

TOWN OF BOW
PLANNING BOARD

SITE PLAN REVIEW APPROVAL
APPLICATION PACKAGE

To the Applicant:

This completed application (including all application package contents noted below) must be filed with the Planning Board's Agent no later than 3:00 PM on the fourth Thursday prior to the Planning Board's next regularly scheduled meeting to be included on their next agenda.

Also, attention should be given to the items below when completing the application package.

- X All appropriate fees must be paid in advance;
- X The application must be made in the name of the owner of record at the time of application, as filed at the Merrimack County Registry of Deeds. The application form must be signed by both the property owner(s) and the applicant;
- X It is the responsibility of the applicant to provide a complete and accurate list of all abutters.

CONTENTS - COMPLETE SITE PLAN APPLICATION PACKAGE

1. ____ One (1) copy of the completed application, including checklist
2. ____ One (1) paper copy of the site plan **set** - full size (22"x34")
3. ____ One (1) paper copies of the site plan **set** - half size (11"x17")
4. ____ One (1) PDF file of the site plan **set** (via e-mail)
5. ____ One (1) set of any construction plans
6. ____ Complete and accurate abutters list (Include PE, LLS, CWS/CSS)
7. ____ The appropriate filing fees (See Page 2)

Note: If any of the above items are missing or incomplete as of the filing deadline, the application will not be placed on the agenda for the next Planning Board meeting.

Plans, reports, documents, and other materials submitted to the Planning Board to fulfill the requirements of the Site Plan Review Regulations shall be free of any restrictions on reproduction. Proximate to any copyright symbols, reservations of rights, or statements of ownership, shall be an affirmative statement which expressly agrees to reproduction.

SITE PLAN REVIEW FILING FEES

\$ _____ **Town Review Fee** (Residential: \$500, Non-Residential: \$300)

\$ _____ Plus \$200 per unit (total of all) (Residential only)

\$ _____ Plus per Abutter (Residential: \$30, Non-Residential: \$20) *

\$ _____ Plus per 1000 sq ft (\$50) (Non-Residential only)

\$ _____ Total (Not including any CUPs) (Payable to "Town of Bow")

* Abutter Fee does not need to be duplicated if Site Plan is submitted with Conditional Use Permit(s) or Subdivision Application.

TOWN OF BOW PLANNING BOARD
SITE PLAN REVIEW APPROVAL APPLICATION

mtaylor@bownh.gov

phone (603) 228-1187 x120

fax (603) 225-2982

Owner(s) : _____

Address: _____

Daytime Telephone # (____) ____-_____

Applicant: _____

Address: _____

Daytime Telephone # (____) ____-_____

Block # ____ Lot(s) _____

Street Address for parcel: _____

Area of entire tract: _____ acres.

Property located in a _____ zone.

Land is in open space (current use): ____ YES; ____ NO

Zoning Ordinance use category (letter and number from Table 5.11)

Existing: _____ Proposed: _____

Describe planned use:

The applicant agrees that he/she is familiar with the current Site Plan Regulations of the Town of Bow and the Laws of the State of New Hampshire governing site plan review, and in making this application, has complied with the same.

Applicant's Signature

_____/_____/_____
Date

I (we) the undersigned hereby grant the above signed Applicant authority to act as my (our) agent for this Site Plan Review Application and approval process.

Property Owner(s)'s Signature(s)

_____/_____/_____
Date

FOR OFFICE USE ONLY
Application # _____
Date Received: ____/____/____
Fee Paid \$ _____
Check # _____
Received By: _____

E-mail address for contact person: _____

**TOWN OF BOW PLANNING BOARD
CHECKLIST - Site Plan**

In cases where items are not applicable, indicate "N/A" in the space provided.

- ___ 1. State Grid Coordinates: at least two (2) ties and shall be stationed on the plan with elevation (5.02A and 8.02A)
- ___ 2. Existing and proposed ground contours based on field survey, profiles, elevations, USGS reference benchmark (5.02B and 8.02K & Z)
- ___ 3. Copies of applications for State approvals (5.02C and 8.02Y & AA)
- ___ 4. Conveyances to Town (5.02D)
- ___ 5. Designation of unsuitable land: Areas of Special Flood Hazard (show boundary with elevation if within 500' of site); poorly or very poorly drained soils; bog, marsh, and swamp areas; area of high water table; wetlands per Zoning Ordinance Article 10.01; Aquifer Protection District per Zoning Ordinance Article 10.03; 33% slopes; ledge; easements or right-of-ways (5.02E, F and 8.02V)
- ___ 6. Type and location of existing and proposed utilities, including all underground utilities (5.02I & J and 8.02T)
- ___ 7. Soils Erosion and Sediment Control Plan stamped by a NH Professional Engineer (5.02M)
- ___ 8. Drainage/grading plan with NH Professional Engineer seal and certification (5.02N)
- ___ 9. Stormwater control calculations prepared by NH Professional Engineer (5.02N)
- ___ 10. Adjacent street width; if substandard, show additional right-of-way dedication (5.02P)
- ___ 11. Evacuation and emergency access plan (5.02R)
- ___ 12. Secondary access (5.02S)
- ___ 13. Monuments (5.02T and 8.02E)
- ___ 14. Provisions for solid waste and screening (5.02W)
- ___ 15. Provisions for snow storage and calculations (5.02X)
- ___ 16. Aesthetic Design Standards (5.02Y & 8.02R): Certain Performance Standards contained in the Business Development Districts are applied to all Site Plans. Applicable sections in the Bow Zoning Ordinance include:

