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

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  □ Village  □ Check all that apply.

11. This application also includes a request for consideration of a Conditional Use Permit under the authority and provisions of the Village District requirements as specified in Article XVIII: □ Yes  □ No

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

13. No. of employees: ______ Gross square feet: ______ Square footage to be used by public: ___________

14. Days and Hours of Operation: ___________________________________________________________________

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

<table>
<thead>
<tr>
<th>Item Submitted</th>
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<tbody>
<tr>
<td>1. Request that application be heard by TRC and NOT Planning Board</td>
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<tr>
<td>2. Determination Letter from Code Enforcement Officer;</td>
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<tr>
<td>3. Site Plan Requirements: All information as required by Article IV Subsection D (2);</td>
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<tr>
<td>4. Name and address of the owner(s) of the property;</td>
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<tr>
<td>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;</td>
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<tr>
<td>6. Fees as set by the Planning Board;</td>
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<tr>
<td>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;</td>
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<tr>
<td>8. Plan of all buildings with their type, size, and location (setbacks);</td>
</tr>
<tr>
<td>9. An elevation view or photograph of all buildings indicating their height, width and surface treatment;</td>
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<tr>
<td>10. Location of off-street parking and loading spaces with a layout of the parking indicated;</td>
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<tr>
<td>11. The location, width, curbing and type of access ways and egress ways, (driveways), plus streets and sidewalks within and around site;</td>
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<tr>
<td>12. The type and location of solid waste disposal facilities;</td>
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<tr>
<td>13. The location, size and design of proposed signs and other advertising or instructional devices;</td>
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</tbody>
</table>
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.
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:

a. Completed application (15 copies)
b. 2 prints 22" x 34" (ANSI D) of site drawing to scale
c. 15 reduced 17"x 22" (ANSI C) copies of the plan
d. 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.

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☐ Fire Chief                   ☐ Water Precinct
☐ Health Officer               ☐ Zoning Board of Adjustment
☐ Life Safety Officer

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 November 13, 2018