

## MINOR SITE PLAN REVIEW APPLICATION INFORMATION

No excavation or timber cutting may be undertaken until all state and local permits required for the construction of the site have been obtained. Copies of all state and local permits must be provided to the Planning Department.

In addition to the checklist requirements, an application must include the following at the time of submission:

- Required application fees. These fees are non-refundable
- Application Fee Schedule form filled out completely. Please do not include Recording Fees at time of application submission. Recording fees will be collected if application is approved.
- Abutters list including all abutters, owners, holders of any easements and agents involved in the application per RSA 676:4,1(d). Abutters can be verified at the Assessing Department and Tax Collector's Office. Map and lot numbers must be included for each abutter. The Planning Department staff is not responsible to verify abutter information.
- Plan sets are to be no larger than 22"x 34". Plan sets are to be folded; rolled plans will not be accepted.
- One 11"x17" reduced copy of the complete plan set and five (5) plan sets 22" x 34".
- The application must include a separate narrative for the project proposal.
- If the property is in Current Use, the status of the property before and after development shall be indicated on the plan.
- One addressed No. 10 business envelopes for each individual abutter/owner/agent/etc.. **DO NOT PUT RETURN ADDRESS ON ENVELOPE.**

For **Minor Site Plans**: Minor Site Plans are not recorded. After the Minor Site Plan is approved the applicant will submit:

- One (1) copy of a complete draft final plan to the Planning Department. Once the Planning Department has notified the applicant that the draft Minor Site Plan is acceptable, the applicant will submit four (4) final paper copies of the Minor Site Plan set to the Planning Department. Final Plan sets are to be no larger than 22"x 34".

If you have any questions please feel free to contact the Planning Department at 875-2162.



**Site Plan Review**  
**MINOR SITE PLAN APPLICATION**

**PLANNING BOARD**  
**ALTON, NEW HAMPSHIRE**

DATE REC'D: \_\_\_\_\_ CASE # \_\_\_\_\_

APPLICANT OR AGENT OF OWNER (If different than property owner)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PROPERTY OWNER OF RECORD:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

TAX MAP #: \_\_\_\_\_ LOT #: \_\_\_\_\_ CURRENT ZONING: \_\_\_\_\_

DESCRIPTION OF MINOR SITE PLAN: \_\_\_\_\_

\_\_\_\_\_

STREET LOCATION OF SITE: \_\_\_\_\_

AREA OF SITE: \_\_\_\_\_

FRONTAGE ON WHAT ROAD(S): \_\_\_\_\_

SEPTIC DESCRIPTION: \_\_\_\_\_

STATE APPROVAL #: (if available) \_\_\_\_\_

WATER: MUNICIPAL \_\_\_\_\_ OR WELL \_\_\_\_\_

SPECIAL EXCEPTION OR VARIANCE GRANTED BY THE ZBA: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PROVIDE THE APPLICABLE DATE(S) \_\_\_\_\_

SHORT NARRATIVE OF MINOR SITE PLAN PROPOSED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/We consent to allow the Planning Board or its representative to make on site inspection(s) of my/our property as deemed necessary for the evaluation of my Minor Site Plan application.

I/WE understand all information required by regulations must be supplied; noncompliance is grounds for denial. RSA 676:4

I/WE understand it is incumbent upon the applicant to reapply for proper classification, if the business grows, for full Site Plan Review as applicable.

Signature of Applicant or Agent authorized by Owner: (Authorization Letter Attached)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of property owner:

\_\_\_\_\_ Date: \_\_\_\_\_

## ALTON MINOR SITE PLAN REVIEW APPLICATION CHECKLIST

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

A Minor Site Plan Review shall contain the following information in order to be considered complete. This checklist is intended to be a guide; please refer to the Alton, NH, Site Plan Regulations for more detailed information. The number in the left-hand column cites the specific section of the regulations where more detail on the requirement can be found. The checklist along with any written request(s) for waiver(s) must be submitted as part of your application for a Minor Site Plan.

Please check in the spaces below whether the required information is provided, not applicable (NA) or if a written waiver is requested.

