Town of Gilsum
New Hampshire

SITE PLAN REVIEW REGULATIONS

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Appendix: Application Form and Checklist

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Town of Gilsum

SITE PLAN REVIEW REGULATIONS

Section I - Authority

Pursuant to the authority vested in the Gilsum Planning Board by the voters of the Town of Gilsum in accordance with the provisions of New Hampshire RSA 674:43, the Gilsum Planning Board adopts the following Site Plan Review Regulations. These regulations govern the review and approval or disapproval of site plans for the development or expansion of use of tracts for non-residential uses and multi-family dwelling units other than one and two-family dwellings, whether or not such development includes a subdivision or re-subdivision of the site. These regulations also apply to any additions or alterations that change the outward appearance of a non-residential or multi-family structure.

Section II - Purpose

The purpose of the Site Plan Review Regulations is to protect the public health, safety and welfare; to promote balanced growth; to prevent premature and uncoordinated development of land without adequate provision of public services and facilities; to ensure sound site utilization; to prevent development which may result in negative environmental impacts; and to guide the character of development in such a way as to protect and enhance the quality of life in and around the Town of Gilsum.

The Site Plan Review Procedure in no way relieves the developer, his/her agent or other individual from necessary compliance with the Town of Gilsum Zoning Ordinance, Subdivision Regulations, or any other ordinance pertaining to the proposed development. No site plan shall be approved until the proposed development is determined by the Planning Board to be in compliance in all respects to any and all pertinent ordinances and regulations.

Section III - Definitions

The definitions contained in the Town of Gilsum Zoning Ordinance and Subdivision Regulations shall apply to the Site Plan Review Regulations, where applicable.

Section IV - Scope of Review

A. Activities Subject to Site Plan Review

The Planning Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review. Where there is any doubt as to whether or not a project requires Site Plan Review, the affected party should request a determination from the Board. In an effort to clarify what constitutes a change of use of sufficient magnitude or impact to trigger Planning Board action, the following guidelines will be observed:

1) If the proposal involves new construction of non-residential or multi-family development.
2) If the proposal involves a change of use category, e.g., from residential to commercial, or

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from single family to multi-family.

3) If the proposal involves external modifications or construction, including parking lots (except for single family or duplex housing).

4) If the proposal involves expansion of a building or intensification of use that would result in a change in traffic volume or patterns in the area, noise, parking, lighting, etc.

5) If the proposal involves a property that has never received Site Plan Review from the Planning Board for previous non-residential or multi-family use.

B. Activities Not Subject to Site Plan Review

The following activities/projects would likely not be subject to Site Plan Review; however, this is a decision that must be made by the Planning Board:

1) Proposals that involve no change in use or level of activity.

2) Internal building modifications to a non-residential use that do not affect the scale or impact of the existing use.

3) A re-use of a premise for which a Site Plan Review has already been conducted, provided the new use is not different in type or impact.

Section V - Procedure

Whenever any development of a site governed by these regulations is proposed or whenever any changes are proposed which differ from an existing site plan as approved by the Planning Board; before any construction, land clearing, building development or change is begun; before any permit for the erection of any building or authorization for development on such sites shall be granted; and before any site plan may be filed with the Register of Deeds of Cheshire County, the developer or his authorized agent shall apply for and secure approval of such site development in accordance with the following procedure:

A. Preapplication Review (Optional)

The applicant may meet with the Board to discuss a proposal prior to a formal submission. Although this phase is strictly optional, the Board strongly suggests that the applicant avail him/herself of the opportunity to resolve any issues at this early stage that might become a problem later on. There are two options for this preapplication review, and neither is considered binding on either the Board or the applicant, nor shall statements made by Board members be the basis for disqualifying said members or invalidating any action eventually taken on the application.

1) Preliminary Conceptual Consultation

The proposal is discussed only in conceptual form and general terms. Such preapplication consultation shall be informal and directed toward:

a) Reviewing the basic concepts of the proposal relative to the master plan and zoning ordinance.

b) Guiding the applicant relative to regulations that may apply to the proposal.

