

# Appendix III- Site Plan Review Checklist

## Town of Raymond, NH

PROJECT NAME: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

MAP#: \_\_\_\_\_ LOT #: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_ APPLICATION #: \_\_\_\_\_

*A copy of all plans and technical reports must be sent to the Planning and Development Department. Proof of submittal must be provided to the Planning and Development Department at the time of application. If proof of transmittal is not provided, the application may be delayed until the following month's Planning Board meeting.*

SUBMITTED			WAIVER REQUESTED	
YES	NO		YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	1. Name of project; names and addresses and letters of authorization of all owners of record; Tax Map and Lot Number.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Name, license number and seal of surveyor, architect, landscape architect, or other design professional; north arrow, scale, and date of plan; signature block of 4 inches (long) by 2 inches (wide).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. The zoning district the project is located, vicinity map and zoning district(s) of all parcels within the application.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. Abutters and uses of abutting land within 200 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Shape, size, height, location, and use of existing and proposed structures located on the site and within 200 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. Boundary lines, dimensions, and bearings; lot(s) area in acres and square feet and a calculation of the total disturbed area in square feet.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Location, name, and widths of any existing and proposed roads on the property and within 200 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Location of all existing and proposed sidewalks and driveways, with indication of the direction of travel for both pedestrian and vehicular traffic.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. All proposed access points to the site, sight distance at access point(s), curb cuts (existing or proposed), and any proposed changes to existing streets; copy of driveway permit.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. Location and number of parking spaces (including ADA accessible spaces) and loading spaces.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. Location, type, and nature of all existing and proposed landscaping and screening, including size. Include an Invasive Species checklist and plan designation of NH Native Species.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12. Location, type, and nature of all existing and proposed exterior lighting and show the illumination rate in footcandles.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13. All natural features within the site (streams, ponds, vernal pools, wetlands, etc.) (If there is Zone G land the conservation committee must be notified)	<input type="checkbox"/>	<input type="checkbox"/>

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|--------------------------|--------------------------|--|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Waste/dumpster locations and elevations of their enclosures and snow storage areas.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Existing and proposed grades and contour lines, including Base Flood Elevation (BFE) where appropriate.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Size and location of all existing and proposed water mains, sewers, culverts, and distances to the existing fire hydrants, cisterns and/or fire ponds.                   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Copy of certification from licensed septic designer as to sufficiency of the OSTDS.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Location and type of proposed wastewater disposal system; outline of 4,000 sq. ft. area; test pits; record of percolation tests.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Existing and proposed stormwater drainage system.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Location of existing and proposed on-site wells (showing required radii on the property).  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Soil survey data (see: requirements for soils and wetlands data).  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Location and dimensions of any existing or proposed easements, deed restrictions, covenants, or other encumbrances upon the lot(s).                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Information about any hazardous issues or conditions within the subject property or adjacent properties known to the application prior to the application. (ie. Phase 1) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Copy of the NHDES OSTDS application, if applicable.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. NHDES Alteration of Wetlands Application or Permit, if applicable  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. NHDES Alteration of Terrain Application or Permit, if applicable   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. NHDOT Driveway Application or Permit, if applicable.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. All state applications related to underground storage tanks (USTs).  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Army Corps of Engineers (ACOE) Application or Permit, if applicable.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Written narrative summarizing the project, separate from the site plan pages themselves.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Copy of all submitted materials submitted on a thumb drive or sent to the Town of Raymond via Dropbox link or other filesharing method.                                  | <input type="checkbox"/> | <input type="checkbox"/> |
|                          |                          | <b>OTHER:</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Any other federal, state, or local permits.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Building elevations (in color and of all four sides) and depiction of overall design.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Proposed sign location, size, height, and design  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Such additional studies as may have been required by the Planning Board during Conceptual or Design Review or through the Technical Review Committee.                     | <input type="checkbox"/> | <input type="checkbox"/> |

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|--------------------------|--------------------------|--|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Twelve (12) full-size copies (24 x 36) of all plans and six (6) copies of all plans in 11 X 17 format, and digital copy of plans. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Eight (8) copies of all studies.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>FEES:</b>             |                          |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Application Fees  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Abutter Notice Fees (include three (3) labels per abutter) (\$10.00 per abutter)  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Engineering and Legal Escrow  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Site Review-Administrative Fee  | <input type="checkbox"/> | <input type="checkbox"/> |

Name of the person completing the Checklist: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Prepared: \_\_\_\_\_