

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:

The checklist shall be completed by the applicant or his agent subject to review by Town of Lancaster.

In order to be considered at the next regular Planning Board meeting, all of the following information must be submitted at least fifteen (20) days before the next regular Planning Board meeting:

- ___ Name and address of Applicant(s).
- ___ Name and address of Abutter(s) include date listing was prepared.
- ___ Names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions as defined in RSA 477:45. (see abutter list)
- ___ 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 façade.
- ___ The use of all structures within the development, showing all anticipated
- ___ 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: _____

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 (20) 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 1/2"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.
- ___ Topographic contours at every 5'.
- ___ 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.
- ___ Private rods shall be labeled as such on the plan.
- ___ Proposed name of private road shall be submitted
- ___ Curbs, fences, paths and wall will be shown.
- ___ Traffic flow pattern within the site as applicable, including entrances & exits, loading & unloading areas, curb cuts on the site and within 100 feet of the site.

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.
 - ___ 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 minimum & 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.

Holders of Conservation or Preservation easements: Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____
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Applicant: _____ Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Map & Lot: _____ Name: _____ Address: _____ _____
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Engineer or Surveyor _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____
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Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____
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Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____
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Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____	Map & Lot: _____ Name: _____ Address: _____ _____
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