



WILTON, NEW HAMPSHIRE

LAND USE LAWS



SITE PLAN REVIEW APPLICATION APPENDIX XI

(Amended December 16, 2009)



WILTON LAND USE LAWS AND REGULATIONS
APPENDIX XI - SITE PLAN REVIEW APPLICATION

PLANNING BOARD
TOWN OF WILTON, NH
SITE PLAN REVIEW APPLICATION
(Amended December 16, 2009)

PLANNING BOARD USE ONLY

1) Applicant's name: _____

Tel. #: _____

2) Owner of property: _____

Address: _____

Tel. #: _____

3) Tax lot number(s) and street number: _____

4) Zoning district(s) property located in:

- Residential Commercial
- Residential & Agricultural
- Industrial Office Park
- Aquifer Watershed
- Wetlands Flood Plain

Plan File: # _____

Date application

& Fees received: ___/___/___

Date abutters

notified: ___/___/___

Date of newspaper

notice: ___/___/___

Date and agenda number
of scheduled meeting:

___/___/___ **Ag. #** _____

Date application

accepted: ___/___/___

Conditions:

Date written notice of
approval-disapproval

sent: ___/___/___

Date subdivision plans
recorded in Registry

of Deeds: ___/___/___

FEES PAID:

Filing \$ _____

Date: ___/___/___

Recording: ___/___/___

Date: ___/___/___

Desig. Rep.: \$ _____

Date: ___/___/___

Consulting: \$ _____

Date: ___/___/___

WILTON LAND USE LAWS AND REGULATIONS
APPENDIX XI - SITE PLAN REVIEW APPLICATION

- 5) General location of property: _____

- 6) Road frontage of property: _____
- 7) Description of the proposed subdivision, cluster, or other development (e.g., number of lots, acreage, intended use, etc.):

8) Attach a listing of the names and addresses of all abutters as listed in Town records not more than five (5) days prior to filing date of application. List to include all abutters directly across roadways and streams, the owner of the property or representative *as well as all professional engineers, architects, land surveyors, or soil/wetland scientists whose professional seal appears on the subdivision plan*. In addition three sets of mailing labels shall be provided by the applicant. (Per RSA 672:3 and Wilton Zoning Ordinance 4.9.)

9) This application will be reviewed by the Designated Representative of the Wilton Planning Board and where found to conform to the requirements of the Town's Land Use Laws and Regulations will be signed by the representative prior to submission. Thereafter it will be scheduled for presentation at an official public hearing of the Planning Board. The date and agenda number of this meeting will be sent to the Applicant along with abutter notifications.

10) This application must be signed by the owners of all lots involved in the application.

The information contained in this application is complete and true to the best of my knowledge. I approve the submission of this application. If an applicant or Agent/Owner Representative is named below, the person named there has my permission to represent me before the Wilton Planning Board. I authorize the Agent/Owner Representative to submit this application and to speak before the Planning Board on my behalf. (A separate signed letter is also acceptable.)

Signature of Owner _____ Date _____

11) Agent/Owner Representative

Fill out this section if the application is being submitted by a realtor, surveyor, engineer, attorney, etc., on behalf of the actual owner or applicant.

Name _____
Mailing Address _____
Town, State, ZIP _____

WILTON LAND USE LAWS AND REGULATIONS
APPENDIX XI - SITE PLAN REVIEW APPLICATION

12) Required application fees are due and payable at the time the application is filed with Planning Board Clerk: *(See Application Fee Schedule Appendix III to determine applicable rates) (Amended Dec. 2009)*

A) General Application Submission Fees: (as required per application)

1) Legal Notice \$ _____

2) Abutter Notification
_____ # of abutters (see item 8) x \$ _____ /abutter = \$ _____

3) NRPC Escrow \$ _____ (separate check)

Additional Fees to be paid by the applicant during the application process:

- 4) Consultant Escrow (To be determined by the Board)
- 5) Digital Data Submission Fee (To be determined and paid at the time of approval)
- 6) Recording Fee (To be determined and paid at the time of approval)

C) Subdivision Application Related Fees: (check applicable box(s); enter fee)

1) Site Plan Pre-Application consultation with NRPC: \$ _____

2) Home Occupation: \$ _____

3) Amended Plan/Change of Use (No expansion):
\$ _____ + (_____ Square Feet x \$ _____ fee/Square Foot) = \$ _____

4) All Other Site Plans:
a. Non-Residential
\$ _____ + (_____ Square Feet x \$ _____ fee/Square Foot) = \$ _____
b. Residential (Multi-Family, Elderly)
_____ # units x \$ _____ fee/unit = \$ _____

Total Fees: \$ _____

As the owner or duly authorized Agent/Representative for the owner of the property, I do hereby submit this plan for review as required by the Town of Wilton Land Use Regulations. I agree to be fully responsible for payment of all fees, costs and expenses including fees for professional consultant reviews deemed necessary by the Planning Board incurred with respect to this application.

