

TOWN OF BOSCAWEN, NEW HAMPSHIRE
APPLICATION FOR MINOR SITE PLAN REVIEW, CHECKLIST AND WAIVER REQUESTS

116 North Main Street, Boscawen, NH 03303-1123 | Telephone: 603 753-9188 | Fax: 603-753-9184

Application is hereby made for site plan review of a proposed project. I/We have read the Town of Boscawen's Site Plan Review Regulations and provide the information required below.

1. *Applicant's Name(s) _____

Address _____

Phone _____

I request that my application be processed by:

☐

_____ The Planning Board

☐

_____ Technical Review Committee

2. *Name and Address of Owner(s) if different than Applicant:

Name _____

Address _____

Phone _____

3. Interest of Applicant if not Owner: _____

4. Location of proposed site: _____

(Address of property)

(Tax Map)

(Lot # of Tax Map)

5. Present use of the property _____

6. Proposed use of the site _____

7. Has a Variance or Special Exception been granted for this site? ☐ Yes ☐ No

(If yes, please attach decision)

8. Area of entire tract _____

9. Do you require extension of water or sewer lines? _____

10. Zone tract is in: ☐ AR ☐ R-1 ☐ R-2 ☐ C ☐ I ☐ MRD Check all that apply.

11. Names and addresses of abutting owners (Attach a separate sheet with this information).

12. No. of employees: _____ Gross square feet: _____ Square footage to be used by public: _____

13. Days and Hours of Operation: _____

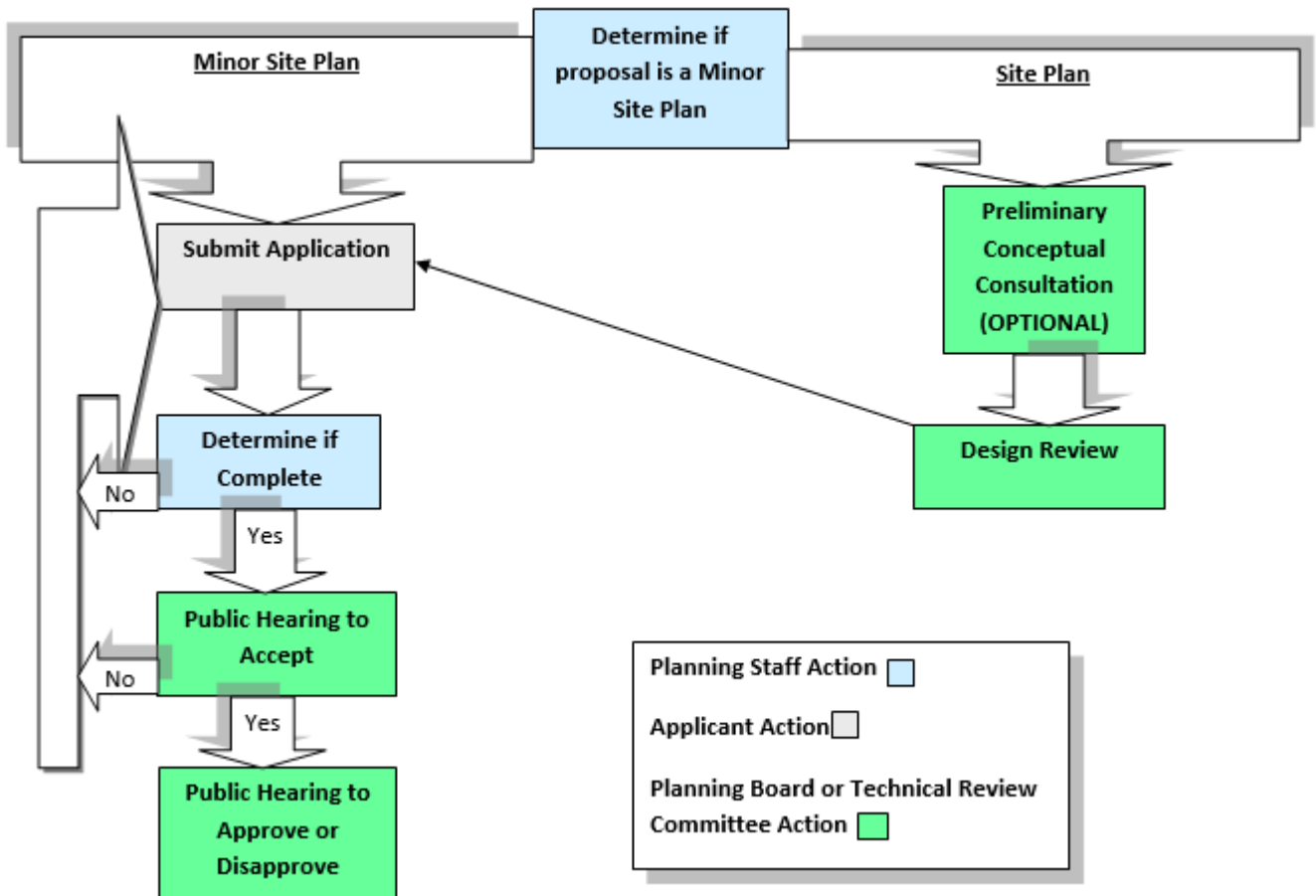
***If applicant is not owner, a notarized letter of authorization from owner must be on file.**

