Town Use Only

Case No.: | **Date Filed:** | **Received By:**

Zoning District: | **Deadline for Action:** | **Planning Board Meeting Date:**

Application: ☐ Approved ☐ Denied ☐ Withdrawn

NON-RESIDENTIAL SITE PLAN REVIEW APPLICATION

Center Harbor Planning Board
36 Main Street, Center Harbor, NH 03226
P: 603-253-4561 F: 603-253-8420 E: planningzoning@centerharbornh.gov

APPLICANT & PROPERTY INFORMATION

Application Type: ☐ Non-Residential Development ☐ Change In Use ☐ Home Occupation

Tax Map and Lot: | Property Location:

Applicant: | **Owner** (if different than applicant):

Mailing Address: | Mailing Address:

Email: | Email:

Phone: | Phone:

Existing Deed Book # | Page:

NOTE: *This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is inadequate.*

Briefly describe proposed change(s) or project: *(500 maximum character count)*

Plans prepared by: | Address:

Telephone: | Email:

Will there be a Variance requested from any Town Regulation? ☐ **Yes** ☐ **No**

Applicant's Signature: | **Date:**

Complete this application and submit it along with all required documents to (Cash or check made payable to the Town of Center Harbor):

- **Email: (Preferred):** planningzoning@centerharbornh.gov — Subject: "PB: NRSPR Application"
- **In Person:** Town of Center Harbor, Planning Board, 36 Main St, Center Harbor, NH 03226
- **Mail:** Town of Center Harbor, Planning Board, PO Box 140, Center Harbor, NH 03226

Abutters List

Applicant Information

Property Address: | Tax Map: | Lot:

Applicant:

Telephone: | Email:

Mailing Address (if different):

For details on what constitutes an Abutter, review RSA 672:3.

The following are the abutters to the above property. Please include those directly across the street and/or stream.

	Tax Map	Lot	Name	Address
1.				
2.				
3.				
4.				
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8.				
9.				
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11.				
12.				
13.				
14.				
15.				
16.				
17.				

Abutters List

	Tax Map	Lot	Name	Address
18.				
19.				
20.				
21.				
22.				
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40.				
41.				

CHECKLIST FOR PREPARATION OF SITE PLAN

The following check list gives information required on site map or plat submitted to the Planning Board for approval. A preliminary "rough drawn sketch" may be prepared first for review with the Planning Board, at which time any of the following requirements may be modified or waived based on scale and impact of the project on the community.

1. BASE SURVEY

- **a.** Bearings and lengths of boundaries of the parcel
- **b.** Topography with note more than 5' contour interval. At major construction sites contour interval should be no more than 2'
- **c.** Reference to establish permanent bench mark based on U.S.G.S data (north point)
- **d.** Location and names of improved roadways
- **e.** Boundaries of existing nature features (rivers, lakes, swamps, ledges, etc.)
- **f.** Vegetative cover of area (weeded, cleared)
- **g.** Any important specimen trees
- **h.** All existing features on and within a minimum of 50' of the site boundaries and 100' back from right of way line (building, fences, streams, marshes, lakes, ponds, roads, walks, utility lines, easements, structures, parking, lodging, service areas and driveways)
- **i.** Names of all abutters to land described in the plat

2. SITE PLAN MAP

- **a.** Sheet size 22 x 34
- **b.** Scale: 1" = 50' preferred minimum
- **c.** Title block in lower right corner giving name and location of development, scale, contour interval, survey by:, design by:, seal of the surveyor, seal of the Engineer or Architect, legend, date map was prepared, name and address of owner.
- **d.** North point
- **e.** Proximity map – shows the site in relation to the surrounding portion of the Town. (Locus)

3. SITE PLAN DETAIL

- **a.** Planned roads showing the following:
  - **1)** Length of radii at curves to centerline
  - **2)** Length of interior radii at curves and junctions
  - **3)** Planned road width (shoulder to shoulder), include typical cross section.
  - **4)** Access drives and openings. Circulation plan of interior of lot showing traffic signals, provisions for both auto and pedestrian circulation.
- **b.** Planned Parking Area, locations with overall dimension, parking method (parallel or angle) capacity, and type of surface, also loading and service areas, driveways and driveway openings.
- **c.** Structures and special facilities:
  - **1)** Location to scale
  - **2)** Proposed finished grade elevation and foundation
  - **3)** Floor elevations
  - **4)** Applicable safety code approval(s)
  - **5)** Meet requirements for handicap when applicable
- **d.** Finished contours – change in grade by dashed contour lines
- **e.** All facilities for disposal of wastes and control of surface waters on the parcel and immediately adjacent thereto, including the location of proposed and existing water lines, wells, sewage lines, sewage systems, (storm) surface drainage system and utility lines, including location of source, tanks, drains, size of pipe, poles and sewage disposal fields, location of percolation tests and test site.
- **f.** All open space and landscape features including planted areas, lawns, existing trees to remain.
- **g.** Location of walks, fences and screening, fire hydrants and fire alarm boxes
- **h.** Location of signs and lighting standards, outdoor lighting systems, glare
- **i.** Provision for snow removal and storage

4. ADDITIONAL MATERIAL OR INFORMATION REQUIRED

- **a.** For on-lot sewage systems New Hampshire Department of Environmental Services (NHDES) approval for construction.
- **b.** Driveway permit for State Highway Department when applicable
- **c.** Sight distance at entrance from 10' off edge of pavement
- **d.** Plans and elevation drawings of the buildings and structures and/or signs and lighting facilities which are contemplated
- **e.** Location of all changes to the existing situation and the anticipated impact will occur as a result of these changes
- **f.** Use of abutting properties with approximate location of structures thereon, including access roads
- **g.** Environmental impact statement if required by the Planning Board