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c) Determination of the proposal as a major or minor project.

2) Design Review Phase

1) Prior to submission of an application for Board action, an applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general stage, involving more specific design and engineering details of the potential application.

2) The design review phase may proceed only after proper public notification.

3) Persons wishing to engage in preapplication design review shall apply to the Board not less than ~~15~~ *21* days before the regularly scheduled meeting of the Board. The request shall include:

a) List of abutters and their addresses taken from municipal records not more than five (5) days before submission.

b) Checks to cover mailing and advertising costs, payable to the Town of Gilsum.

B. Filing of Application(Required)

1) All applications are filed with the Town Clerk no later than 21 days prior to the regularly scheduled meeting of the Planning Board. ~~following consultation with the Board Chairman or, in his/her absence, the Vice-Chairman~~. A completed application shall consist of all data required in Section IX of these regulations.

2) The Planning Board will hold a meeting at which the application will be submitted within 30 days of the filing, or at the next regular meeting for which legal notice can be given. At this meeting, the application will be reviewed for completeness. If incomplete, the Board must reject the application and notify the applicant of the grounds for rejection in writing within ~~144 hours~~ *five (5) business days*.

3) A completed application will be accepted by affirmative vote of a majority of the Board members present.

C. Board Action on Completed Application

1) Once an application has been determined to be complete, the Board has 65 days to approve, conditionally approve or disapprove the application. Any such decision shall be made at a public meeting of the Board following a duly-noticed public hearing, pursuant to Paragraph E of this section.

2) ~~The Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve, conditionally approve or disapprove an application. An applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extension as may~~

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~~be mutually agreeable~~. ***Should the Board not reach a decision within the 65 days, the applicant may waive the requirement and consent to an extension as may be mutually agreeable to both parties.***

3) Approval of the application shall be certified by written endorsement on the Plat and signed and dated by the Chairman of the Board.

4) If any application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the Applicant within ~~144 hours~~ ***five (5) business days from the date*** of the decision.

D. Conditional Approval

The Board may grant conditional approval of an application, but the plat will not be signed or recorded until all of the conditions have been met. If the applicant has not complied with the conditions of approval within one (1) year, the approval is considered null and void and the applicant must submit a new application. A further public hearing is not required when such conditions:

1) are administrative in nature;

2) involve no discretionary judgment on the part of the Board; and

3) involve the applicant's possession of permits and approvals granted by other boards or agencies, such as the Department of Transportation, the Wetlands Board, or NH Department of Environmental Services; however, any subsequent change to the plan required by such approvals would constitute grounds for a new application process.

E. Public Hearing

Prior to the approval of any site plan, a public hearing shall be held pursuant to RSA 676:4, I (d) with notice given pursuant to Paragraph F of this section.

F. Notices

1) Notice of a Design Review or submission of a Completed Application shall be given to all abutters, the Applicant, all holders of conservation, preservation, or agricultural preservation restrictions, and any engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board. Notice shall be given by certified mail, mailed at least ten (10) days prior to the submission. The public will be given notice at the same time, by posting at the Town Offices/Library and the Post Office, and publication in the Keene Sentinel.

2) The notice shall give the date, time, and place of the Planning Board meeting at which the Application will be formally submitted to the Board, shall include a general description of the proposal which is to be considered, and shall identify the Applicant and the location of the proposal.

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3) If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing is not required. Additional notice is not required of an adjourned session of a hearing provided that the date, time, and place of the adjourned session is made known at the prior meeting.

G. Fees

1) All applications shall be accompanied by a check to reimburse the Board for its administrative and notification costs involved in processing applications.

2) All costs of notices, whether mailed, posted, or published, shall be paid in advance by the Applicant. Failure to pay costs shall constitute valid grounds for the Board to not accept the application as complete.

3) Pursuant to RSA 676.4, I (g) it shall be the responsibility of the Applicant, if the Board deems it necessary, to pay reasonable fees for special investigative studies, environmental assessments, legal review of documents, administrative expenses and other matters which may be required to make an informed decision on a particular application. Failure to pay such costs shall constitute valid grounds for the Board to terminate further consideration of the application and to disapprove the Plat without a public hearing.

