

TOWN OF ALBANY, NEW HAMPSHIRE
OFFICE OF THE PLANNING BOARD

SITE PLAN REVIEW CHECKLIST

In order to be complete, an Application for a Site Plan Review shall contain the documentation and information specified below as applicable. For a more detailed description of the required data and information, please see Site Plan Review regulations. Please explain any omissions.

Exception: Upon receipt of a written request from the applicant, a specific requirement may be waived by the Planning Board. This written request for a waiver shall accompany the Application and shall be granted or denied within 30 days of receipt of such request.

APPLICANT: _____

NAME AND DESCRIPTION OF PROJECT: _____

LOCATION OF PROPERTY: _____
 (street address)

LOT SIZE (Total Acres): _____ TAX IVIAP# _____ PARCEL# _____

DOCUMENTS REQUIRED

Applicant Use		Planning Board Use
_____	1. Completed Site Plan Review application	_____
_____	2. 5 copies of plat plan for Planning Board Review	_____
_____	3. Notification list of names and addresses	_____
_____	* 3 sets of pre-addressed labels for:	_____
_____	* Abutters (per RSA 676:4 I(b))	_____
_____	* Applicant	_____
_____	* Owner(s) if other than applicant	_____
_____	* NH Registered Land Surveyor, engineer, consultant, etc., listed on the plat plan	_____
_____	* Agent designated on application	_____
_____	* All holders of conservation, preservation and agricultural preservation restrictions as defined in RSA 477:46 (if required)	_____
_____	4. Filing fees	_____

SITE PLAN REVIEW CHECKLIST

DOCUMENTS REQUIRED

(continued)

Applicant Use		Planning Board Use
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|-------|---|-------|
| _____ | 5. State/Town driveway permit | _____ |
| _____ | 6. All applicable federal, state and town approvals and/or certifications, in writing, as required by these regulations | _____ |
| _____ | 7. Copies of any existing or proposed protective or restrictive covenants and deed restrictions | _____ |

PLAT REQUIREMENTS

A plan drawn to scale, clearly showing all essential data pertaining to the boundaries of a tract of land, as determined by survey or protraction. A plat must contain enough information so that the boundaries can be located in the future by licensed Land Surveyors. Plat Size: not to exceed 24" x 36".

- | Applicant
Use | | Planning Board
Use |
|------------------|--|-----------------------|
| _____ | 1. Vicinity Map showing location of the proposed site plan drawn at the town tax map scale of 1 inch = 400 ft. showing relation of proposed plan to existing streets | _____ |
| _____ | 2. TITLE BLOCK showing: | _____ |
| _____ | • Name of Site Project | _____ |
| _____ | • Location of Site | _____ |
| _____ | • Owner's Name and Address (Lot of Record) | _____ |
| _____ | Deed Book # _____ Page(s) _____ | _____ |
| _____ | • Applicant's/Developer's Name and Address | _____ |
| _____ | (if other than owner) | _____ |
| _____ | • Preparer's Name and Address | _____ |
| _____ | • Date of Preparation and Revision Dates | _____ |
| _____ | 3. APPROVAL BLOCK with signature space for Planning Board Chairman and Secretary | _____ |
| _____ | 4. Tax Map and Parcel Number | _____ |

SITE PLAN REVIEW CHECKLIST
PLAT REQUIREMENTS

(continued)

- | Applicant
Use | | Planning Board
Use |
|------------------|--|-----------------------|
| _____ | 5. Identification of abutting properties by property owners' name, tax map, lot #, roads, easements, building lines, parks & public places, and other similar facts regarding abutting properties. | _____ |
| _____ | 6. Name, address and signed seal of NH Registered Land Surveyors, | _____ |

Engineers, Consultants, etc. as listed on plat plan

- | | | |
|-------|---|-------|
| _____ | 7. Graphic scale not less than 1" = 40 ft. | _____ |
| _____ | 8. Symbol legend (unless symbols are clearly identified within the plat plan) | _____ |
| _____ | 9. North reference | _____ |
| _____ | 10. Location of zoning district boundaries including wetlands and floodplains | _____ |
| _____ | 11. Topographical map @ 2 ft. intervals (existing and proposed or as noted in the context of the regulations) | _____ |
| _____ | 12. One (1) bench mark tied into any previously established bench mark. | _____ |
| _____ | 13. Survey of property lines showing: | _____ |
| _____ | • total acreage of lot with bearings and distances, | _____ |
| _____ | • boundary lines and set back lines of lot | _____ |
| _____ | • location of permanent markers, | _____ |
| _____ | • street rights-of-way and existing street names | _____ |
| _____ | 14. Location of all existing and proposed deed restrictions, covenants, etc. | _____ |
| _____ | 15. Location of water courses, standing water, fire ponds, etc. | _____ |
| _____ | 16. Location and description of natural features, i.e, ledges and ponds, and manmade features: monuments, stone walls, etc. | _____ |

SITE PLAN REVIEW CHECKLIST
PLAT REQUIREMENTS

Applicant
Use

(continued)

Planning Board
Use

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| _____ | 17. Soil types, slopes, tree lines, vegetation species common to site and other essential features | _____ |
| _____ | 18. Note any supplementary plans to the Site Plan on the plat. | _____ |
| _____ | 19. Location of proposed signage | _____ |
| _____ | 20. Location/type of existing/proposed lighting for all outdoor facilities | _____ |
| | 21. Submit 7 (rnin.)* final plats to the Planning Board for approval | |

and subsequent filing with:

- Applicant
- Planning Board
- Board of Selectmen
- Town Clerk
- Tax Assessor
- Fire Chief
- Surveyor
- *Engineer, Consultant, Others as required
- *Registry of Deeds (at applicant's request)

MAPS AND/OR PLANS REQUIRED

Applicant
Use

Planning Board
Use

1. Plans and profiles of roads (see Albany Street Standards for Design and Construction) showing:

- lot area
- road frontage (see Zoning Ordinance),
- intersecting roads or driveways within 200 ft.,
- location, width, curbing, type of access/egress
- all easements and rights-of-way of record
- certification that the proposed street centerline and lot locations have been adequately flagged on the ground at the site to allow evaluation of the proposed subdivision by the Planning Board or Town Engineer

SITE PLAN REVIEW CHECKLIST
MAPS AND/OR PLANS REQUIRED

(continued)

Applicant
Use

Planning Board
Use

2. Plan View and Elevation View showing:

- existing and proposed buildings
- location of existing buildings within 200 ft. of site,
- setbacks required by Zoning Ordinance

3. Location of all existing drainage structures, sanitary sewers, water, gas, electric layouts and fire protection facilities

4. Plans for profiles of proposed drainage structures, sanitary sewers, water systems and public or private utilities

5. Landscape Plan showing

- existing and proposed open space areas
- parking spaces
- delivery truck access and turn-around

- _____
- areas where power and/or phone lines exist or are proposed _____
(above or below ground)