

Town of Stratford Planning Board

Site Plan Review Application

FILE #: _____

RECEIVED: _____

DATE _____

PROPOSED DEVELOPMENT NAME: _____

PROPOSED LOCATION: TAX MAP _____ LOT _____

APPLICANT: _____ SIGNATURE: _____

MAILING ADDRESS: _____

CONTACT PHONE #: _____

I/we, the owner(s) of the above named lot(s), authorize the above named applicant to apply for a Site Plan Review of the below proposed development.

OWNER: _____ SIGNATURE: _____

MAILING ADDRESS _____

OWNER: _____ SIGNATURE: _____

MAILING ADDRESS _____

OWNER: _____ SIGNATURE: _____

MAILING ADDRESS _____

OWNER: _____ SIGNATURE: _____

MAILING ADDRESS _____

OWNER: _____ SIGNATURE: _____

MAILING ADDRESS _____

WITNESSED BY:

SIGNATURE: _____ DATE: _____

Attach separate notarized letters of authorization as needed.

DESCRIPTION of PROPOSED DEVELOPMENT CONCEPT:

PROPOSED TOTAL ACREAGE OF DEVELOPMENT _____

NAME(S) OF ROADS(S) ABUTTING DEVELOPMENT AREA _____

NAME, ADDRESS AND PHONE OF THE SURVEYOR _____

MAP & LOT, NAMES, AND COMPLETE ADDRESSES OF ABUTTERS

Attach a list of all abutters to the lot or lots proposed for development. List the tax map and lot numbers for each abutting lot, and the owners of record names and addresses taken from Town records not more than five days before submission.

PERMISSION IS GRANTED FOR BOARD MEMBERS TO ACCESS THE ABOVE PROPERTY FOR THE PURPOSE OF DETERMINING THE FEASIBILITY OF THIS APPLICATION.

YES _____ NO _____

REQUESTING A WAIVER(S)? YES _____ NO _____

The final application shall be filed with the Board only at a regularly scheduled business meeting prior to the business meeting when review of the final application will take place.

A non-refundable application fees is required with the application.

Additional reasonable fees may be imposed by the Board to cover the costs of special investigative studies, review of documents, and other matters which may be required by particular applications [RSA 676:4, I(g)]. Throughout the application process the Board may consult with engineers, architects, soil scientists, attorneys, planners, Town officials, or others, at the expense of the applicant.

The following items, as applicable, are to be submitted with the final application and, as indicated below, be included on the proposed subdivision map:

- Payment for all application fees in accordance with the Board's current fee schedule.
- Authorization(s) from the owner(s) of the lot(s) proposed for development if the applicant is not the sole owner.
- Copies of the deeds and all easements and deed restrictions for the lot or lots proposed for development.
- All abutter names and addresses of record, taken from Town records not more than 5 days before the day of filing the application with the Board.
- Names and addresses of all easement holders, including, but not limited to, conservation, preservation, or agricultural preservation restrictions.
- Any applicable Town, State, or Federal permits that have been received at the time of application.

- One mylar original map that satisfies all requirements of the Coös County Registry of Deeds, and three paper copies equal to the mylar in size. Maps should show adequate detail; the Board may require additional or new maps.
 - Scale should be large enough to show adequate detail.
 - Date, title, north point, bar scale.
 - Name, address, and stamp of all professionals responsible for preparation of the plans presented to the Board.
 - Name of the development
 - Locus map that clearly shows the location of the proposed development within the town.
 - Signature block for the Board with lines for five signatures.
 - Surveyed property lines showing bearings, distances, monuments, and the lot area; and names of all abutters.
 - The location of all existing and proposed deed restrictions, easements, covenants, etc.
 - A soils classification map, together with descriptive information for each type of soil.
 - The location of wetlands, poorly drained soils, soils subject to flooding, flood hazard areas, mapped fluvial erosion hazard areas if any.
 - Existing and proposed grades, drainage systems and structures, with topographic contours at intervals of 5 feet.
 - The location of all buildings and all intersecting roads or driveways within 200 feet of applicant's property, together with an identification of the use of abutting properties.
 - Natural features such as streams, marshes, lakes or ponds, types of vegetation, and ledge outcrops, and man-made features such as, but not limited to, existing roads, structures, and landscaping. The map shall indicate which of such features are to be retained and which are to be removed or altered.
 - One hundred-year flood elevation line and base flood elevation where applicable.
 - The size, type, and proposed location of water supply and wastewater facilities; location of test pits and record of percolation tests; all distances from proposed and/or existing water and wastewater facilities on the site and on abutting properties to a distance of 200 feet. The size and location of existing and proposed public and private utilities and utility connections, along with all necessary engineering data.
- If applicable, copy of certification by a NH permitted septic designer that an existing system is adequate to meet the needs of proposed use.
- Provisions for fire protection, including water supply.

