

**NON-RESIDENTIAL SITE PLAN REVIEW CHECKLIST**

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

Street: \_\_\_\_\_

Owner: \_\_\_\_\_

C I N W C=Completed I=Incomplete N=Not Applicable W=Waiver Request

- 1/** Fully executed and signed copy of application.
- 2/** Four (4) copies of site plan, not more than 50 feet to an inch, (incl. 10 copies of plans reduced to 11" x 17") showing the following:
  - a/** Owners name and address and signature.
  - b/** Names and addresses of abutters.
  - c/** Location map showing the general vicinity of the site within the Town.
  - d/** Boundary of the entire parcel held in single ownership regardless of whether all or part is being developed at this time.
  - e/** The bearing and distances of all property lines and the source of that information.
  - f/** The Zoning classification(s) of the property including the location on the lot of any Zoning District Boundary lines (including wetland, flood plain, watershed, or aquifer district overlay lines).
  - g/** Soil types and location of soil boundaries certified by a wetland scientist.
  - h/** Location of all Zoning setback lines.
  - i/** The size, location, and height of all proposed sign(s) and method of illumination.
  - j/** The street frontage and area of the parcel (acres and square feet) including all net tract acreage.
  - k/** The location of all existing and proposed buildings, including size and height.
    - 1/** The location of all existing driveways.
    - 2/** The location of all proposed driveways.
    - 3/** The location of all existing sidewalks.
    - 4/** The location of all proposed sidewalks.
    - 5/** The location and size of all existing and proposed parking spaces
    - 6/** The location of all proposed loading and service areas.
    - 7/** The location of all existing and proposed open spaces (including floor area ratios and open space calculations).
  - l/** The location of all buildings within 50 feet of the parcel and the location of intersecting roads and driveways within 200 feet of the parcel.
  - m/** **1/** The existing and proposed methods of handling storm water runoff, including the direction of flow runoff indicated by arrows.
  - 2/** Engineering calculations used to determine drainage needs of the site based on a 10 year storm event if the project will significantly alter the existing drainage pattern due to such factors such as the amount of new impervious surfaces being proposed.
  - 3/** Show the location, elevation, and size of all necessary catch basins, dry wells, drainage lines and swales, retention or detention basins, or other storm water structures used.
  - n/** Existing and proposed topography of the site at a 2 foot contour interval (1929 NGVD Datum).
  - o/** A utility plan showing provisions for all existing and proposed utilities on site
  - p/** A buffer zone of dense plantings where the site abuts a residential area.
  - q/** Location of monitoring wells.
  - r/** Existing tree locations – see NRSR regulations for details.
  - s/** Site photographs – see NRSR regulations for details.

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- 2/ t/ Ten copies of site plan set reduced to 11" x 17".
- u/ All site plans must have the following Certification by a Licensed Land Surveyor . "I certify that the street line(s), topography and physical features are accurate and true." Date: \_\_\_\_\_ Name: \_\_\_\_\_ LLS
- 3/ a/ Copies of any proposed or existing easements.
- b/ Copies of any proposed or existing covenants.
- c/ Copies of any proposed or existing deed restrictions.
- 4/ a/ Approval by the NHDES of septic system(s).
- b/ Approval by the NHDES of any wetland disturbance or terrain alterations (site specific).
- c/ Approval of NHDOT of driveway permit(s).
- 5/ Bonding as may be required for project construction.
- 6/ Planning Board consultant review of plan set and construction inspection.
- 7/ Groundwater and surface water monitoring data analysis.
- 8.0/ Landscape Standards – see NRSR regulations for details.
- 8.1/ Street Tree Landscape Strip Plans
- a/ 50 foot wide strip parallel to ROW.
- b/ Min. tree height equal to half building height.
- 8.2/ Plants in natural mass.
- a/ Three or more trees in a mass.
- 8.3/ Layering of plants.
- 8.4/ Existing trees mixed with new trees.
- 8.5/ Minimum three (3) inch caliper.
- 8.6/ Parking Areas
- a/ Islands to include trees and grass and shrubs.
- b/ Minimum of 5% of gross parking area to be landscaped area.
- c/ Parking areas to be separate sections with 140 spaces max. per section.
- d/ Islands to be min. 200 sf with 1 tree located at least 4 feet from curb.
- e/ One 10 foot island / 4 parking rows w/ trees no more than every 50 feet apart or one per 200 sf island area.
- f/ Provide terminal islands / 25 spaces with 2 trees and evergreen shrubs on 3 foot centers (no 100 % mulch areas).
- 8.7/ Adjacent to Buildings
- a/ Min. 10 foot area w/ trees and shrubs around building sides w/ public access.
- 8.8/ Signage Landscape
- a/ Min. 4 foot area around freestanding sign.
- 8.9/ Screening
- a/ Storage or stockpiles to be out of public view.
- b/ Loading service areas out of public view.
- c/ Min. of 1 evergreen per linear foot w/ min height of half items to be screened.
- d/ Substitute screening material to be compatible.
- 8.10/ Maintenance Notes
- a/ Note that landscaping be maintained in good condition.
- b/ Note that permanent water supply is provided.
- c/ Note that a maintenance bond for one year will be provided.
- d/ Note that all conditions on plan to remain in perpetuity.
- 8.11/ Landscape Professional when overall costs exceeds \$ 500,000.
- 9/ Outdoor Lighting
- a/ Min. foot-candle of 1 at edge (at 4' high), and max.foot-candle of 7 under light

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- (meas.at 4' high).
- b/** Max. wattage 250 (total cutoff limited to site).
- c/** Parking lights to be total cutoff at less than 90° and beam cutoff less than 75°.
  
- 9/ d/** Wall packs to have 45° cutoff shield.
- e/** Lighting and posts to be complementary to area and buildings proposed.
- f/** Max. pole height 20 feet.
- g/** Bollards in walkways when appropriate.
- h/** Pole lights to be below tree canopy.
- i/** Poles to be staggered.
- j/** Poles to be within landscaped islands.
- 10/** Waivers filed with explanations.
- 11/** Note that a Compliance Hearing required.
- 12/** Note that debris containers required on site.
- 13/** Note that landscaping will be kept in good condition and dead plantings to be replaced.
- 14/** Note that a Licensed Surveyor Certify: I certify that the street lines, topography and physical features shown are accurate and true.
- 15/** Approval Block for Planning Board endorsement.

STAFF NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Reviews:

- a/ AFD \_\_\_
- b/ AHD \_\_\_
- c/ AAO \_\_\_
- d/ ACC \_\_\_
- e/ APD \_\_\_

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

v 12.7.10