H. Site ~~Inspections~~ *Visits*

1) Whenever the Board deems it necessary for the consideration of an application to visit the site, the Board shall request permission from the applicant. Inclusion of the public at the site inspection is at the discretion of the applicant.

2) ~~Such a site walk~~ ***If a quorum is present, the visit*** shall be posted as a meeting of the Board pursuant to the Right-to-Know provisions of RSA 91-A.***and*** minutes shall be kept.

3) All applications are conditioned upon the owner allowing access to the property, to the extent reasonable and necessary to properly review the application. Denial of access automatically terminates any further consideration of the proposal.

4) The practice of an applicant directly calling a Board member to invite that person to visit the property without prior Planning Board notice shall be discouraged as inappropriate.

I. Expedited Review

The Board may provide for an expedited review of minor site plans. Criteria the Board will use to determine whether an application qualifies as a minor site plan include, but are not limited to, the following:

1) When there is no new construction.

2) When new construction is no greater than 2,500 square feet in area.

3) When site impacts are not expected to be significant, in terms of traffic, noise, parking, lighting, etc.

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Under the Expedited Review procedure, the Board may waive certain submission requirements, including the need to have an engineered plan or one that would be filed with the Registry of Deeds.

J. Failure of the Planning Board to Act

1) In the event that the Planning Board does not act on an accepted application within the prescribed 65 days, ~~the applicant may petition the Selectmen to issue an order directing the Planning Board to act within 30 days~~ ***the Select Board shall certify on the application that the plat is approved.***

2) ~~If the Planning Board fails to act within 40 days of this directive, the Selectmen must approve the application unless they find in writing that the plan does not comply with a local regulation.~~ In the event the Selectmen fail to act, the applicant may petition Superior Court to approve the plan.

Section VI- Developments Having Regional Impact (RSA 34:54-58)

All applications shall be reviewed for potential regional impacts according to a determination of the Board. Upon such a finding, the Board shall furnish the regional planning commission and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent by certified mail within 72 hours of the meeting. At least 14 days prior to the scheduled public hearing, the Board shall notify by certified mail the regional planning commission and the affected municipalities of the date, time and place of the hearing, and of their right to appear as abutters to offer testimony concerning the proposal.

Section VII - Submission Requirements

A completed application shall consist of the following submission items unless the Board grants any waivers for which the applicant has applied in writing.

A. A Completed Application Form, accompanied by:

1) names and addresses of all abutters, taken from the town records not more than five days before the day of filing,

2) all holders of conservation, preservation, or agricultural preservation restrictions, and any engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat(s), and

3) payment to cover filing and notification fees.

B. A Plat showing or accompanied by the following information:

Existing Data and Information

1) Location of site, names and addresses of owner(s) of record, of the applicant, of persons or firm preparing the map and abutting land owners along with the names of all adjoining streets.

2) The scale of the map (1" =100'), north arrow and date. Such map shall be stamped by a licensed land surveyor or licensed professional engineer. Name and address of person or firm preparing other data and information if different from the preparer of the map. The

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maximum size of each drawing to be submitted is 22 x 34 inches.

3) A vicinity sketch (suggested scale 1" = 500') showing the location of the site in relation to the surrounding public street system. The zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown.

4) The 100-year flood elevation line shall be included where applicable together with wetlands.

5) The surveyed boundary lines of the area included in the site, including angles or bearings of the lines, dimensions, street frontage, and the lot area. Similar data for internal lots, if any, in the site are required. Location and width of all easements shall be shown.

6) The existing grades, drainage systems, structures and topographic contours at intervals not exceeding five (5) feet with spot elevations where grade is less than two (2) percent. Also, all low points, high points, and other areas needing spot elevations shall be shown using dashed lines. The source of data shall be shown.

7) The shape, size, height and location of existing structures located on the site and within 200 feet of the site.

8) Natural features including watercourses and water bodies, various types of vegetation and topographical features.