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General Information: The applicant shall refer to Section, IV Application Requirements of the Boscawen Site Plan Regulations and shall complete this checklist as part of this site plan application.

Technical Review Committee: The applicant may choose to have the application heard by either the Planning Board or the Technical Review Committee. Applications heard by the Technical Review Committee may appealed to the Planning Board and are governed by Section III.B and C in the Boscawen Site Plan Regulations. Applicants must indicate, in item One on the previous page of this Application, how they wish the Town to process the application.

Overview of the Site Plan Approval Process:



Only minor site plans may be considered by the Technical Review Committee. Plans that do not meet the definition of “minor” will be considered by the Planning Board as “site plans.” The following activities shall be subject to minor site plan review under the purview of the Boscawen Site Plan Regulations:

- a. Any development activity or combination of activities triggering site plan review per the Boscawen Site Plan Regulations, that, within any four (4) year period, results in the construction of the following:
 - i. Less than 4,999 square feet of new gross floor area;
 - ii. Between 2,500 and 9,999 square feet of new impervious surface; or
 - iii. A cumulative total of less than 9,999 square feet of gross floor area and impervious surface.
- b. Construction of a multifamily development containing between three (3) and five (5) dwelling units.

- c. Changes of use that affect less than 9,999 square feet of gross existing floor area.
- d. Construction of accessory buildings and structures less than 4,999 square feet of gross floor area.
- e. Major home businesses.

Plan Format: The plan shall be drawn in ink (blue or black) on sheets 22" x 34" and at a scale of 1" — 100' or larger. Where necessary, sections of the plan may be presented in several sheets at the required scale. North should be "up" on the plan.

Other Items: In addition to the items below, the Board may require additional reports or studies deemed necessary to make an informed decision, including but not limited to: traffic, school, fiscal, environmental impact analyses, wildlife, historic, impact fee analysis, sprinkler system review and other studies. The Board reserves the right to request such information after an application has been accepted as administratively complete.

Site Plan Contents to be Submitted: Projects not requiring additional buildings or changes to the exterior dimensions of existing buildings shall submit the following:

FOR TOWN USE ONLY
Item
Submitted

1. Request that application be heard by TRC and NOT Planning Board _____
2. Determination Letter from Code Enforcement Officer; _____
3. Site Plan Requirements: All information as required by Article IV Subsection D (2); _____
4. Name and address of the owner(s) of the property; _____
5. List of current names and addresses of all abutters, and use of abutting properties, identified with location of the structures thereon, including access roads; _____
6. Fees as set by the Planning Board; _____
7. Sketch of site showing boundaries, existing natural features including water courses and water bodies, trees and other vegetation, topographical features, any other features which should be considered in the site design process; _____
8. Plan of all buildings with their type, size, and location (setbacks); _____
9. An elevation view or photograph of all buildings indicating their height, width and surface treatment; _____
10. Location of off-street parking and loading spaces with a layout of the parking indicated; _____
11. The location, width, curbing and type of access ways and egress ways, (driveways), plus streets and sidewalks within and around site; _____
12. The type and location of solid waste disposal facilities; _____
13. The location, size and design of proposed signs and other advertising or instructional devices; _____

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14. The location and type of lighting for all outdoor facilities, including direction and area illumination; _____

