

**TOWN OF LANCASTER, NH**

**APPLICATION FOR SITE PLAN REVIEW**

DATE OF APPLICATION: \_\_\_\_\_

APPLICANT'S NAME, ADDRESS, & PHONE: \_\_\_\_\_  
\_\_\_\_\_

LANDOWNER'S NAME, ADDRESS, & PHONE (if different): \_\_\_\_\_  
\_\_\_\_\_

NAME OF CONSULTANT(S), if used: \_\_\_\_\_  
\_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

**ZONING DISTRICT:**

- \_\_\_ Agricultural
- \_\_\_ Commercial
- \_\_\_ Commercial/Industrial
- \_\_\_ Residential

**TYPE OF SITE PLAN REVIEW:**

(Choose one:)

- \_\_\_ Minor Site Plan Review
- \_\_\_ Major Site Plan Review

(See Site Plan Review Regulations Article 5, B and C)

TAX MAP AND LOT NUMBER: \_\_\_\_\_

OWNER(S) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

-----FEE SCHEDULE-----

Application Fee:

Site Plan Review: \$50.00, includes building permit

Notification Fees:

Certified letters to Abutters and Owner: Current rate for U.S.P.S.

Newspaper Advertisement: \$50.00 per meeting

Applicants shall be responsible for any additional expenses incurred in proper technical review of site plan proposals including, but not limited to, engineering studies and legal review.

**\*\*\*\*NOTE: Fees shall be paid when application is submitted\*\*\*\***

**SUBMISSION REQUIREMENTS FOR MINOR SITE PLAN REVIEW:**

In order to be considered at the next regular Planning Board meeting, all of the following information must be submitted at least fifteen (15) days before the next regular Planning Board meeting:

- \_\_\_\_ Name and address of Applicant(s).
- \_\_\_\_ Name and address of Abutter(s) not more than fifteen (15) days before filing.
- \_\_\_\_ Names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions as defined in RSA 477:45.
- \_\_\_\_ Copies of Variance or Special Exception approvals from Zoning Board of Adjustment, if required.
- \_\_\_\_ A Building Permit application as required.

**A Plan showing:**

- \_\_\_\_ The footprint of all existing and proposed structures.
- \_\_\_\_ A sketch of the exterior changes to any facade, with type and color of materials to be used.
- \_\_\_\_ The use of all structures within the development, showing all anticipated future additions and alterations.
- \_\_\_\_ A parking plan showing the total number of spaces and the layout of the spaces.
- \_\_\_\_ A plan for exterior lighting.
- \_\_\_\_ Loading spaces and facilities.
- \_\_\_\_ All utilities, existing and proposed.
- \_\_\_\_ A proposed landscaping plan indicating plantings to be installed and natural cover to be retained.
- \_\_\_\_ Proposed drainage systems, if applicable.
- \_\_\_\_ A sign plan, to include type, height and location as set forth in the Lancaster Zoning Ordinance.

**A Narrative including:**

- \_\_\_\_ An estimated timetable for construction and completion of buildings;
  - \_\_\_\_ A description of proposed use including all activities, hours of operation, shipments in and out, food arrangements, and waste disposal;
  - \_\_\_\_ The zoning designation and dimensional requirements applicable to the site;
  - \_\_\_\_ A floor plan showing area of the building to be used for retail operations, office, storage, etc;
  - \_\_\_\_ A table showing maximum number of employees, and maximum seating capacity where applicable;
  - \_\_\_\_ All other data indicated by the Board as necessary to make an informed decision, including: \_\_\_\_\_
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## **SUBMISSION REQUIREMENTS FOR MAJOR SITE PLAN REVIEW:**

In addition to the information required for minor site plan review, all of the following information must be submitted at least fifteen (15) days before the next regular Planning Board meeting:

- \_\_\_ The name and address of the plan preparer.
- \_\_\_ Name of the project, boundaries, locus map, date, north arrow, and scale of plan.
- \_\_\_ 22"x34" sheets standard with a continuation on 8 ½"x11" sheets as necessary.
- \_\_\_ A vicinity sketch showing the location of the site in relation to the surrounding public street system.
- \_\_\_ Current valid certification and seal on a boundary survey by a land surveyor licensed to practice in the State of New Hampshire.
- \_\_\_ Boundaries of the lot(s) including compass bearings, distances, lot areas, all existing lot lines, easements, and rights of way.
- \_\_\_ Acreage or square feet.
- \_\_\_ Location and use of structures within 250' of the site.
- \_\_\_ Topographic contours at every 5' and elevation at every 10', before and after construction.
- \_\_\_ The natural features such as streams, marshes, lakes or ponds; and man-made features such as existing roads and structures. The plan shall indicate which of these natural or man-made features will be removed, retained or altered.
- \_\_\_ Roads, streets and driveways within 200' of the site boundary. Proposed streets, driveways and sidewalks, with indication of direction of travel and the inside radii of all curves and the width of the traveled way of all streets, driveways and sidewalks.
- \_\_\_ Curbs, fences, paths and walls will be shown.
- \_\_\_ Zoning district boundaries within 500' of the site's perimeter.
- \_\_\_ Elevations at a scale of ~" = 1' for all exterior facades of proposed structures and/or existing facades, plus additions, indicating type and color of materials to be used.

### **A Narrative which includes:**

- \_\_\_ An estimated timetable for construction and completion of buildings, parking facilities, and landscaping.
  - \_\_\_ A description of proposed use including all activities, hour of operation, shipments in and out, food arrangements, waste disposal, and number of employees.
  - \_\_\_ The zoning designation and dimensional requirements applicable to the site.
  - \_\_\_ A floor plan showing area of the building to be used for retail operation, office, storage, etc.;
  - \_\_\_ A table showing maximum number of employees, and maximum seating capacity where applicable;
  - \_\_\_ Plans to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table, and flooding of other properties as applicable.
  - \_\_\_ All other data indicated by the Board as necessary to make an informed decision, including: \_\_\_\_\_
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**ABUTTER’S MAILING LIST**

“**Abutter**” Means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Board. For the purposes of receiving testimony only, and not for the purpose of notification, the term “abutter” shall include any person who is able to demonstrate that his/her land will be directly affected by the proposal under consideration.

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