9) Man-made features such as, but not limited to, existing roads and structures. Such map shall indicate which features are to be retained and which are to be removed or altered.

10) Use of abutting properties shall be identified with approximate location of the structures thereon including access roads.

11) The size and location of all existing water and sewage facilities This shall include the location and size of existing utilities that are located off-site, with which connection is planned or located within 100 feet of the site.

12) Landscaping, lighting, and signage.

13) Soils data as certified by the Cheshire County Soils Survey.

Proposed Development

1) The proposed grades, drainage systems, structures and topographic contours at intervals not exceeding five (5) feet with spot elevations where grade is less than two (2) percent.

2) The shape, size, height and location of the proposed structures, including expansion of existing structures, with typical elevations and floor plans.

3) Proposed streets, driveways, parking spaces, sidewalks, with indication of direction of travel for one-way streets and drives and inside radii of all curves. The width of streets, driveways and sidewalks and the total number of parking spaces shall be shown. In addition, loading spaces and facilities associated with the structures on the site shall be shown.

4) The design and location of all proposed utilities, including but not limited to, water supply, waste disposal facilities, septic tanks and leach field systems, or methods of waste water disposal, and provision for future expansion of sewage and water facilities.

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5) The location, type and size of all proposed landscaping and screening including fences and walls.

6) Exterior lighting plan and proposed signs or instructional devices to be located on the site, including sign orientation, size, height, and elevation view.

7) Plans for snow removal and storage.

8) A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public streets including any traffic control devices necessary in conjunction with the proposed site development plan.

9) Construction drawings including but not limited to walks, steps, curbing and drainage structures.

10) Provisions for control of erosion and sedimentation both permanent and temporary (during construction).

11) Location of any common land and/or dedication of land for public or common ownership.

12) The phasing of project construction, if staged.

13) Provisions for fire safety, prevention and control.

14) Storm water drainage plan showing:

    a) Existing and proposed methods of handling storm water runoff.

    b) Direction of flow of the runoff through the use of arrows.

    c) Location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers.

    d) Engineering calculation used to determine drainage and piping requirements all the way to the receiving body of water. These calculations shall be based on a ten (10) year storm frequency if the project will significantly alter the existing drainage pattern due to such factors as the amount of the new impervious surfaces being proposed.

15) The location of all existing and proposed deed restrictions, covenants, etc.

16) The location of all building setbacks required by the Zoning Ordinance.

17) The applicant <u>may</u> be required to conduct a community facilities impact analysis which takes into consideration the following information to the extent the Planning Board deems applicable:

    a) Demographic Description - The analysis must identify the demographic market the project intends to serve, including:

        i) average family size;

        ii) numbers and ages of families;

        iii) anticipated time period to fill all units or lots.

    b) Community Facility Impact - The applicant shall conduct analysis of the estimated impact on the following:

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i) Sewage disposal system, including flow estimates and assessment of capacity;

ii) water system, including flow estimates, capacity and assessment of existing or potential water pressure;

iii) traffic system, including the impact of projected trips on flow characteristics and the impact of traffic on the immediate existing road structures;

iv) school system;

v) public safety providers including police, fire and ambulances;

v) solid waste disposal system;

vi) existing storm water management systems, including flow and water quality;

viii) recreation resources and methods to meet proposed needs;

ix) any other study deemed appropriate by the Planning Board.

NOTE: Should the Planning Board determine that some or all of the information described in Section VII. B. 17 above is to be required, the applicant shall be notified in writing within ten (10) days after the public hearing described in Section V (3) above, of the necessity to submit that information deemed a requirement by The Planning Board.

C. Other Information

1) Plan for the control of sedimentation and erosion, if applicable.

2) Copy of state septic design approval, where applicable. Copy of certification by septic designer that existing system is adequate for the proposed use, where applicable.

3) Copies of State or Town driveway permits.

4) Any other state or federal permits, as applicable.

5) Any deed restrictions or easements.

