



## TOWN OF DEERING PLANNING BOARD Site Plan Application Checklist

This document is adopted as part of the Deering 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.

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

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

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

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

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### **SUBMISSION REQUIREMENTS FOR ALL SITE PLANS**

**PER SUBDIVISION REGULATION SECTION 3.1 ALL ITEMS TO BE SUBMITTED AT THE TOWN HALL WITH THE PLANNING ADMINISTRATOR THIRTY (30) DAYS BEFORE THE NEXT REGULAR MEETING OF THE PLANNING BOARD.**

### **GENERAL STANDARDS**

#### **General Items**

	Yes	No	N/A	Waiver	Comments
1. Submittal of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Completed application</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Completed checklist</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Ten (10) copies 22" x 34"</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Two (2) copies 11" x 17"</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
<b>2. Names and addresses of all abutters, owners of record, and applicant</b> (3.11.1.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>3. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions</b> (3.11.1.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>4. Fees and escrow paid</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>5. Letter of authorization</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>6. Waiver request</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Plans</u></b>					
<b>7. Vicinity sketch including location of the site relative to surrounding public street system (1"=500" scale)</b> (3.11.1.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>8. Certification of valid boundary survey</b> (3.11.1.8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>9. Scale between 1"=20' and 1"=400'</b> (3.11.1.10.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>10. Minimum margin of ½" on all sides</b> (3.11.1.10.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>11. Title block located in lower right corner including:</b> (3.11.1.10.e)					
<i>Drawing title</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Location, map/lot #</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Date of plat</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Sheet number</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Name of applicant</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Name of owners</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Name, address, and phone of design firm</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>12. Physical features and uses of abutting land within 200' of site</b> (3.11.1.11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>13. Boundary lines, dimensions and bearings, lot area (sq. ft)</b> (3.11.1.12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>14. Shape, size, height, location and use of existing and proposed structures on site and within 200'</b> (3.11.1.13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
<b>15.</b> Location, name, and widths of existing and proposed roads on site and within 200' (3.11.1.14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>16.</b> Road profiles, centerline stationing and cross-sections (3.11.1.15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>17.</b> Existing and proposed sidewalks and driveways, indication of one-way traffic (3.11.1.16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>18.</b> Access points, sight distances, curb cuts, and driveway permits as outlined in Site Plan Reg. Sec. 4.2 (3.11.1.17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>19.</b> Location and number of parking and loading spaces as outlined in Site Plan Reg. Sec. 4.3 (3.11.1.18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>20.</b> Number, location, types, size of existing and proposed landscape and screening as outlined in Site Plan Reg. Sec. 4.4 (3.11.1.19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>21.</b> Location and type of existing and proposed exterior lighting and signage as outlined in Site Plan Reg. Sec. 4.5 (3.11.1.20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>22.</b> Water bodies, standing water, rock ledges, stonewalls; existing and proposed foliage lines; open space (3.11.1.21)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>23.</b> Size and location of existing and proposed water mains, sewers, culverts, proposed connections (3.11.1.22)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>24.</b> Local and distance to fire hydrants, fire ponds, or cisterns (3.11.1.23)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>25.</b> Existing and proposed topographic contours (3.11.1.24)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>26.</b> Soil and wetland delineation (3.11.1.25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>27.</b> Location of existing and proposed well with 75' radius (3.11.1.26)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>28.</b> Location of existing or proposed easements, deed restrictions, covenants (3.11.1.27)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>29.</b> Base flood elevations and flood hazard areas (3.11.1.28)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<b><u>Other</u></b>	Yes	No	N/A	Waiver	Comments
<b>30.</b> Stormwater Management and Erosion Control Plan as outlined in Site Plan Reg. Sec. 5.1(3.11.2.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>31.</b> State subdivision approval for septic systems (3.11.2.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>32.</b> Test pit locations, with logs, and 4K area for new septic locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>33.</b> Alteration of Terrain Permit from NHDES (3.11.2.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>34.</b> State/Town driveway permit (3.11.2.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>35.</b> Report from Fire Chief, Police Chief, and Conservation Commission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>36.</b> Any deed restrictions (3.11.2.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>37.</b> Any other state permits (3.11.2.8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>38.</b> Any federal permits, including but not limited to, notice of intent (3.11.2.9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>39.</b> Any additional reports or studies deemed necessary, See 3.11.2.10 (3.11.2.10 & 11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>40.</b> Utilities depicted underground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Watershed Protection (for sites located in the Town of Deering Watershed Protection Overlay Zone; Zoning Ordinance Article 4, Section 5)**

<b>41.</b> Non-point source pollution prevented to the maximum extent possible. Lawn is limited to 10% of all dry land (4.5.6.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>42.</b> Erosion and sedimentation control plan prepared by license engineer (new construction) (4.5.6.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
<b>43. Spill Prevention Control and Countermeasures Plan (activities approved with special exception) (4.5.6.e)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Disclosure statements describing types, quantities, and storage locations of all contaminants</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Contaminant handling and spill prevention techniques</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Spill reporting procedures</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Spill recovery plans</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Spill clean-up and disposal plans</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>44. Hydrologic Study (4.5.7)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Description of proposed project including location and extent of impervious surfaces; on-site processes or storages of materials; anticipated use of land and buildings; description of site including topographic, hydrologic, and vegetative features (4.5.7.a)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Characteristics of runoff, including rate and chemical characteristics (4.5.7.b)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Measures to reduce runoff and pollutant loading (during and after construction) (4.5.7.c)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Proposed runoff control and watershed protection measures (4.5.7.d)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Written certification from off-site facility owner (if treating runoff off-site)(4.5.7.e)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>45. 75 foot wide natural woodland buffer along any tributary discharging into Deering Lake or wetland (4.5.8.a &amp; 4.5.9)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>46. All development outside the buffer zone (4.5.8.c)</b>					
<i>Structure situation greater than 20' from reference line</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>No significant disturbance of soil</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
<b><u>For Planning Board Use Only:</u></b>					
<b>JOINT HEARINGS</b>					
<b>47. Joint hearing with Subdivision (3.8)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____