15.09 Minimum Landscaping and Screening Performance Standards

- 15.10 Exterior Building Facade Performance Standards
- 15.11 Screening Performance Requirements
- 15.12 Parking Performance Requirements
- 15.15 Lighting Standards
- 15.16 Environmental Performance Standards

- ___ 17. Plans, reports, documents, and other materials shall be free of any restrictions on reproduction. (8.00)
- ___ 18. Date of survey, name and legal description of site plan, locus map superimposed on the Town Tax Map (scale 1" = 1000') showing the area within 1000' of the site plan, name and address of owner and developer, graphic scale and north arrows (grid and magnetic) (8.02A)
- ___ 19. Lot lines, bearings and distances; existing street(s), easements, and other right-of-way lines and dimensions; parks and other public areas and dimensions; site lines, water courses, and flood zone and base flood elevations (8.02B)
- ___ 20. All contiguous holdings and development sketch plans (8.02C)
- ___ 21. Lot and block number and owner's name and addresses of abutting parcels (8.02D)
- ___ 22. Name and address of Engineer and/or Surveyor; certification and seal of Engineer and/or Surveyor as to the accuracy of the site plan details and calculation (8.02F)
- ___ 23. Proposed street profiles (8.02H)
- ___ 24. Proposed street cross sections (8.02I)
- ___ 25. Soils delineation and legend with NRCS drainage class(8.02L)
- ___ 26. All existing wetlands and wetlands buffer lines as defined in Zoning Ordinance Article 10.01 with certification of Wetland Scientist (8.02M)
- ___ 27. Plan views of all buildings; their use, size, location, and floor elevations (8.02N)
- ___ 28. Typical elevation view of all buildings; their height, bulk, facade design, signs, and calculation of lot coverage (8.02O)
- ___ 29. Location, width, curbing, and paving of access ways and egress ways and streets within the site (8.02P)
- ___ 30. Location and dimension of off-street parking and loading spaces; layout of the parking and calculation of parking spaces (8.02Q)
- ___ 31. Location, type, size, height, and design of all proposed signs (8.02S)

- ___ 32. Location and type of outdoor lighting facilities and illumination analysis (8.02U)
- ___ 33. Location of perc tests sites and proposed septic areas (8.02W & Y)
- ___ 34. Statement documenting that streets and buildings are flagged to allow on-site inspection (8.02X)
- ___ 35. Data listing (8.02BB)
 - ___ a. Total land area
 - ___ b. Area of building coverage and total impervious
 - ___ c. Length of streets
 - ___ d. Area of open space / conservation strips
- ___ 36. Certification statements on the final plan (8.02CC)
- ___ 37. Impact Fee note on plan (8.02DD)
- ___ 38. Performance guarantees for long term maintenance of private streets and facilities (5.02BB and 8.02EE)
- ___ 39. Re-fueling and servicing construction equipment (8.02FF)
- ___ 40. Operational Brief (8.02GG)

RESIDENTIAL DEVELOPMENTS

- ___ 41. Architectural Design Standards (5.03A)
- ___ 42. Additional Screening (5.03B)
- ___ 43. Pedestrian Access (5.03C)
- ___ 44. Park & Recreation (5.03D)
- ___ 45. Amenities & Common Facilities (5.03E)
- ___ 46. Fire Suppression (5.03F)
- ___ 47. Water Supply & Sewage Disposal (5.03G)
- ___ 48. Internal Roadways (5.03H)
- ___ 49. Manufactured Housing Installation Standards (5.03I)
- ___ 50. Rules and Procedures for Condominiums (8.03A)
- ___ 51. Standby Emergency Electric Generators (5.03J & 8.03E)
- ___ 52. Mail Receptacles (8.03B)

- ___ 53. Addressing System (8.03C)
- ___ 54. Provisions for Long Term Maintenance (8.03D)

LARGE SCALE DEVELOPMENTS

- ___ 55. Phasing Plan (5.020)
- ___ 56. Private Streets Statement on plan and deed (5.02AA)
- ___ 57. Traffic Impact Assessment (6.01)
- ___ 58. Fiscal Impact Analysis (6.02)
- ___ 59. School Impact Analysis (6.03)
- ___ 60. Environmental Impact Assessment (6.04)
- ___ 61. Community Service Impact Assessment (6.05)