Section VIII - Performance Bonds

There shall be a bond filed by the developer any time there are provisions in the plat for the construction of improvements. This bond shall be filed when the installation of facilities, including, but not limited to, streets, water, sewer or utility mains, pipes or connections, may be subject to those provisions in the site plan review regulations governing the manner of installation or construction. The Planning Board may make final approval of a plat otherwise found to be in conformance with these regulations contingent upon the applicant filing security for the performance of such work.

The applicant shall provide a bond or other security in an amount with surety and conditions satisfactory to the Planning Board and Selectmen and reviewed by Town Counsel, providing for and securing to the Town of Gilsum the actual construction and installation of such improvements and utilities within a period of time specified by the Planning Board and expressed in the bond or other security; and further, the Town of Gilsum shall have the power to enforce such bonds and other securities by all appropriate legal and equitable remedies.

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Section IX - Inspection, Approval and Acceptance of Improvements, Installations or Facilities

Site Plan Review approvals are granted subject to a certification of compliance upon completion of construction and prior to any use of the approved project. The certificate of compliance shall be issued by the Selectmen or their designated agent after final inspection affirms the project, as completed, to be in conformity with all permits theretofore issued by the Town and other governmental agencies and all plans and information on which the permits were issued.

All construction procedures under Site Plan Review Regulations shall be observed, inspected, and certified to the Selectmen or their designated agent by a registered professional engineer paid for by the applicant. Minor necessary changes may be required by the Selectmen or their designated agent. An inspection shall be completed within seven (7) working days of the request. A performance bond or other acceptable security for the completion of minor unfinished work may be accepted by the Selectmen, in lieu of the total completion of the project at that time, and thereupon a certificate of compliance may be issued.

Section X - General Standards and Requirements

The following general standards and requirements shall govern the site plan review.

1) The proposed use, building design and layout shall meet the provisions of the Town Zoning Ordinance, Subdivision Regulations and intent of the Master Plan.

2) The proposed use and design layout will be of such a location and in such size and character that it will be in harmony with the appropriate and orderly development of the surrounding area.

3) The proposed use and design layout will be of such nature that it will make vehicular or pedestrian traffic no more hazardous than is normal for the area involved. Factors for the Planning Board to consider in making this determination are the turning movements in relation to traffic flow, proximity to and relationship to intersections, adequacy of sight distances, location of and access to off-street parking, street width, emergency vehicle access, and provisions for pedestrian traffic. To satisfy these requirements the applicant may be required to improve existing connecting roads at no expense to the Town.

4) The proposed use, building design and layout shall be located and shall be of such a size, intensity and layout so that all possible nuisances emanating therefrom are eliminated.

5) The proposed location and height of buildings or structures, location, nature and height of walls and fences, parking, loading and landscaping shall be such that it will not interfere, discourage or prevent the appropriate development in the use of land adjacent to the proposed site or unreasonably affect its value, since these factors should be a positive influence on surrounding properties.

6) Signs shall be in accordance with the regulations of the Zoning Ordinance and in addition shall be so designed and located as not to present a hazard, glare or unattractive appearance to either adjacent properties, motorists or pedestrians.

7) The land indicated on the plan shall be of such a character that it can be used for building purposes without danger to public health or the general welfare.

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8) The proposed use shall provide for open spaces and green spaces of adequate proportions.

9) The proposed use shall provide for the adequate protection of the quality of groundwater.

10) The Site Plan shall provide adequate safeguards against undesirable and preventable elements of pollution such as noise, smoke, soot, particulates, odor, electrical disturbance or any other discharge into the environment which might prove to be harmful or a nuisance to persons, structures or adjacent properties.

11) The landscape shall be preserved in its natural state insofar as is practical by minimizing tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas.

12) The proposed development shall be related harmoniously to the existing terrain, and to the use, scale and proportions of existing and proposed buildings in the vicinity that have functional or visual relationship to the proposed development.

13) All open space shall be so designed as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing the site or overlooking it from nearby properties.

14) Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Storm water shall be removed from all roofs, canopies, and paved areas, and carried away in an underground drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create unnecessary ponding in the paved area.

