

TOWN OF BOW
PLANNING BOARDSITE PLAN REVIEW APPROVAL
APPLICATION PACKAGE

To the Applicant:

This completed application (including all application package contents noted below) must be filed with the Planning Board's Agent no later than 3:00 PM on the fourth Thursday prior to the Planning Board's next regularly scheduled meeting to be included on their next agenda.

Also, attention should be given to the items below when completing the application package.

- X All appropriate fees must be paid in advance;
- X The application must be made in the name of the owner of record at the time of application, as filed at the Merrimack County Registry of Deeds. The application form must be signed by both the property owner(s) and the applicant;
- X It is the responsibility of the applicant to provide a complete and accurate list of all abutters.

CONTENTS - COMPLETE SITE PLAN APPLICATION PACKAGE

1. _____ One (1) copy of the completed application, including checklist
2. _____ One (1) paper copy of the site plan **set** - full size (22"x34")
3. _____ One (1) paper copy of the site plan **set** - half size (11"x17")
4. _____ One (1) PDF file of the site plan **set** (via e-mail)
5. _____ One (1) set of any construction plans
6. _____ Complete and accurate abutters list (Include PE, LLS, CWS/CSS)
7. _____ The appropriate filing fees (See Page 2)

Note: If any of the above items are missing or incomplete as of the filing deadline, the application will not be placed on the agenda for the next Planning Board meeting.

Plans, reports, documents, and other materials submitted to the Planning Board to fulfill the requirements of the Site Plan Review Regulations shall be free of any restrictions on reproduction. Proximate to any copyright symbols, reservations of rights, or statements of ownership, shall be an affirmative statement which expressly agrees to reproduction.

SITE PLAN REVIEW FILING FEES

\$ _____ Town Review Fee (Residential: \$500, Non-Residential: \$300)

\$ _____ Plus \$200 per unit (total of all) (Residential only)

\$ _____ Plus per Abutter (Residential: \$30, Non-Residential: \$20) *

\$ _____ Plus \$50 per 1000 sq ft (Non-Residential only)

\$ _____ Total (Not including any CUPs) (Payable to "Town of Bow")

* Abutter Fee does not need to be duplicated if Site Plan is submitted with Conditional Use Permit(s) or Subdivision Application.

See Section 4 A, which refers to Section 2.01 for the Subdivision Regulation's definition of "Abutter", which also includes properties within 200'.

**TOWN OF BOW PLANNING BOARD
SITE PLAN REVIEW APPROVAL APPLICATION**

Owner(s): _____

mtaylor@bownh.gov
phone (603) 223-3971
fax (603) 225-2982

Address: _____

Daytime Telephone # (____) ____-_____

Applicant: _____
(LLS or PE)

Address: _____

Daytime Telephone # (____) ____-_____

Block # ____ Lot(s) _____

Street Address for parcel: _____

Area of entire tract: _____ acres.

Property located in a _____ zone.

Land is in open space (current use): YES; NO

Zoning Ordinance use category (letter and number from Table 5.11)

Existing: _____ Proposed: _____

Describe planned use:

The applicant agrees that he/she is familiar with the current Site Plan Regulations of the Town of Bow and the Laws of the State of New Hampshire governing site plan review, and in making this application, has complied with the same.

Applicant's (LLS or PE) Signature

/ /

Date

I (we) the undersigned hereby grant the above signed Applicant authority to act as my (our) agent for this Site Plan Review Application and approval process.

Property Owner(s)'s Signature(s)

/ /

Date

**TOWN OF BOW PLANNING BOARD
CHECKLIST - Site Plan**

In cases where items are not applicable, indicate "N/A" in the space provided.

1. State Grid Coordinates: at least two (2) ties and shall be stationed on the plan with elevation (5.02A and 8.02A)
2. Existing and proposed ground contours based on field survey, profiles, elevations, USGS reference benchmark (5.02B and 8.02K & Z)
3. Copies of applications for State approvals: on-site septic systems, alteration of terrain, dredge and fill, driveway cuts, timber intent to cut, etc. (5.02C and 8.02Y & AA)
4. Conveyances to Town (5.02D)
5. Designation of unsuitable land: Areas of Special Flood Hazard (show boundary with elevation if within 500' of site); poorly or very poorly drained soils and buffers; areas of high water table; wetlands per Zoning Ordinance Article 10.01; Aquifer Protection District per Zoning Ordinance Article 10.03; **25%** slopes; ledge; easements or right-of-ways (5.02E, F and 8.02V)
6. Type and location of existing and proposed utilities, including all underground utilities (5.02I & J and 8.02T)
7. Soils Erosion and Sediment Control Plan stamped by a NH Professional Engineer (5.02M)
8. Drainage/grading plan with NH Professional Engineer seal and certification (5.02N)
9. Stormwater control calculations prepared by NH Professional Engineer (5.02N)
10. Adjacent street width; if substandard, show additional right-of-way dedication (5.02P)
11. Evacuation and emergency access plan (5.02R)
12. Secondary access (5.02S)
13. Monuments (5.02T and 8.02E)
14. Provisions for solid waste and screening (5.02W)
15. Provisions for snow storage and calculations (5.02X)
16. Aesthetic Design Standards (5.02Y & 8.02R): Certain Performance Standards contained in the Business Development Districts are applied to all Site Plans. Applicable sections in the Bow Zoning Ordinance include:

- 15.10 Exterior Building Facade Performance Standards
- 15.11 Screening Performance Requirements
- 15.12 Parking Performance Requirements
- 15.15 Lighting Standards
- 15.16 Environmental Performance Standards

- 17. Plans, reports, documents, and other materials shall be free of any restrictions on reproduction. (8.00)
- 18. Date of survey, name and legal description of site plan, locus map superimposed on the Town Tax Map (scale 1" = 1000') showing the area within 1000' of the site plan, name and address of owner and developer, graphic scale and north arrows (grid and magnetic) (8.02A)
- 19. Lot lines, bearings and distances; existing street(s), easements, and other right-of-way lines and dimensions; parks and other public areas and dimensions; site lines, water courses, and flood zone and base flood elevations (8.02B)
- 20. All contiguous holdings and development sketch plans (8.02C)
- 21. Lot and block number and owner's name and addresses of abutting parcels (8.02D)
- 22. Name and address of Engineer and/or Surveyor; certification and seal of Engineer and/or Surveyor as to the accuracy of the site plan details and calculation (8.02F)
- 23. Proposed street profiles (8.02H)
- 24. Proposed street cross sections (8.02I)
- 25. Soils delineation and legend with NRCS drainage class (8.02L)
- 26. All existing wetlands and wetlands buffer lines as defined in Zoning Ordinance Article 10.01 with certification of Wetland Scientist (8.02M)
- 27. Plan views of all buildings; their use, size, location, and floor elevations (8.02N)
- 28. Typical elevation view of all buildings; their height, bulk, facade design, signs, and calculation of lot coverage (8.02O)
- 29. Location, width, curbing, and paving of access ways and egress ways and streets within the site (8.02P)
- 30. Location and dimension of off-street parking and loading spaces; layout of the parking and calculation of parking spaces (8.02Q)
- 31. Location, type, size, height, and design of all proposed signs (8.02S)

- 32. Location and type of outdoor lighting facilities and illumination analysis (8.02U)
- 33. Location of perc tests sites and proposed septic areas (8.02W & Y)
- 34. Statement documenting that streets and buildings are flagged to allow on-site inspection (8.02X)
- 35. Data listing (8.02BB)
 - a. Total land area
 - b. Area of building coverage and total impervious
 - c. Length of streets
 - d. Area of open space / conservation strips
- 36. Certification statements on the final plan (8.02CC)
- 37. Impact Fee note on plan (8.02DD)
- 38. Performance guarantees for long term maintenance of private streets and facilities (5.02BB and 8.02EE)
- 39. Re-fueling and servicing construction equipment (8.02FF)
- 40. Operational Brief (8.02GG)

RESIDENTIAL DEVELOPMENTS

- 41. Architectural Design Standards (5.03A)
- 42. Additional Screening (5.03B)
- 43. Pedestrian Access (5.03C)
- 44. Park & Recreation (5.03D)
- 45. Amenities & Common Facilities (5.03E)
- 46. Fire Suppression (5.03F)
- 47. Water Supply & Sewage Disposal (5.03G)
- 48. Internal Roadways (5.03H)
- 49. Manufactured Housing Installation Standards (5.03I)
- 50. Rules and Procedures for Condominiums (8.03A)
- 51. Standby Emergency Electric Generators (5.03J & 8.03E)
- 52. Mail Receptacles (8.03B)

- 53. Addressing System (8.03C)
- 54. Provisions for Long Term Maintenance (8.03D)

LARGE SCALE DEVELOPMENTS

- 55. Phasing Plan (5.020)
- 56. Private Streets Statement on plan and deed (5.02AA)
- 57. Traffic Impact Assessment (6.01)
- 58. Fiscal Impact Analysis (6.02)
- 59. School Impact Analysis (6.03)
- 60. Environmental Impact Assessment (6.04)
- 61. Community Service Impact Assessment (6.05)