15. Lines of all existing adjoining streets; _____

16. Water supply and sewage disposal facilities; _____

17. The zoning districts and boundaries for the site and within 200 feet of the site. One hundred year flood elevation line shall be included where applicable; _____

All other projects requiring site plan review: In addition to items required in Section IV-D above, the following are required:

1. Reproducible mylar & complete electronic files of all drawings, to be retained by the Planning Board at its option; _____

2. Topographical plan showing existing, proposed, and finished grade contour lines at two (2) foot vertical intervals or as otherwise accepted by the Planning Board. Benchmark from National Geodetic Vertical Datum of 1929, (NGVD29), or other current datum; _____

3. Plan of all buildings with their type, size, location (setbacks), and elevation of first floor indicated: (assume permanent onsite elevation); _____

4. The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet; _____

5. The location elevation and layout of catch basins and other surface drainage features; _____

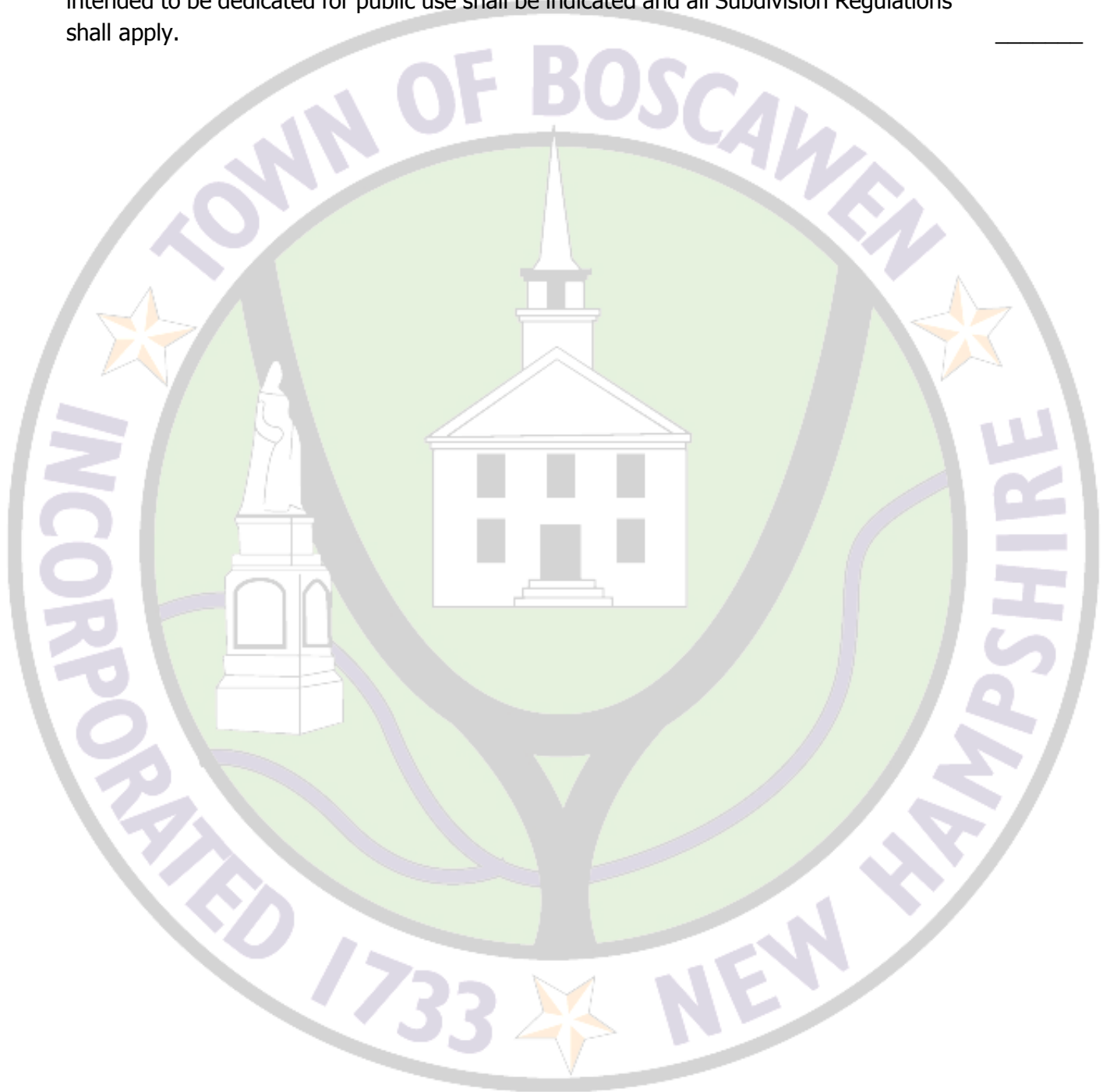
6. The type, extent, and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained; _____