15) Exposed storage areas, exposed machinery installations, service areas, truck loading areas and similar accessory uses and structures shall be subject to such setbacks, screen plantings or other screening and buffering methods as shall reasonably be required to prevent these areas from being incongruous with the existing or contemplated environment and surrounding properties.

16) Appropriate screening, as deemed necessary by the Planning Board, shall be required in cases to shield adjacent properties from incompatible land uses.

17) Water supply and sewage disposal systems must be adequately sized to meet the needs of the proposed use under the regulations of the New Hampshire ~~Water Supply and Pollution Control Division (WSPCD)~~ ***Department of Environmental Services*** and the Town of Gilsum Subdivision Regulations. It shall be the responsibility of the developer or his agent to provide adequate information to prove the area of the lot is adequate to permit the installation and operation of an individual sewage disposal system. The developer shall be required to provide the necessary percolation tests and submit such tests together with the proposed plan to the WSPCD for its consideration and approval. Such approval must be given <u>before</u> site plan approval can be given.

18) Site Plans will be reviewed to determine whether such proposals will be reasonably safe from flooding. If a proposal is determined to be in a flood-prone area, such proposals will be reviewed to assure that:

    a) all such proposals are consistent with the need to minimize flood damage within the flood-prone area;

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b) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;

c) septic systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems onto flood waters; and

d) the lowest floor (including the basement) is elevated or made flood proof to or above the base flood level.

19) Wireless Communication Facilities: (Added January 7, 1997)

a) Since the visual impact of wireless communications facilities can transcend town lines, communities that may be visually affected shall be formally notified of site plan submissions for such proposed facilities as projects having regional impact.

b) The proposed facility must be located in such a way as to have the least amount of visual impact as possible. If it is decided that screening is necessary, it shall be of a type and amount determined appropriate by the Planning Board.

c) The applicant must provide a bond or other security acceptable to the Board of Selectmen that will be posted for fifteen (15) years or the lifetime of the project, whichever is greater, and will be for the purpose of paying for the demolition of the facility at the end of its useful life and/or when it ceases to be used for its original permitted use, as specified in the application.

Section XI - Waiver

Upon a request from an applicant or upon a motion of any regular member, the Board may vote to waive, in whole or in part, the requirements of Section V when the proposed Site Plan involves either no structural changes or only minor structural expansion, or when, in the majority opinion of the Board, the literal enforcement of the regulations would create an unnecessary hardship, due to unique characteristics of the site in question, and such waiver would not adversely compromise the purpose or intent of the Site Plan Review Regulations.

Section XII - Enforcement

The Board of Selectmen is charged with the responsibility to enforce the provisions of these regulations.

Section XIII - Validity

The invalidity of any provision, sentence, paragraph, etc. of this regulation shall not affect the validity of any other provision.

Section XIV - Effective Date

These regulations shall take effect upon adoption by the Planning Board and as amended.

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APPENDIX:

- Application Form
- Checklist

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Filing Date:_____

Gilsum Planning Board

P. O. Box 36

Gilsum, NH 03448

https://gilsum-nh.gov/planning-board/

APPLICATION FOR SITE PLAN REVIEW

____Minor Site Plan Review _____Major Site Plan Review

Is this an application of Regional Impact?___Yes ___No

This application, together with three (3) paper copies of the plan and a filing fee of $100 must be filed with the planning board at a regularly-scheduled meeting. (Unless otherwise noticed, the planning board meets the 4th Wednesday of each month.) A completed application consists of the following information.

1. Name, mailing address. and telephone number of applicant.

_____

_____

2 Name, mailing address, and telephone number of owner of record if other than applicant.

_____

_____

3. Tax Map____ Lot Number____ Zoning District(s) _____
4. NH Department of Environmental Services Approval No._____
5. Location of Project:_____
6. Project Manager/Telephone Number:_____
7. Description of Project:_____

_____

_____

_____

8. All items on the attached checklist must be completed unless waived by the Planning Board.
9. Abutters: Attach a separate sheet listing the names, mailing addresses and tax map & lot numbers of all abutters, including those across a street, brook or stream; the person(s) who prepared the plan; and any holders of conservation, preservation, or agricultural preservation easements. Names should be taken from the Town tax records no longer than five (5) days prior to the application submission.
10. Payment of all applicable fees:

a	Basic Filing Fee - $100	$_____
b	Advertising – At Cost	$_____
c	Abutter Notification - $12.50/abutter	$_____
	TOTAL	$_____

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The applicant and/or owner or agent certifies that this application is correctly completed with all required attachments. Any additional costs for engineering or professional services incurred by the Planning Board or the Town for processing this application shall be borne by the applicant and/or owner.

