

Updated ~~February, 2012~~ September 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

General Items	Yes	No	N/A	Waiver	Comments
1. <u>Digital submittal of materials</u> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. <u>Completed application -</u> <u>5-4</u> copies <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Fees paid (<u>1 escrow check;</u> <u>1 check all other fees</u>) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
34. Abutters <u>labels (3 copies)</u> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
45. Letter of authorization <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
56. Waiver request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Fee Acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. W-9 (for escrow)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plans					
69. Five-Four (54) sets of plans (5.01.b.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
710. 22x34 max sheet size (5.01.b.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
811. USGS Topographical datum at 2' intervals with USGS benchmarks (5.02)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
912. Scale: not less than 1"=100' (5.01.b.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
1013. Match lines (5.01.b.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
1114. 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"/>	_____
1215. Name & Address of developer, owner and designer (5.01.b.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
1316. Name & Address of all abutters (5.01.c & 6.01c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
1417. Easements, covenants & restrictions ON PLAN (5.01.b.7 & 6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
1518. Copies of all easements, Covenants& restrictions DOCUMENTS (6.01.o)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Required Exhibits					
1619. 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
1720. Existing landscaping (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
1821. Water courses & wetlands (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
1922. Trees & other vegetation (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2023. Topographic features (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2124. Zoning District Boundary lines (6.01.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2225. Acreage AND Square footage Of each parcel (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2326. 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"/>	_____
<u>Plans of Buildings</u>					
2424. Type and size of building (6.01.f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2528. Location of building & setbacks within 50 feet of parcel(6.01.f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Parking</u>					
2629. Off-street parking, loading areas and parking space layout (6.01.h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Driveways & Streets</u>					
2730. 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"/>	_____
	Yes	No	N/A	Waiver	Comments

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Solid Waste

2831. Type/location of solid waste facility (6.01.j) _____

Signage

2932. Location, size & design of any proposed signs, advertising or instructional devices (6.01.k) _____

Lighting

3033. Location/type of all outdoor lighting facilities, including direction and area of illumination (6.01.l) _____

Utilities

3134. Water & sewer Facilities (6.01.n) _____

35. 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) _____

36. Sanitary Sewers Not Linked to storm sewer (7.06.a & j) _____

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37. New utilities, including electrical, Underground _____

Drainage & Erosion Control

37. Location, elevation, and layout of catch basins and other surface drainage (6.02.c) _____

38. Drainage comply with Stormwater Management Ordinance (6.02j & 7.06.a) _____

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	Yes	No	N/A	Waiver	Comments
39. Erosion Controls (7.06)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. Native vegetation For erosion control (7.06m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Erosion control Blankets w/seeding (7.06h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. Maintenance for Erosion controls (7.06k)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Pre and post construction drainage plan, prepared by a professional engineer (6.02.j)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other					
3244. Any other exhibits required by the Planning Board (6.01.o)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Department head review					
34. The Fire Chief shall					
45. 25' Wetland buffer (7.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. Snow storage per Section 7.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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
Buildings					
47. Plan of all proposed buildings with their type,					

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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)

Utilities
Drainage

~~39~~**48.** Existing and proposed contours, finished grade elevations; contours shall be a minimum of 2' intervals (6.02.d)

Landscaping

~~39~~**49.** Landscape plan showing type, extent & location of existing & proposed landscaping and open space areas including open space and landscape areas that will be retained, as prepared by a licensed landscape architect (6.02e)

Yes No N/A Waiver

Comments

Public Services

~~40~~**50.** 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

~~41~~**51.** Surveyed property lines showing deflection angels, distances & bearings, radius, lengths of arcs, control

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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)

~~4252.~~ Lines & names of all
proposed streets, lanes,
ways or easements intended
to be dedicated for public
use (6.02h)

Erosion & Sediment

~~4353.~~ Erosion & sedimentation
control plan (7.06)

Studies

~~44. Pre and post construction~~

~~4554.~~ Traffic study prepared
By a professional
engineer (6.02.i)

For Planning Board Use Only:

JOINT HEARINGS

~~4655.~~ Joint hearing with
Subdivision (Section XII)

PERFORMANCE BOND

~~4756.~~ Performance Bond
(Section X)
