



PLANNING AND DEVELOPMENT
 14 NORTH STREET
 CLAREMONT, NH 03743
 PH: (603) 542-7008 FAX: (603) 542-7033
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**Planning Board
 SITE PLAN APPLICATION**

Abutters List Must Accompany This Application

Application Received By:		Scheduled Planning Board Meeting Date:		Case #:	
Application Fee:		Date Submitted:	Tax Map:	Lot:	
Legal Notice Fee:				Zone:	
# of Abutters @\$4/each					
Total Due:		Date Paid:	Ck#		

Applicant:		
Name:	Address:	Telephone:
Applicant's Agent:		
Name:	Address:	Telephone:

Present Property Owner: <i>(All applications must be signed by owner of record or by the agent authorized in writing by the owner to sign on his/her behalf.)</i>		
Name:	Address:	Telephone:

1. Location of Proposed Project:
Address:

Describe In Detail All the EXISTING Uses of Subject Property:
Existing Uses(indicate separate uses by square footage of floor area): _____ _____ _____ _____

Describe In Detail All the PROPOSED Uses, Construction, and/or Modification:
Proposed Uses (indicate separate uses by square footage of floor area): _____ _____ _____

2. The Following Plans Shall Be Submitted (unless otherwise waived):
a) Proposed Site Plan _____ showing existing conditions. _____ showing proposed improvements (including utilities and streets) b) Architectural Plan _____ c) Property Survey Plan _____ d) Landscape Plan _____ e) Completed Site Plan check list _____
Please indicate what waivers (if any) will be requested. Cite specific reference: _____ _____ _____ _____ _____

SITE PLAN MAP CHECKLIST

Article V: Application requirements.

A. Four (4) sets of prints shall be submitted. The site plan map shall be drawn to a scale of one (1) inch equals twenty (20) feet or other suitable scale. If the plan drawn to this scale will not fit on a twenty-eight (28) inch by forty (40) inch sheet of paper, the board may authorize an appropriately suitable scale. The site plan map shall be stamped and prepared by a New Hampshire registered land surveyor or registered professional engineer. The site plan map shall show:

Thirteen 11x17 copies of the site plan map shall also be submitted.

Applicant	City Reviewer	Application Requirements <i>(per Article V of City Site Plan Regulations)</i>
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Title of drawing, including name and address of applicant as well as city tax map and lot number.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Appropriate signature block for the signature of the planning board chairperson, director of public works, police chief and fire chief.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	The boundary lines of the area included in the site including angles of bearings of lines, dimensions and the lot area
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Names and addresses of owners of record and abutting landowners
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	A site location map, shown as an inset on the site plan map, which shall show the proposed development in relation to major roads of the city
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	North point, bar scale, date of preparation and dates of any revisions
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Name, address and seal of person or firm preparing the map
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	The shape, size and location of existing and proposed structures
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Existing and proposed grades shown by contours at intervals of not more than 5 feet of elevations if grades exceed 3%, or portions of the site have moderate to high susceptibility to erosion, or a moderate to high susceptibility to flooding and ponding;
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Any existing streams or wetlands, marshes, lakes or ponds, whether natural or man-made
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Existing and proposed streets, driveways, parking spaces and sidewalks with indications of direction of travel for one-way streets or driveways.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Layout of sewage disposal system, including septic tank(s), leach field and associated piping or tie-in to the city sewer
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Proposed landscaping plan including buffering plans along adjacent properties and public highways
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Plans for water supply, fire protection, power and telephone, including location of wells, water supply pipes, power and telephone lines, including the location and size of all existing and proposed utility lines and easements
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Exterior lighting plan and proposed signs to be located on the site
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Drainage design showing location and size of existing and proposed drainage structures incl. culverts, pipes, catch basins, manholes, ditches, holding basins, etc.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Right-of-way and travel surface of all fronting streets
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Location of any retaining walls, fences, and outside storage areas
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	A notation on the site plan outlining the proposed use(s) and area of building(s) in square feet devoted to each use.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Base flood elevation (BFE) data shall be included for all site plans in proximity to flood ways and/or flood plains. (Amended, 6-12-00)

**CHECKLIST FOR REQUIRED INFORMATION TO BE SUBMITTED
FOR PLANNING BOARD REVIEW**

One (1) copy of each of the following shall be submitted:

Applicant	City Reviewer	Application Requirements <i>(per Article V of City Site Plan Regulations)</i>
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Completed, signed and dated application form along with all required site plan maps.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Completed abutter's form which includes the names and addresses of all direct abutters as shown in the city records not more than five (5) days before the filing date include properties across streets, railways and bodies of water.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	An area plan showing applicant's entire holdings abutting the property under consideration, as well as that portion of the applicant's property under consideration.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	A statement of proposed hours of operation
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	An estimate of maximum hourly traffic into and out of the premises
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	N.H.W.S.P.C.C. approval of proposed sewage disposal system if applicable
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	New Hampshire Department of Public Works and Highways access driveway approval for driveways accessing onto a State highway.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Entrance/Exit approvals from the Claremont Planning Board for proposals with access points on city roads.
<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed <input type="checkbox"/> Not Included <input type="checkbox"/> N/A	Entrance/Exit approvals from owners of private roads for proposals with access points via private roads.

The planning board may require such additional other information as it deems necessary, at the applicant's expense, in order to evaluate the proposal in relation to the purposes and scope of these regulations.

(Appendix C. Article V: C.)

STATUS OF OTHER REQUIRED PERMITS

Building Permit(s)	Zoning	Department of Public Works
<input type="checkbox"/> Issued - Permit #: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A	<input type="checkbox"/> Approval Date: _____ <input type="checkbox"/> Conditions: _____ <input type="checkbox"/> Denied <input type="checkbox"/> N/A	<input type="checkbox"/> Issued - Permit #: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A
Certificate of Appropriateness	State Permit(s)	Other
<input type="checkbox"/> Approval Date: _____ <input type="checkbox"/> Conditions: _____ <input type="checkbox"/> Denied <input type="checkbox"/> N/A	<input type="checkbox"/> Permit #(s): _____ <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A	<input type="checkbox"/> Issued - Permit #: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A



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ABUTTERS LIST

The abutter list shall identify:

- All properties adjoining or directly across the street or water body from the property in question.
- Where the subject property is near a river or stream the applicant shall identify the nearest upstream dam, if any, and include the upstream dam owner and the NHDES Dam Bureau.
- For properties abutting a municipal boundary, the applicant shall list all abutting land owners in that neighboring municipality.
- The officers of a collective or association in the case of an abutting property being under a condominium or other collective form of ownership
- The manufactured housing park owner and tenants who own manufactured housing abutting the property in question.

The City tax maps records are the accepted authority for map and lot numbers but may not current record owner information.

Applicant Information:

Printed Name: _____ Contact Telephone: _____

Address: _____

Owner/Agent Information (\$4 fee per abutter including owner and agent)				
Map:	Lot:		Name:	Address:

Abutter(s) Information				
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:
Map:	Lot:		Name:	Address:

I, the undersigned _____, certify that to the best of my knowledge, the above is an accurate and complete abutters list.

Applicant Signature

Date

New Material. Any information pertaining to a matter and not submitted at the time of the application for review of a matter by the Board must be submitted to the Planning Department no less than 10 days

prior to the Board meeting at which the matter will be heard. Failure to submit such additional information may result in the additional information not being considered at the meeting at which the matter is to be heard.