The applicant/owner also authorizes the Gilsum Planning Board to access the property in order to perform road inspections or any other inspections deemed necessary by the Board or its agents, to ensure conformance of on-site improvements with the approved plan and all Town ordinances and regulations.

I HEREBY APPLY FOR SITE PLAN REVIEW AND ACKNOWLEDGE I WILL COMPLY WITH ALL THE APPLICABLE ORDINANCES AND REGULATIONS OF THE TOWN OF GIL SUM IN THE DEVELOPMENT AND CONSTRUCTION OF THE PROJECT.

Owner or Agent_____

Date_____

If this application is determined by the Planning Board to be complete, it will be placed on the agenda on _____for submission.

(date)

FOR PLANNING BOARD USE ONLY

Completed Application Submitted to Planning Board_____

(date)

Application Accepted/Rejected_____

(date)

Public Hearing_____

(date)

Application Approved/Disapproved_____

(date)

Notice of Decision Sent to Applicant_____

(date)

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GILSUM PLANNNG BOARD

SITE PLAN REVIEW REGULATIONS CHECKLIST

Required			Submitted	
Yes	**No**		**Yes**	**No**
		A. Existing Data and Information		
		1. Location of site		
		2. Name and address of owner of record, applicant, or persons or firm preparing the plan, and abutting land owners.		
		3. Scale of map (I" = 100'), north arrow and date.		
		4. Stamp of licensed engineer and/or surveyor.		
		5. Names and address of other persons or firms preparing information for the map.		
		6. Vicinity sketch (I" = 500'), zoning districts and boundaries for the site and within 1,000 feet of the site.		
		7. Boundaries of any special flood hazard areas.		
		8. Surveyed boundary lines, angles or bearings of the lines, dimensions, street frontage, and lot area in acres and square feet.		
		9. Location and width of all easements.		
		10. Existing grades and topographic contours at five-foot intervals, with spot elevations where grade is less than 2%. Low, high and other areas needing spot elevations shall be shown with dashed lines.		
		11. Shape, size, height and location of structures on the site and within 200 feet of the site.		
		12. Natural features such as watercourse, water bodies, vegetation.		
		13. Man-made features, including roads and all structures.		
		14. Use of abutting properties with approximate location of structures, including access roads.		
		15. Size and location of all septic and water systems, including any that are off-site to which connection is planned.		
		16. Existing landscaping, signage and lighting.		
		17. Soils data (types and boundaries) from the Cheshire County Soils Survey, with wetlands identified.		

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Required		B. Proposed Development	Submitted	
Yes	**No**	18. Proposed grades and topographic contours at five-foot intervals, with spot elevations where grades is less than 2%.	**Yes**	**No**
		19. Shape, size, height and location of proposed structures, including expansion of existing structures, with typical elevations and floor plans.		
		20. Location and width of proposed streets, driveways and sidewalks.		
		21. Location and number of parking spaces and loading areas.		
		22. Design and location of all proposed water and sewage facilities, and provision for any future expansion.		
		23. Waste disposal facilities.		
		24. Location, type and size of all proposed landscaping and screening.		
		25. Exterior lighting and signage plans.		
		26. Plans for snow removal and storage.		
		27. Circulation plan of the interior of the lot for both pedestrians and vehicles. Access plan and any proposed changes to existing public streets.		
		28. Construction drawings for all structures, facilities and roads.		
		29. Plan for erosion and sedimentation control.		
		30. Location of common land, dedicated easements.		
		31. Provisions for fire safety.		
		32. Stormwater drainage plan.		
		33. Location of all building setback lines.		

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