

SITE PLAN REVIEW APPLICATION

DO NOT WRITE IN THIS SPACE

Property Address: _____

Road Classification & Type: _____

Parcel: Map(s) _____ Lot(s) _____

Zoning District(s): _____

Name of Project: _____

Case Number: _____

Date App. Rcvd: _____

Amount Rcvd: _____

Rcvd By: _____

Type of Application

☐ Change of Existing Use

☐ New Construction

☐ Addition to Existing Structure

☐ Expansion to Existing Size of the Use

Existing Use

Existing Square Feet

Proposed Use

Proposed Square Feet

Existing # of Employees: _____ New Employees Being Added: _____

Existing # of Parking Spaces: _____ New Parking Spaces Being Added: _____

Days and Hours of Operation: _____

Types of Proposed Development (Check all that apply)

☐ Commercial/Retail

☐ Industrial

☐ Multi-Use Building (2 or more Businesses)

☐ Residential

☐ Condominium Ownership

☐ Multi-Family Structure (3+Units Attached)

☐ Multi-Family Development (2+Units Detached)

☐ Other: _____

Property Owner(s)

Name: _____

Address: _____

Tel. #: _____

Fax #: _____

Email: _____

Name: _____

Address: _____

Tel. #: _____

Fax #: _____

Email: _____

Applicant

Name: _____

Address: _____

Tel. #: _____

Fax #: _____

Email: _____

Agent or Landowner's Legal Representative

Name: _____

Address: _____

Tel. #: _____

Fax #: _____

Email: _____

INSTRUCTIONS AND INFORMATION

1. Applications are filed at the Planning Office during regular business hours. The filing deadline is no later than 30 days before the Board's meeting. The Planning Board Schedule with submission dates is available at the Planning Office. See the following Site Plan Review Regulations Checklist for details on what needs to be submitted.
2. All Applicants are encouraged to consult with the Planning Board designee prior to submitting an application. This is especially encouraged for Major or certain Minor Site Plans to ensure compliance with all the applicable regulations and for Applicants who are not familiar with the requirements or process. A Waiver from Site Plan Review may be requested of the Planning Board in conformance with **Section IV. E., Waiver from Site Plan Review** on Page 4. No fees are collected for a Waiver request.
3. Applicants are encouraged to undertake a non-binding Conceptual Consultation with the Planning Board at their regularly scheduled monthly business meetings prior to submitting an application. The requirements for a Conceptual Consultation and the Planning Board Schedule are available at the Planning Office.
4. All projects must comply with the Town's Zoning Ordinance before being considered for site plan review. Any approvals required from the Zoning Board of Adjustment should be obtained before submitting the Application for site plan review.
5. Enclosed you will find a Checklist of the requirements that need to be submitted as part of a completed application. As part of your application, please check off the documentation that has been submitted or items that you are requesting waivers for. Waivers may be granted if it is determined that they are consistent with the overall objectives of the Site Plan Review Regulations. All requests for waivers must be requested in writing at the time an application is submitted. **The Checklist is not comprehensive, and the Site Plan Review Regulations need to be consulted for more detail on what is required.**
6. This application will be formally reviewed by the Planning Board designee and will be provided to the Planning Board for their use. The staff review will also be provided as a courtesy to the Applicant prior to the meeting so any missing items can be brought, or issues can be addressed, at the meeting.
7. The Planning Board will submit a set of preliminary plans to the Fire Department for review. The Fire Department will be checking for compliance with NH State Fire Codes. New Hampshire has adopted NFPA 1 and NFPA 101 through the NH Department of Safety State Fire Marshal's Administrative Rules (Saf-C 6000 State Fire Code). This code is State law per RSA 153:5 and 153:14. The Fire Department review will include adequacy of water supply, road details including width, grade, and vertical clearance, and other safety items. A set of preliminary plans will also be submitted to the Police Department, Road Agent, Conservation Commission, and Building Inspector for their review and comment.
8. Applicants for Major Site Plan Review are required to meet with the Site Plan Review Committee in accordance with **Section V. E. Site Plan Review Subcommittee.**

9. When all of the minimum application components are submitted, your project will be placed on the agenda within 30 days or for the next available regular business meeting for acceptance of the Application. Working from the abutter's/notification list, the Planning Office will send written notification by certified mail of the time, date, purpose, and place of the meeting, at the Applicant's expense, to the Applicant, owner, abutters and every engineer, architect, land surveyor, or soil or wetlands scientist whose professional seal appears on the plan.
10. The Planning Board shall first make a determination at a properly noticed public meeting as to whether an application is complete or incomplete. If the Application is complete, the Board will approve or disapprove the Application within 65 days of acceptance of the Application. When possible, the Board will take action during the same meeting that an application is determined by the Board to be complete.
11. The Applicant shall receive a notice of decision from the Planning Board which states the approval or disapproval of the Application along with any conditions.
12. After approval, mylar(s) and three 22" x 34" and three 11" x 17" paper copies of each final map shall be submitted to the Planning Office. All conditions of approval must be fulfilled before the project can commence. Be aware that approvals or permits may be necessary after the Planning Board process has ended.