<b>Section in Regulation</b>	<b>Item and description</b>	<b>Provided/NA</b>	<b>Waiver</b>	<b>Planning Dept Notes</b>
3.01 (A)	Completed Application Form, signed by the owner & Checklist			
3.01 (B)	Abutter's list. See Section 3.01 (B) for details.			
3.01 (C)	Letter of Authorization			
3.01 (D)	Fees:			
3.01 (E)	Executive Summary. See Section 3.01 (E) for details.			
3.01 (F)	<b><i>Site Plan Requirements:</i></b>			
3.01 (F) 1.	Site location map			
3.01 (F) 2.	A site plan of the property			
3.01 (F) 3.	Name and address of owner(s) of record & applicant(s) (if different from owner)			
3.01 (F) 4.	North point, graphic scale, date of preparation, dates of revisions, and name of person preparing the site plan.			
3.01 (F) 5.	Zone District(s) and the location of all applicable setbacks			
3.01 (F) 6.	The location and dimensions of existing and proposed structures, on-site parking areas, handicapped facilities (including parking and handicapped access to buildings), sidewalks, driveways, loading zones, storage areas, and landscaped open space areas.			
3.01 (F) 7.	Location and height (in stories) of all structures on the site & a general floor plan of the structures.			
3.01 (F) 8.	Location of all on-site wells including any protective radius; or the public water line & the private water service line			

3.01 (F) 9.	Location of any existing septic tank and leach field for the on-site septic system or the location of any percolation tests and any proposed septic system location			
3.01 (F) 10.	Location, height & design (elevation) showing the dimensions of any proposed sign(s).			
3.01 (F) 11.	Any plans for screening any site features			
3.01 (F) 12.	Location of rivers, streams, ponds, lakes, or other watercourses or bodies of water			
3.01 (F) 13.	Location of 100 year floodplain(s) and floodway(s)			
3.01 (F) 14.	Location of Shoreland Protection Overlay District and Aquifer Protection Overlay District, if applicable			
3.01 (F) 15.	Location of wetlands			
3.01 (F) 16.	Location of any stone walls, architectural or historic features, and cemeteries or graveyards			
3.01 (F) 17.	Direction of stormwater flows on the site and existing and proposed drainage facilities			
3.01 (F) 18.	Location(s) and type of fixture(s) for any existing or proposed outdoor lighting			
3.01 (F) 19.	Temporary and permanent erosion and sedimentation control provisions			
3.01 (F) 20.	General topography of the site at 20' contours from USGS maps			
3.01 (F) 21.	Seal and signature of all professionals assisting with the preparation of the application.			
3.01 (G)	<b><i>Other Information</i></b>			
3.01 (G) 1.	State subdivision approval for septic systems; septic design approval; or certification by a septic designer of the adequacy of existing system			
3.01 (G) 2.	Alteration of Terrain Permit from the NH DES			
3.01 (G) 3.	Dredge and Fill Permit for proposed wetland impacts from the NH DES			
3.01 (G) 4.	Plans for Stormwater Management & Erosion Control			
3.01 (G) 5.	EPA Phase II Stormwater permit approval			
3.01 (G) 6.	State or Town driveway permit			

<b>3.01 (G) 7.</b>	<b>State Shoreland permit</b>			
<b>3.01 (G) 8.</b>	<b>Approval for municipal water connection</b>			
<b>3.01 (G) 9.</b>	<b>Deed restrictions; and all deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Town Counsel</b>			
<b>3.01 (G) 10.</b>	<b>Professional(s) assisting with preparing the application shall submit an insurance certificate that names the town as an insured beneficiary.</b>			
<b>3.01 (G) 11.</b>	<b>Any other local, state and/or federal permits</b>			
<b>3.01 (H)</b>	<b>Waivers requests in writing</b>			
<b>3.01 (I)</b>	<b>Additional Information as required by the Planning Board</b>			

**Site Plan Review**  
**Minor Site Plan Review Application**

**ALTON PLANNING BOARD**  
**Alton, NH**  
**APPLICATION FEE SCHEDULE**

Received From: \_\_\_\_\_

Date: \_\_\_\_\_

Case #: \_\_\_\_\_

Tax Map / Lot # \_\_\_\_\_

**Application Fees for Minor Site Plan Review Committee**

Minor Site Plan: \$100 excluding abutter fee \$ \_\_\_\_\_

Abutter Fee: \$6 per abutter x total # of abutter notices \_\_\_\_\_  
 (Includes owner/applicant/agent) \$ \_\_\_\_\_

Notice of Decision: \$1 per notice to be mailed out. \$ \_\_\_\_\_

Newspaper Notification Fees: \$75.00 \$ \_\_\_\_\_

Fee for notifying NHDES Dam Bureau if subdivision is within 500 feet of a body of water. \$2.00 \$ \_\_\_\_\_

Admin. Fee for Legal Review if required \$350.00 \$ \_\_\_\_\_

\_\_\_\_\_ TOTAL \$ \_\_\_\_\_

**PLEASE NOTE: Application fees are non-refundable unless approved by the Planning Board**