7. The size and location of all public service connections - gas, sewer, telephone, fire alarm, overhead or underground; _____

8. Snow management plan per Site Plan Regulations V. General Standards, D. 5. ; _____

9. Surveyed property lines showing their deflection angles, or bearings, distances, radii, length of arcs, control angles, along property lines and monument locations and names of all abutters;

10. If a subdivision, lines and names of all proposed streets, lanes, ways, or easements intended to be dedicated for public use shall be indicated and all Subdivision Regulations shall apply.



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Waivers may be requested for the following items

1. Wetland and Wetland Conservation District and wetland protection area delineation: _____
2. Proposed public improvements, including highways, or other major public improvements for future construction on or near the site: _____
3. Location of all utilities on and adjacent to the tract showing location, proposed connections, type and size of pipe, fire hydrants, electric and telephone poles and conduits, and street light standards: _____
4. Copies of all other required Town, State, or Federal permits and/or applications. _____

Waiver Requests

Pursuant to Sections _____ and _____ of the Boscawen Subdivision and Site Plan Regulations, the following requirement is imposed: (Attach sheets if necessary.)

1. _____
2. _____
3. _____
4. _____
5. _____

It is respectfully requested that the Board grant a waiver from this requirement for these reasons:

1. _____
2. _____
3. _____
4. _____
5. _____

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- I/We have submitted for review:
- Completed application (25 copies)
 - 2 prints 22" x 34" (ANSI D) of site drawing to scale
 - 5 reduced 17"x 22" (ANSI C) copies of the plan
 - I/we have paid all Application Fees

Upon finding that an application meets the submission requirements, the Planning Board will vote to accept the application as complete and a public hearing on the merits of the proposal will follow immediately. Should a decision not be reached at the public hearing, the application may remain on the Planning Board agenda until such time as it is either approved or denied.

(Signature of Applicant)	(Printed Name)	(Date)
(Signature of Applicant)	(Printed Name)	(Date)
(Signature of Owner)	(Printed Name)	(Date)
(Signature of Owner)	(Printed Name)	(Date)
Application Received By	Is Escrow Account Needed?	(Date)

The Planning Board reserves the right to adjourn the public hearing at 10:00 pm. All remaining applications that have not been reviewed will be scheduled for review at the Planning Board's next scheduled public hearing.

Town of Boscawen prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status. Boscawen is an equal opportunity employer.

FOR TOWN USE ONLY

Distribution List

- | | |
|--|--|
| <input type="checkbox"/> Agricultural Commission
<input type="checkbox"/> Building Inspector
<input type="checkbox"/> Central NH Regional Planning Commission
<input type="checkbox"/> Conservation Commission
<input type="checkbox"/> Emergency Management
<input type="checkbox"/> Fire Chief
<input type="checkbox"/> Health Officer
<input type="checkbox"/> Life Safety Officer | <input type="checkbox"/> Planning & Community Dev. Director
<input type="checkbox"/> Police Chief
<input type="checkbox"/> Public Works Director
<input type="checkbox"/> Recreation Department
<input type="checkbox"/> School District
<input type="checkbox"/> Water Precinct
<input type="checkbox"/> Zoning Board of Adjustment |
|--|--|

BY DIRECTION OF THE PLANNING BOARD

- ☐ Planning Board Engineer

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I have reviewed the application, checklist, and submittals attached and have determined that this site plan application meets the requirements of Section III Procedures, B. Planning Board Responsibilities, 3 Technical Review Committee Responsibilities for Site Plan Review. This application will be reviewed by the Technical Review Committee. I hereby submit the application to the Technical Review Committee for compliance review.

Code Enforcement Officer

Date

I have reviewed the application, checklist, and submittals attached and find that the site plan application is administratively complete according to the requirements of the current Boscawen Site Plan Regulations. I hereby submit the application for Planning Board or Technical Review Committee compliance review.

Planning & Community Development Staff

Date

Approved for use by the Planning Board on December 2015

