

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 4)

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:

The checklist shall be completed by the applicant or his/her agent subject to review by the Town of Lancaster. Check off all required information included. Mark any requirement not applicable with N/A and provide a brief explanation as to why.

In order to be considered at the next regular Planning Board meeting, all of the following information must be submitted with necessary fees at least twenty-one (21) days before the next regular Planning Board meeting:

- _____ Completed application for Site Plan Review as provided by the Town
- _____ On a separate sheet or the "Abutter's Mailing List" sheet provided list:
 - _____ Name and address of Applicant(s);
 - _____ Name and address of abutter(s) as defined in this regulation and in accordance with NH RSA 672:3, and all holders of conservation, preservation or agricultural preservation restrictions as defined in NH RSA 477:45 not more than five (5) days before filing;
 - _____ Names and addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board.;
- _____ Copies of any received Variance or Special Exception approvals, if applicable;
- _____ A Building Permit application, if applicable;
- _____ A Plan or Sketch showing:
 - _____ The footprint of all existing and proposed structures;
 - _____ A sketch of the exterior facade of any proposed structure or changes to the facade of any existing structures;
 - _____ The use of all structures within the development, showing anticipated future additions and alterations;
 - _____ A parking plan showing the total number of spaces and the layout of the spaces, if applicable;
 - _____ A plan for exterior lighting;
 - _____ A plan for any proposed signs;
 - _____ Loading spaces and facilities;
 - _____ All utilities, existing and proposed;

- _____ A proposed landscaping plan indicating plantings to be installed and any natural cover to be retained;
- _____ Proposed drainage systems, if applicable;
- _____ Wetlands delineation for any areas proposed to be impacted.
- _____ A narrative including:
 - _____ An estimated timetable for construction and completion of buildings;
 - _____ A description of the proposed use including all activities, hours of operation, shipments in and out, food arrangements and waste disposal;
 - _____ A floor plan showing area of the building to be used for retail operations, office, storage, etc.;
 - _____ A table showing maximum number of employees, maximum seating capacity, where applicable, and the number of parking spaces existing and required for the intended use; and,
 - _____ The zoning designation and dimensional requirements applicable to the site.
- _____ All other data indicated by the Board as necessary to make an informed decision.

SUBMISSION REQUIREMENTS FOR MAJOR SITE PLAN REVIEW:

In addition to the information required for Minor Site Plan Review above, the following must be submitted electronically and in triplicate at least twenty-one (21) days before the next regular planning board meeting:

- _____ A plan on 22" X 34" paper, minimum, with a continuation on 11" X 17" sheets as necessary with the following information:
 - _____ The name and address of the preparer of the plan;
 - _____ Name of the project, boundaries, locus map, date, north arrow, and scale of plan;
 - _____ 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;
- _____ Topographic contours every 5';
- _____ The location of natural features such as streams, marshes, wetlands, lakes or ponds; and manmade features such as existing roads and structures. The plan shall indicate which of these natural or manmade features will be removed, retained or altered;
- _____ Roads, streets and driveways within 200' of the site boundary.
- _____ As applicable, the width of the traveled way of all proposed streets, driveways and sidewalks within the site, with indication of direction of travel and the inside radii of all curves.
- _____ Curbs, fences, paths and walls will be shown;
- _____ Traffic Flow pattern within the site as applicable, including entrances and exits, loading and unloading areas; curb cuts on the site and within 100 feet of the site;
- _____ Wetlands delineation for any areas proposed to be impacted.
- _____ A narrative which includes:
 - _____ All information required for Minor Site Plan Review.
- _____ The Board may require such additional information as may be reasonably necessary for the purposes of these regulations. In the event additional information is so required, and if the Board's request is not made to the applicant prior to the public hearing, the Board shall adjourn the public hearing to a specified date.
- _____ The Planning Board may require a detailed traffic study to include traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within one hundred feet of the site and any or all of the following:
 - _____ The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
 - _____ The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and,
 - _____ The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels as well as road capacity levels shall also be given.

ABUTTER'S MAILING LIST

Name: _____
Address: _____

Name: _____
Address: _____