SITE PLAN REVIEW APPLICATION FEES

Additional fees for professional consulting may be required after the Application has been received by the Planning Office. Additional funds may be necessary for any escrow accounts that may be established depending on what professional consulting is required by the Planning Board.

| Fees | Qty | Cost | Total |
|---|-----|--------------|-----------|
| Conceptual Review (with notice) | | \$ 50 | |
| Application Fee | | \$ 50 | |
| Minor Modification to Approved Plan | | \$ 50 | |
| Base Site Plan Review Application Fee (Base applications requiring multiple hearings for approval allow s up to three hearings.) | | \$250 | |
| Additional Hearing | | \$150 | |
| Review/Approval Fee, per meeting | | \$ 50 | |
| Fee Per Dwelling Unit | | \$ 75 | |
| Fee for Commercial/Industrial, per sq. ft. | | \$0.25 | |
| Newspaper /Media Notice | | \$125 | |
| Abutters, Applicants, Owners, Professionals Notice (from mailing label list) | | \$10 each | |
| Engineering Escrow, Admin Cost | | \$100 | |
| Bond/Letter of Credit Escrow, Admin Cost | | \$200 | |
| File Documents at Registry, Admin Cost | | \$ 30 | |
| File Documents at Registry, Actual Cost | | | |
| GRAND TOTAL | | | \$ |

SIGNATURES

I, the Applicant or property owner's duly authorized agent, do hereby submit this plan for review as required by the Site Plan Review Regulations of the Town of Dunbarton, New Hampshire. I agree to be fully responsible for payment of all fees, costs, and expenses incurred with respect to this application. I understand that if I am not the owner of the property named above, this application must be signed by the owner(s) of the property showing recognition and approval of the site plan application and approval for the Applicant/duly authorized agent to represent the owner(s) in this site plan application. I further grant the Planning Board, Town Office Staff, and authorized agents the right to enter the premises at reasonable times for the purpose of gathering additional information during the review process and inspections of the project during its construction phase.

Applicant/Agent: _____

Owner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Owner: _____

Owner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Notary Signature*: _____

Date: _____

Notary Print Name: _____

**required if Applicant/agent is not the owner of the property*

WAIVER REQUEST FROM SITE PLAN REVIEW

Section IV. E., Waiver of Site Plan Review

Your proposed development must conform to the Zoning Ordinance.

Provide the following information to the Planning Office a minimum of 30 days in advance of the next regularly scheduled Planning Board meeting:

- 1) Complete Pages 1, 4, and 6 of the Site Plan Review Application.
- 2) Three copies of names and addresses of all abutters, taken from the town records not more than five days before the day of filing submitted on mailing labels.
- 3) Three copies of names and addresses of all holders of conservation, preservation or agricultural preservation restrictions submitted on mailing labels.
- 4) Letter of authorization from the owner, or owner signature below, if the Applicant is not the owner.
- 5) A narrative explaining the project, including map and lot number, location, existing and proposed uses utilizing the Zoning Ordinance's Table of Uses, hours of operation, number of employees, etc. The narrative must also contain the specific reasons why a waiver from site plan review is being requested.
- 6) Seven paper copies of the 22" x 34" plat or sketch plan drawn to scale, 15 paper copies of the 11" x 17" plat or sketch plan drawn to scale, and one paper copy of the 11" x 17" plat or sketch plan drawn to scale for each abutter.
- 7) Payment to cover notification fees for a public hearing and notification of abutters.
- 8) Sign the following:

I have met with the Planning Board designee and I have also reviewed the above Waiver of Site Plan Review qualifications, which I feel that this project fulfills. I hereby request from the Planning Board a Waiver from Site Plan Review at their next regularly scheduled business meeting.

Applicant/Agent: _____

Signature: _____

Date: _____

Owner: _____

Signature: _____

Date: _____

Owner: _____

Signature: _____

Date: _____

Owner: _____

Signature: _____

Date: _____