [https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse Share/LANDUSE/LANDUSE Share/Planning Board/PB APPLICATIONS/Site Plan-Subdivision Applications/Site Plan/2017 - Current/Major Site Plan App Form & Checklist 5.19.26.doc](https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse%20Share/LANDUSE/LANDUSE%20Share/Planning%20Board/PB%20APPLICATIONS/Site%20Plan-Subdivision%20Applications/Site%20Plan/2017%20-%20Current/Major%20Site%20Plan%20App%20Form%20&%20Checklist%205.19.26.doc)

	be built in more than one phase			
4.02 (F) 46	Construction schedule.			

[https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse Share/LANDUSE/LANDUSE Share/Planning Board/PB APPLICATIONS/Site Plan-Subdivision Applications/Site Plan/2017 - Current/Major Site Plan App Form & Checklist 5.19.26.doc](https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse%20Share/LANDUSE/LANDUSE%20Share/Planning%20Board/PB%20APPLICATIONS/Site%20Plan-Subdivision%20Applications/Site%20Plan/2017%20-%20Current/Major%20Site%20Plan%20App%20Form%20&%20Checklist%205.19.26.doc) [https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse Share/LANDUSE/LANDUSE Share/Planning Board/PB APPLICATIONS/Site Plan-Subdivision Applications/Site Plan/2017 - Current/Major Site Plan App Form & Checklist 5.19.26.doc](https://03809-my.sharepoint.com/personal/planner_alton_nh_gov/Documents/Landuse%20Share/LANDUSE/LANDUSE%20Share/Planning%20Board/PB%20APPLICATIONS/Site%20Plan-Subdivision%20Applications/Site%20Plan/2017%20-%20Current/Major%20Site%20Plan%20App%20Form%20&%20Checklist%205.19.26.doc)

4.02 (F) 47	Opinion of construction costs for public improvements			
4.02 (F) 48	Seal and signature of all professionals assisting with the preparation of the application			
4.02 (F) 49	Location of any proposed on-site fuel tank whether above or below ground			
4.02 (F) 50	Location of any outside dumpster and any plans for screening			
4.02 (F) 51	Location of any cemeteries or grave sites on the subject property and the required setbacks			

ALTON PLANNING BOARD APPLICATION FEE SCHEDULE

Received From: _____

Date: _____

Case #: _____

Tax Map / Lot # _____

Application Fees for Major Site Plan Review

Major Site Plan Review - Residential: \$300 base fee + \$100 per dwelling unit	\$
Major Site Plan Review - Non-Residential: \$500 for the first developed acre + \$150 per additional developed acre. Round up to the next whole acre.	\$
Abutter Fee: \$10 per abutter x total # of abutter notices _____ (Including owner/applicant/agent)	\$
\$2 for each Notice of Decision mailed.	\$
Newspaper Notification Fees: \$90.00	\$
Fee for notifying NHDES Dam Bureau if subdivision is within 500 feet of a body of water \$2.00	\$
Admin. Fee for Legal Review if required \$350.00	\$
TOTAL	\$

PLEASE NOTE:

Application fees are non-refundable unless approved by the Planning Board