Signature: _____
Owner/Agent/Owner Representative

Date: ____/____/____

Signature: _____
Wilton Planning Board Designated Representative

Date: ____/____/____

Signature: _____
Planning Board Clerk

Date: ____/____/____

WILTON LAND USE LAWS AND REGULATIONS
APPENDIX XI - SITE PLAN REVIEW APPLICATION

PLANNING BOARD
TOWN OF WILTON, NH
SITE PLAN REVIEW CHECKLIST

I. PLAT STANDARDS

- | <u>Y</u> | <u>N</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 6 copies of the preliminary plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Site plan name. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Purpose of the site plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name and address of owner of record. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name and address of the engineer/surveyor. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Date plans first drafted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Tax map and lot number(s), and total acreage of parcel(s) being subdivided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Zoning districts within which the subdivision is located. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Signature of the owner or his/her designated representative. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Seal and signature of a land surveyor licensed in the State of NH. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Seal and signature of a professional engineer licensed in the State of NH (where required for engineering designs). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Seal and signature of a certified soil scientist or the SCS. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Horizontal scale not to exceed 1"=50'. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Vertical scale not to exceed 1"=40'. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Signature block in lower right corner above title. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locus map at a scale of 1"=1000'. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Bar scale for the plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Magnetic and true north. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Revision block. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Notes section for plan information. |

II. ABUTTING PROPERTY INFORMATION

- | <u>Y</u> | <u>N</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Tax map and lot numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Names and addresses of the owners of record as indicated in Town records not more than five (5) days before the date of filing. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of property lines and their approximate dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Names and locations of abutting subdivisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Names, locations and dimensions of existing streets, easements and alleys. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Names, locations and dimensions of abutting parks and open space. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of setbacks. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing buildings within 100 feet of property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing water supply wells or springs and protective well radii within 100 feet of property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing septic system leach fields within 100 feet of property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Road or driveway intersections within 200 feet of property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other _ |

Sheet 1 of 4 - Continued >

WILTON LAND USE LAWS AND REGULATIONS
APPENDIX XI - SITE PLAN REVIEW APPLICATION

III. SITE PLAN INFORMATION

- | <u>Y</u> | <u>N</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations, bearings and distances of property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of permanent boundary markers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Length of frontage on a public ROW. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Area of the site - wet, dry and total. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Existing and proposed topography for entire parcel - 2 foot contour intervals for developed portions of the site; 5 foot contour intervals for undeveloped portions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Location of the 100 year floodplain. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Zoning district boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Soil boundaries and types as certified by a registered engineer, certified soil scientist or SCS. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - High intensity soil survey, if required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of all water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of any proposed dredge and/or fill areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of existing and proposed easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of existing and proposed buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Building setbacks and buffer locations denoted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of soil test pits accompanied by test pit and perc test data. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed water, sewer and drainage systems. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of proposed wells and protective well radii. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of the 4,000 square foot septic reserve areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed utility lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations, names, widths and profiles of existing and proposed street and highways showing grades, radii, culverts and drains, and bridge designs. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Proposed ingress and egress locations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Internal traffic flow patterns. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Parking locations and areas with spaces and travel lanes denoted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Landscape plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of parcels to be dedicated to public use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Temporary and permanent erosion and sedimentation controls. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Location, dimensions, height, number of floors, total area and first floor elevation of existing and proposed buildings and structures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Number of units in each building denoting floor area and proposed use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Location, dimensions and character of all signs. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other _ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other _ |

Sheet 2 of 4 - Continued >

WILTON LAND USE LAWS AND REGULATIONS
APPENDIX XI - SITE PLAN REVIEW APPLICATION

IV. SUPPORTING INFORMATION

- | <u>Y</u> | <u>N</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Letter from water commission certifying availability and intent to provide service. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Letter from sewer commission certifying availability and intent to provide service. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Letter from the Fire Chief certifying adequate water for fire protection and access for emergency vehicles. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Drainage calculations based on a 25 year storm frequency. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Legal documents for all proposed easements, restrictive covenants or other documents affecting legal title of the property. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If the proposed site plan covers only a portion of the entire tract, a statement concerning the intended future use of the remainder. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - NH Water Supply and Pollution Control Division Subdivision Septic Approval Permit number. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - NH Wetlands Board Dredge and Fill Approval Permit number and Army Corps of Engineers Dredge and Fill approval, if required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - NH Water Supply and Pollution Control Division Site Specific Permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - NH Department of Transportation Curb-Cut Approval Permit number and/or a letter of approval from the Wilton Road Agent. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other _____ |

V. ACCESS, PARKING AND INTERNAL TRAFFIC PATTERNS

- | <u>Y</u> | <u>N</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Access points adequate in number, size, location and design. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Adequate all season safe sight distance (minimum four hundred (400) feet on Class I or II roads) in both directions from each proposed access point. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Access points located to avoid possible turning movement conflict with other existing drives. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Street frontage other than access points curbed or otherwise blocked to vehicular entry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and sizes of all existing and proposed parking areas, loading zones, and driveways adequate for the proposed uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Total number of parking stalls shown satisfies the site plan requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Internal traffic pattern safe and adequate for the type of use proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Emergency vehicles have easy, unimpeded access to all buildings with adequate turnaround space. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Adequate provisions made for service vehicles. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Adequate areas for snow piling without impeding traffic circulation or affecting safety. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other _____ |

Sheet 3 of 4 - Continued >

WILTON LAND USE LAWS AND REGULATIONS
APPENDIX XI - SITE PLAN REVIEW APPLICATION

VI. LANDSCAPING, BUFFERS AND SIGNS

<u>Y</u>	<u>N</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type and location of existing and proposed vegetation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peripheral parking lot landscaping provided in accordance with these regulations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lot interior landscaping equal to at least 5% of the total parking area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate buffers provided between adjacent incompatible land uses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garbage collection and storage points and other service areas screened by landscaping or fencing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations, dimensions and character of proposed signs indicated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs placed so as not to obstruct vehicular visibility.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs in accordance with the zoning regulations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External lighting, if any, of buildings or parking and/or property indicated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Sheet 4 of 4 - End