

TOWN OF CANDIA  
PLANNING BOARD  
MAJOR  
SITE PLAN REVIEW  
APPLICATION AND CHECKLIST

I. GENERAL INFORMATION AND FEE SCHEDULE

1. Name, address and phone number of property owner: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Name, Address and phone number of authorized agent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Location of Site: Street \_\_\_\_\_ Total acreage \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

4. Intended Use: Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Multi-family \_\_\_\_\_ Other \_\_\_\_\_

5. Name and street addresses of abutters: Complete attached Schedule A (abutters must also be identified on the plat)

6. Statement of Intent: Attach a brief project description.

7. Statement of Authorization: If the applicant is not the owner of the site, a notarized Statement giving authority to the applicant to make site plan review application must be submitted. This statement must include any conditions or restrictions set forth by the owner and an expiration date, if any.

8. Payment of the following fees:

A. Application Fee	\$150.00
B. Legal Notice Fee	\$100.00
C. Abutters' Notices	\$ 7.67 (per abutter)*
D. Compliance Inspection Fee	\$ at cost
E. Fire Department Review	\$ at cost
F. Mylar recording fee	\$45.00 plus \$26 per sheet

\*Postal rates plus \$1

## II. EXISTING DATA AND INFORMATION

ITEM	Checked
1. Location of site shown	1.
2. Names and street addresses of Owner's of record	2.
3. Names and street addresses of abutters	3.
4. Name & address of firm preparing the plan	4.
5. Scale of plan (1" = 20' minimum)	5.
a. entire site area shown on one sheet with index on sheets	
6. North arrow	6.
7. Plan prepared by a P.E. or R.L.S. with seal. <i>All plans must also be submitted electronically via e-mail or approved storage media in the portable document format (PDF) with a maximum file storage size of 10 M.B.</i>	7.

II. ITEM	CHECKED
8. Date of plan	8.
9. Name and address of person or firm preparing other data if different from preparer of plan	9.
10. Boundary lines of site shown	10.
11. Bearings and distances shown	11.
12. Total lot area shown	12.
13. Plan drawn in ink on transparent mylar	13.
14. Existing grades shown	14.
15. Existing drainage systems and structures shown	15.
16. Existing easements; locations and dimensions:	16.
a. drainage	
b. slope	
c. detention ponds	
d. temporary (cul-de-sac, other)	
e. utility	
f. rights-of-way	
17. Use of all abutting properties shown with all structures thereon and access roads	17.
18. Vicinity sketch (locus map)	18.
a. location of site shown	
b. zoning within 1000' of site shown	
c. 100 year flood plain, if applicable	
d. scale shown	
19. Topographic map of site with:	19.
a. Bench mark established by applicant or USGS	
b. 2' contours with spot elevations	
c. existing contours dashed	
20. Special features, natural and man made, affecting site or giving it character such as:	20.
a. bodies of water	
b. streams or water courses	
c. swamps, marshes or wetlands	
d. wooded areas	
e. large (in excess of 24" DBH) trees or boulders	
f. other significant features	
21. Location of all existing monuments	21.
22. Statement describing purpose of the plan	22.
23. Tax Map and Lot number	23.
24. Existing zoning variances or special exceptions, with applicable references	24.

## III. PROPOSED PLAN AND INFORMATION

1. Plans:
  - a. Area to be disturbed for streets, drainage, structures (100,000+ SF requires WSPCD site specific approval) a.
  - b. Sewer, water, gas and electric lines b.
  - c. Erosion and sedimentation control plan c.
  - d. Finished contour lines d.
  - e. Existing tree lines and proposed plantings e.
  - f. Paved areas f.

- g. Percentage of site finished with impervious cover g.
- h. Location and size of structures h.
- i. Scale 1" = 50', or as approved by the Broad i.
- j. Details as required: j.

  - 1. construction details
  - 2. grading details
  - 3. drainage and erosion control

- k. USGS or assumed datum k.

III.

