

**Town of Webster, NH
Checklist
Application for Site Plan Review**

This Checklist is part of the Webster Site Plan Application, adopted October 2019. In the event of a conflict between this checklist and items listed in the Subdivision Regulations and the Site Plan Review, the more inclusive requirement shall apply.

Applicant(s) Name: _____

Property Owner if different) _____

Tax Map & Lot No. _____ Address Project: _____

PLAT AND APPLICATION SUBMISSION REQUIREMENTS (Section 7.1 Sub Div Regs)

<u>Submittal Items</u>	Yes	No	N/A	Waiver	Comments
1. Completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Fees paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Letter of authorization (if other than owner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Waiver request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

All Site Plans Reviews are required to show (Section IV Site Plan Review Regs)

5. Map to scale: hand-drawn map for minor site plan reviews and licensed survey required for major site plan reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Name and address of owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Name and addresses of abutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Location of site, showing boundaries, abutting roads, ingress and egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Location of buildings, parking, loading area and driveway (existing & proposed),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Location of significant features of the site, including water bodies, rivers, ponds and delineated wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Location of signs and exterior lighting (current and proposed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<u>Submittal Items</u>	Yes	No	N/A	Waiver	Comments
12. Location and type of landscaping and screening (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Location of storage for any flammable or hazardous type of liquid gases, solid materials or other hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

For a Major Site Plan Review, at least one of the following must be checked as a “yes”:

14. Requires additional non-residential building be constructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Requires substantial changes or increase to parking and/or paved area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Requires changes to exterior dimensions and footprint of existing building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

For Major Site Plan Reviews Only (unless Board requested for Minor), the surveyed map and application also shows (Section 7.1D and 7.3B Sub Div Regs):

17. A tabulation by proposed lot number showing size in acres, street frontage lengths in feet, setbacks and any other pertinent zoning requirements;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Delineation of existing and proposed streets with profiles, grades, and plots of cross sections at 50’ intervals; if abutting a state highway, a copy of the driveway NHDOT driveway permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Erosion and sediment control proposals and installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Plans for proposed utility installations, including electric, telephone, gas and solar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Copies of agreements between applicant and town regarding public improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. A description of how the project is to be phased, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Impact on town services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24 Date and signature block for approval by the Webster Planning Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25. Name and seal of engineer and of land surveyor licensed by the State of NH .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

The undersigned acknowledge that they have reviewed and understand the Webster Site Plan Review and relevant portions of the Subdivision Regulations in their entirety prior to making application:

Applicant

Date

Applicant's Representative

Date

Failure to sign this application form is likely to result in the application being deemed incomplete by the Planning Board.

OFFICE USE ONLY

Time Received _____

Date Received _____

Signature _____

2/20/2020