

Updated ~~February, 2012~~ August 2015



**TOWN OF ALLENSTOWN  
PLANNING BOARD  
Site Plan Application Checklist**

This document is adopted as part of the Allenstown Site Plan Regulations and in the event there is any conflict between this checklist and items listed in the Site Plan Regulations the more inclusive requirement shall apply. Please note that all items are to be submitted digitally per Subdivision Regulation Section 4.04. Checks, abutter labels and large plan sets to be submitted at Town Hall separately.

Project Name/#: \_\_\_\_\_ Tax Map & Lot No. \_\_\_\_\_

Address Project: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Designer: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMISSION REQUIREMENTS FOR MAJOR AND MINOR SITE PLANS  
PER SUBDIVISION REGULATION SECTION 4.04 ALL ITEMS TO BE  
SUBMITTED IN DIGITAL FORM.**

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**GENERAL STANDARDS**

<b>General Items</b>	Yes	No	N/A	Waiver	Comments
<b>1.</b> <u>Digital submittal of materials</u> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>2.</b> <u>Completed application -</u> <u>5-4</u> copies <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>23.</b> <u>Fees paid (escrow, application</u> <u>Abutters, newspaper)</u> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>34.</b> <u>Abutters labels (3 copies)</u> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>45.</b> <u>Letter of authorization</u> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	Yes	No	N/A	Waiver	Comments
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<del>56.</del> Waiver request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>7.</del> <u>Fee Acknowledgement</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>8.</del> <u>W-9 (for escrow)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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**Plans**

<del>69.</del> <u>Five-Four (54)</u> sets of plans (5.01.b.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>710.</del> 22x34 max sheet size (5.01.b.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>811.</del> USGS Topographical datum at 2' intervals with USGS benchmarks (5.02)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>912.</del> Scale: not less than 1"=100' (5.01.b.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>1013.</del> Match lines (5.01.b.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>1114.</del> Date, title, scale, locus map north arrow (5.01.b.5 & 6.01b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>1215.</del> Name & Address of developer, owner and designer (5.01.b.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>1316.</del> Name & Address of all abutters (5.01.c & 6.01c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>1417.</del> Easements, covenants & restrictions ON PLAN (5.01.b.7 & 6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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<del>1518.</del> Copies of all easements, Covenants& restrictions DOCUMENTS (6.01.o)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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**Required Exhibits**

<del>1619.</del> Boundaries (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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	Yes	No	N/A	Waiver	Comments
<b>1720.</b> Existing landscaping (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>1821.</b> Water <del>courses &amp; water</del> bodies <u>and wetlands</u> (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>1922.</b> Trees & other vegetation (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>2023.</b> Topographic features (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>2124.</b> Zoning District Boundary lines (6.01.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>2225.</b> Acreage AND Square footage Of each parcel (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>2326.</b> Elevation or photograph Of building with height, Weight bulk and surface treatment (6.01.g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Plans of Buildings</u></b>					
<b>2424.</b> Type and size of building (6.01.f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>2528.</b> Location of building & setbacks within 50 feet of parcel(6.01.f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Parking</u></b>					
<b>2629.</b> Off-street parking, loading areas and parking space layout (6.01.h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Driveways &amp; Streets</u></b>					
<b>2730.</b> Location, width, curbing, access & egress to site; streets within and around site (6.01.i & m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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<b>Solid Waste</b>					
<b>2831.</b> Type/location of solid waste facility (6.01.j)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Signage</b>					
<b>2932.</b> Location, size & design of any proposed signs, advertising or instructional devices (6.01.k)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Lighting</b>					
<b>3033.</b> Location/type of all outdoor lighting facilities, including direction and area of illumination (6.01.l)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Utilities</b>					
<b>3134.</b> Water & sewer Facilities (6.01.n)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>35.</b> <u>The size and proposed location of water supply and sewage disposal facilities and all distances from existing water and sewage facilities on the site and on abutting properties (6.02.b)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>36.</b> <u>Sanitary Sewers Not Linked to storm sewer (7.06.a &amp; j)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>37.</b> <u>New electrical Underground</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Drainage &amp; Erosion Control</b>					
<b>37.</b> <u>Location, elevation, and layout of catch basins and other surface drainage (6.02.c)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>39.</b> <u>Drainage comply with Stormwater Management Ordinance (6.02j &amp; 7.06.a)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	Yes	No	N/A	Waiver	Comments
<u>40. Erosion Controls (7.06)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>41. Native vegetation</u> <u>For erosion control (7.06m)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>42. Erosion control</u> <u>Blankets w/seeding (7.06h)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>43. Maintenance for</u> <u>Erosion controls (7.06k)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>44. Pre and post construction</u> <u>drainage plan, prepared</u> <u>by a professional</u> <u>engineer (6.02.j)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other</b>					
<del>3245.</del> Any other exhibits required by the Planning Board (6.01.o)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<del>33. Department head review</del> <del>of application</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<del>34. The Fire Chief shall</del> <del>indicate in writing if the fire</del> <del>protection measures are</del> <del>adequate</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>46. 25' Wetland</u> <u>buffer (7.01.a)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>47. Snow storage per</u> <u>Section 7.11</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**ADDITIONAL REQUIRED FILINGS FOR A MAJOR SITE PLAN (MAY BE REQUIRED FOR SOME MINOR SITE PLANS AT THE DISCRETION OF THE BOARD)**

