



Planning Board SITE PLAN APPLICATION

Application Received By:		Scheduled Planning Board Meeting Date:		Case #:
Application Fee:	Recording Fee:	Date Submitted:	Tax Map:	Lot:
Legal Notice Fee:	LCHIP Fee:			Zone:
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 (indicate separate uses by square footage of floor area):

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

2. The Following Plans Shall Be Submitted (unless otherwise waived):
<ul style="list-style-type: none"> 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:

3. Complete the Following General Data Outline:

- a) Zoning District: _____
- b) Project Name: _____
- c) Project (lot) area _____ acres, immediate developed acres _____
- d) Square footage of new construction or re-development (all floors) _____
- e) Percentage of lot coverage by buildings _____%
- f) Deed covenants of rights-of-way _____
- g) Private easements existing _____
- h) Proposed streets _____
- i) Present traffic volume on adjacent major streets, number of cars per day _____
- j) Proposed projected number of car movements per day onto and off of property _____
- k) Total number of employees _____, number of shifts _____
- l) Total parking spaces provided _____

- m) Public water – size of main _____ inches
- n) Public sewer – size of trunk _____ inches
- o) Private septic tank _____
- p) Public storm water sewer – size of trunk _____ inches
- q) Sidewalks _____
- r) Fire hydrants _____
- s) Street signs _____
- t) Electric and telephone lines underground _____
- u) Gas line _____

Existing (Yes or No)	Proposed (Yes or No)

4. Special Considerations:

- a) Does proposed plan meet all zoning requirements?
 Yes
 No
 - If not, when were variances or special exceptions granted? _____
- b) Distance to nearest water main _____ feet
- c) Distance to nearest sewer _____ feet
- d) Soil classification _____
- e) Lowest elevation of lowest floor above flood plain _____ feet

5. Desired Review Phase:

Discussion Only:		Meeting Date:	
Preliminary Review:		Workshop:	
Final Review:		Date:	

6. Statement of Assurance:

Applications along with all supporting material must be filed at least seventeen (17) days prior to the above meeting date and also must be reviewed internally by staff to determine completeness of the application before scheduling on the requested agenda. *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.

I hereby certify that to the best of my knowledge the information on this form is valid and there is no violations of the approval ordinances, codes, and/or regulations of the City of Claremont and that I will provide, if required, a performance guarantee or other acceptable security to the City of Claremont before I or my associates make application for a Building Permit or begin construction, and that I shall provide as-built, sewer and water maps to the City Planning and Development Office before I request return of the security or before issuance of a Certificate of Occupancy. I agree to pay all direct engineering costs incurred by the city as a result of review of this project. Such costs may be above and beyond initial application fees. I agree to grant to the City of Claremont and its agents permission to enter upon this property for the purposes of inspection regarding this application.

Signature of Developer or Authorized Agent

Date

SITE PLAN CHECKLIST

Article V: Application requirements.

A. Four (4) full-sized sets of prints and thirteen 11x17 copies of the site plan map 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:

Applicant	City Reviewer	Application Requirements (per Article V of City Site Plan Regulations)
<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



ABUTTERS LIST

The abutter list shall identify:

- All properties adjoining or directly across the street or stream from the property in question.
- Where the subject property is within 500 feet a river or stream the applicant shall include 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 adjoining or directly across the street or stream from the property in question.
- Every holder of conservation, preservation, or agricultural preservation restrictions on or abutting the subject property.

The City tax map records are the accepted authority for map and lot numbers but may not contain 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:

ABUTTERS LIST, CONT.

Owner/Agent Information

Map:	Lot:	Name:	Address:
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Easement Holders, Engineers, Architects, Surveyors, & Soil Scientists Information

Name:	Address:
Name:	Address:
Name:	Address:
Name:	Address:
Name:	Address:
Name:	Address:
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 and Development 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.

Sullivan County Registry of Deeds

RECORDING OF PLANS: 17 x 22 \$14.00 first page plus \$2.00 surcharge; Each additional page \$14.00
22 x 34 \$24.00 first page plus \$2.00 surcharge; Each additional page \$24.00
LCHIP-\$25.00 unless it's a governmental entity to another governmental entity

In order to assure permanent and archival quality, as well as a suitable reproduction, the following requirements **MUST** be met:

- ORIGINAL or WASH OFF mylar (plastic smooth) only.
- All plans **MUST** be drawn with PERMANENT BLACK INK.
- ALL SIGNATURES ON PLAN **MUST** BE IN PERMANENT BLACK INK
- No lines running thru #'s
- Metes & bounds - magnetic north symbol and scale (written and graphic)
- **3" X 3" space in upper right-hand corner for recording information.**

For more specific information, see RSA 478:1-a; 672:14; 674:37; 676:18

SUBDIVISION

Needs surveyor seal, Planning Board approval and Subdivision regulation statement

ANNEXATION:

Needs surveyor seal and disclaimer (RSA 676:18, ID-see example attached) **OR** surveyor seal and Planning Board approval Town regulation annexation language

BOUNDARY:

Needs surveyor seal and Disclaimer - (RSA 676:18, ID - see example attached)

FLOOR PLAN: RSA 356-B:20 (recorded along with site plan and condo declaration) Needs surveyor seal OR engineer's seal OR architect seal Planning Board approval or not applicable

LOT LINE ADJUSTMENT:

Needs surveyor seal and Planning Board approval

SITE PLAN: RSA 356-B:20 (recorded along with floor plans and condo declaration) Needs surveyor seal, Condo disclaimer (see attached example) and Planning Board Approval

SUBDIVISION

Needs surveyor seal; Planning Board approval and Subdivision regulation statement

TITLE BLOCK (RSA 478:1-a VIII) shall be located in the lower right-hand corner when possible and shall indicate the following:

- Type of survey (such as boundary, subdivision, ALTA, or lot line adjustment) Owner of Record
- Title of plat or development Tax map number
- Name of town in which parcel is located Plat and revision dates

Note: Surveyor from out of state needs a license from that state and a temporary license by NH Land Surveyor's Conservation