

CANDIA PLANNING BOARD

MAJOR SITE PLAN - INSTRUCTIONS FOR MAKING APPLICATION FOR MAJOR SITE PLAN AND REVIEW

I.

1. Name and street address of Applicant(s): _____

Phone #: _____ Email: _____

2. Name and street address of property owner(s): _____

Phone #: _____ Email: _____

3. Name and street address of authorized agent: _____

Phone #: _____ Email: _____

4. Location of Site: Address: _____

Tax Map and Lot # _____

Total number of acres in parcel _____

5. Intended use: Commercial _____ Residential _____ Industrial _____

6. Intent: _____

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

8. Statement of Authorization: If the applicant is not the owner of the site, a notarized statement giving authority to the applicant to make a 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.

9. Payment of the following fees:

- | | |
|-----------------------------------|---|
| A. Application Fee of Site Plan | \$200.00 |
| B. Engineer Review Fee | \$ at cost |
| C. Compliance Inspection Fee | \$ at cost |
| D. Legal Notice Fee (Per Hearing) | \$150.00 |
| E. Abutters' Notices | \$11.64 (per abutter) * or current postal rate plus \$2 |
| F. Fire Department Review | \$ at cost |
| G. Fire Department Inspection | \$ at cost |
| H. Gravel Pit Permit | \$ at cost |

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.
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 within 500' of the parcel.	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. Benchmark 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) require DES 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	
4. utility details	

k. USGS or assumed datum	k.
2. Proposed streets, including names	2.
*3. Proposed drives, parking spaces and sidewalks	3.
4. Radii of all curves shown	4.
5. Widths of streets, drives and sidewalks shown	5.
6. Parking required by Zoning Ordinance _____ spaces	6.
Parking provided by proposed site plan _____ spaces	
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 Calculations/Report	0.
a. System sizing	a.
b. detention, retention provided as necessary	b.
c. end treatments for all culverts	c.
d. pipes adequate for the designated design storm	d.
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.
15. Timetable for construction and completion of buildings, improvements and landscaping	15.
16. Snow storage areas	16.
17. Location of any fire suppression system as required by the Fire Department	17.
18. Signature block for signing by seven members of the Planning Board	18.
19. All required State, Federal and Local permits and permit numbers	19.
20. All proposed waivers of Town of Candia regulations	20.
21. A table summary of the area or impervious cover, greenspace, landscaping and building area	21.
22. SWPPP	22.
23. Sight Distance Plan	23.
24. A list of all granted variances, special exceptions and waivers granted.	24.

IV. ADDITIONAL INFORMATION AS REQUIRED

1. Abutters list provided	1.
2. Permits secured or applications submitted and copies provided	2.
3. Review letter by Fire Department	3.
4. Review letter by Police Department	4.
5. Review letter by Building Inspector	5.
6. Other (Zoning Board of Adjustment, for example)	6.
7. Drainage calculations and report	7.

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 locations.

VI. ENGINEERING REVIEW

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

a. zoning district shown	a.		
b. zoning district for adjacent properties within 1000' shown	b.		
c. wetlands involvement (see Article X, Candia Zoning Ordinance for definition of wetlands)	c.		
d. wetlands exception obtained from ZBA	d.		
e. site per zoning ordinance:	e.		
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		<u>YES</u>	<u>NO</u> <u>UNKNOWN</u>
g. ZBA stipulation recorded and complied with	f.		
h. buffers provided per regulations	g.		
i. parking adequate per regulations	h.		
j. setbacks:	i.		
1. shown per regulations	j.		
2. distances correct	1.		
3. front yards per regulations	2.		
4. rear and side yards per regulations	3.		
k. building height conforming	4.		
3. Plan elements submitted:	k.		
a. subdivision or lot line adjustment plan	3.		
b. site plan	a.		
c. landscaping, signage and lighting plan	b.		
d. drainage and utility plan	c.		
e. drainage profiles	d.		
f. drainage calculations	e.		
g. test pit data	f.		
h. soils map and or wetlands map	g.		
1. SCS	h.		
2. HISS	1.		
3. Legend for soil types	2.		
i. sedimentation and temporary erosion control plan	3.		
4. Construction cost estimates and completion schedule	i.		
	4.		

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

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

ABUTTER'S LIST (attach typed address labels -3 across)

*** Include property owner(s), abutters (within 200 feet), agent and surveyor/engineer on the abutters list***

Fees: \$ _____ x _____ = \$ _____

Applicant/Subdivider _____

Property Owner _____

Property Tax Map and Lot No. _____

ABUTTER NAME AND STREET ADDRESS MAP/LOT#

1. _____
2. _____
3. _____
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 \$11.64* per abutter is required at the time of application *(rates subject to change per US Post Office). **Applicant bears full responsibility that all required notices were given. Board reserves the right to continue the hearing if proper notice was not given.**

Applicant's signature

Date