	Yes	No	N/A	Waiver	Comments
<b><u>Buildings</u></b>					
<b>3548.</b> Plan of all proposed buildings with their type, size, location with setbacks and first floor elevation from an on-site permanent benchmark and floor area ratio as related to the Zoning Ordinance (6.02.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Utilities**

<del>36. The size and proposed location of water supply and sewage disposal facilities and all distances from existing water and sewage facilities on the site and on abutting properties (6.02.b)</del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<del>_____</del>
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**Drainage**

<del>37. Location, elevation, and layout of catch basins and other surface drainage (6.02.c)</del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<del>_____</del>
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<b>3849.</b> Existing and proposed contours, finished grade elevations; contours shall be a minimum of 2' intervals (6.02.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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**Landscaping**

<b>3950.</b> Landscape plan showing type, extent & location of existing & proposed landscaping and open space areas including open space and landscape areas that will be					
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retained, as prepared by a  
licensed landscape  
architect (6.02e)

Yes    No    N/A    Waiver

\_\_\_\_\_  
Comments

**Public Services**

**4051.** The size and location of  
all public service connections,  
with profiles and supporting  
design calculations: gas, power,  
sanitary sewer, storm drain,  
public water, telephone,  
fire alarm, overhead and  
underground; utilities plan  
shall be prepared by a  
professional engineer (6.02f)

       

**Property Survey**

**4152.** Surveyed property lines  
showing deflection angels,  
distances & bearings, radius,  
lengths of arcs, control  
angles along property lines,  
monuments, and names  
of all abutters, as prepared  
by a licensed land  
surveyor (6.02.g)

       

**If a Subdivision (or contains roads)**

**4253.** Lines & names of all  
proposed streets, lanes,  
ways or easements intended  
to be dedicated for public  
use (6.02h)

       

**Erosion & Sediment**

**4354.** Erosion & sedimentation  
control plan (7.06)

       

**Studies**

~~44. Pre and post construction  
drainage plan, prepared  
by a professional  
engineer (6.02.j)~~

**4555.** Traffic study prepared  
By a professional

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engineer (6.02.i)                                    \_\_\_\_\_

**For Planning Board Use Only:**

**JOINT HEARINGS**

**4656.** Joint hearing with  
Subdivision (Section XII)                            \_\_\_\_\_

**PERFORMANCE BOND**

**4757.** Performance Bond  
(Section X)                                            \_\_\_\_\_