- The shape, size, height, facade, and location of the proposed structures, including expansion of existing buildings.
- Natural vegetation to be retained; location, type, and size of all proposed landscaping and screening.
- Exterior lighting plan showing the location of and describing all existing and proposed exterior lighting fixtures.
- A plan for the location of free-standing or building-mounted signs, including the size, location, mounting, aiming and shielding of any associated light fixtures.
- A stormwater management plan and an erosion control plan shall be submitted when one or more of the following conditions are present:
 - a) A cumulative disturbed area exceeding 20,000 sq.ft.
 - b) Construction of road or street
 - c) Construction of three or more dwelling units.
 - d) The disturbance of critical areas, such as slopes over 25%, wetlands, seasonal or year round water courses, or floodplains.
- Adequate detail to demonstrate compliance with the appropriate applicable best management practices identified in Volumes 1, 2 and 3 of the NEW HAMPSHIRE STORMWATER MANUAL, current edition as of the date of the application filing, published by NHDES. This shall include, for example, a storm drainage plan, including plans for retention and slow release of stormwater where necessary, including the location, elevation and size of all catch basins, dry wells, drainage ditches, swales, culverts, retention basins, and storm sewers. The Plan shall indicate direction of flow through the use of arrows, and show the engineering calculations used to determine drainage requirements, as well as the date and source for precipitation data. A plan for long-term maintenance of the stormwater facilities must be included.
- Plan for snow removal indicating location of snow storage.
- A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access and egress, and proposed changes to existing public streets, sidewalks or curbs, including any traffic control devices or signs necessary in conjunction with the site development plan.
- Proposed streets with street names, driveways, parking spaces, sidewalks, with indication of direction of travel for one-way streets and drives, and inside radii of all curves. Include estimated trip generation volumes and basis for calculation. The width of the streets, driveways, and sidewalks, and the total number of parking spaces shall be shown, along with the calculations used to determine the required number of spaces. In addition, loading spaces and facilities associated with the structures on the site shall be shown. New roads shall be constructed in accordance with these regulations.
- Construction drawings including, but not limited to, pavements, walks, steps, curbing, and drainage structures.

- Noise that can reasonably be expected to be heard beyond the property lines, including hours and duration of impact. Applicants may be required to provide a noise study report including decibels, noise level contours, and list of remedies to reduce impacts to neighboring property and public areas.
- Estimated time for construction and completion of development, and a description of proposed use, including activities and hours of operation.
- The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein. The cost of all such additional information shall be paid by the applicant.

Minor Site Plan Review

Minor Site procedures and application requirements may be followed when development activities associated with non-residential use or multi-family development are limited to the following:

- A. Changes in landscaping or screening not involving changes to grade.
- B. Home business not considered exempt from site plan review.

Minor Site Plan Application Requirements and Procedures:

- An applicant for a Minor Site Plan shall submit 3 copies of a drawing illustrating proposed alterations that may be self-prepared. Size can be from 8.5 in. x 11 in. to 24 in. x 36 in. Drawings must contain an approximate scale, and arrow indicating the general direction of north. The site plan must be drawn reasonably to scale and contain enough detail to enable the Board to determine compliance with these regulations. Distance from property lines to proposed development must be indicated, along with features surrounding the proposed alteration sufficient to provide the Board with an understanding of the context of the proposed alteration.
- The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.
- Determination of completeness of an application, public hearing, and notice to abutters and notice of decision for a Minor Site Plan shall be the same as set forth above for a Major Site Plan application.
- Plans for stormwater management and erosion control.