- 2. Proposed streets, including names
- \* 3. Proposed drives, parking spaces and sidewalks 2.
- 4. Radii of all curves shown 3.
- 5. Widths of streets, drives and sidewalks shown 4.
- 6. Parking required by Zoning Ordinance \_\_\_\_\_ spaces 5.
- Parking provided by proposed site plan \_\_\_\_\_ spaces 6.
- Size of parking spaces: \_\_\_\_\_ X \_\_\_\_\_
- 7. Size and location of all proposed and public utilities 7.
- 8. Proposed landscaping and screening 8.

  - a. location a.
  - b. type b.
  - c. size c.
  - d. planting schedule d.

- 9. Lighting and signage plan 9.
- 10. Drainage 10.

  - a. 25 year storm design a.
  - b. detention, retention provided as necessary b.
  - c. headwalls provided as necessary c.
  - d. pipes adequate for 25 year flood d.
  - e. ponding checked at sags e.

- 11. Circulation plan provided 11.

  - a. pedestrian and vehicular traffic a.
  - b. checked turning radii for fire equipment b.
  - c. checked for access to fire hydrant(s) c.

- 12. Construction drawings and details provided: 12.

  - a. pavement and road profiles a.
  - b. walks and steps b.
  - c. curbing c.
  - d. drainage structures d.
  - e. other details as required e.

- 13. Architectural Renderings 13.
- 14. Solid Waste Disposal Plan 14.

IV. ADDITIONAL INFORMATION AS REQUIRED

- 1. Abutters list provided
- 2. Permits secured and copies provided 1.
- 3. Review by Fire Department 2.
- 4. Review by Police Department 3.
- 5. Review by Building Inspector 4.
- 6. Other (Zoning Board of Adjustment, for example) 5.

V. DESIGN AND CONSTRUCTION REQUIREMENTS

See Section III: Standards and requirements for Site Development

\* All newly proposed driveways and points of access must be approved by either the local Road Agent or by the NH Department of Transportation for curb cut.

VI. ENGINEERING REVIEW

- 1. Consolidation or subdivision required
  - a. plan submitted
  - b. plan per regulation (see major subdivision checklist)
- 2. Zoning Issues
  - a. zoning district shown

- b. zoning district for adjacent properties within 1000' shown
- c. wetlands involvement (see Article X, Candia Zoning Ordinance for definition of wetlands)
- d. wetlands exception obtained from ZBA
- e. site per zoning ordinance:
  - 1. frontage required \_\_\_\_\_  
frontage proposed \_\_\_\_\_
  - 2. area required \_\_\_\_\_  
area proposed \_\_\_\_\_
  - 3. usages permitted \_\_\_\_\_  
usages proposed \_\_\_\_\_
  - 4. proposed usages permitted by special exception \_\_\_\_\_
- f. date project scheduled with ZBA
- g. ZBA stipulation recorded and complied with
- h. buffers provided per regulations
- i. parking adequate per regulations
- j. set-backs:
  - 1. shown per regulations
  - 2. distances correct
  - 3. front yards per regulations
  - 4. rear and side yards per regulations
- k. building height conforming
- 3. Plan elements submitted:
  - a. subdivision or lot line adjustment plan
  - b. site plan
  - c. landscaping, signage and lighting plan
  - d. drainage and utility plan
  - e. drainage profiles
  - f. drainage calculations
  - g. test pit data
  - h. soils map and or wetlands map
    - 1. SCS
    - 2. HISS
    - 3. Legend for soil types
  - i. sedimentation and temporary erosion control plan
- 4. Construction cost estimates and completion schedule

YES      NO      UNKNOWN

\* Also required is an approved local or state driveway permit for all new access ways

**APPLICATION FOR SITE PLAN REVIEW  
CANDIA, NEW HAMPSHIRE**

**ABUTTERS LIST**

Name

Address

1. Applicant \_\_\_\_\_
2. Owner (if different than applicant) \_\_\_\_\_  
\_\_\_\_\_
3. Contact person \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

All the above names and addresses must be shown on the site plan. A fee of \$7.67 per abutter is required at the time of application. **Applicant bears full responsibility that all required notices were given. Board reserves the right to continue the hearing if proper notice was not given.**

I hereby certify that the above list contains the names and mailing address of all property owners as prescribed by the Site Plan Review Regulations for Candia, NH.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Date received \_\_\_\_\_ By \_\_\_\_\_