

FOR PLANNING BOARD USE ONLY
Town of Sanbornton
APPLICATION FOR SITE PLAN REVIEW
Receiving Checklist

Applicant's Name: _____

Address: _____

Phone #: _____

E-Mail: _____

Items Received:

	Town Planner	Planning Board
A. Completed Application Form		
B. Three Copies of Site Plan		
C. Two Tax Map Sketches		
D. Addressed Envelopes, Stamps Affixed, Certified Mail Forms and Return Receipt Forms		
E. Site Plan Review Application Fee <i>(Payable to Town of Sanbornton)</i> Amount: \$ _____ Check #: _____		
F. Belknap County Registry of Deeds/Site Plan Recording Fee <i>(Payable to Belknap County Registry of Deeds)</i> Plan Size: <input type="checkbox"/> 22"x34" Amount: \$51.00 Check # _____ <input type="checkbox"/> 24"x36" Amount: \$53.50 Check # _____		
G. Administrative Charge <i>(Payable to Town of Sanbornton)</i> Amount: \$50.00 Check#: _____		

Received By: _____ **Date:** _____

Additional Information:

**TOWN OF SANBORNTON
APPLICATION FOR SITE PLAN REVIEW**

FOR PLANNING BOARD USE ONLY

_____ Date Completed Application Filed
_____ Date Application Fees Paid; Amount \$ _____
_____ Date Registry of Deeds Fees Paid; Amount \$ _____
_____ Date of Public Hearing
_____ Date of Final Plat () Approval () Disapproval
_____ Date of Registry Recording

1. Name of Legal Owner(s) of Record _____

Address _____

E-Mail _____ **Phone Number** _____

2. Name of Authorized Agent _____

Address _____

Phone Number _____

[Section 16 must be completed if an agent is authorized by the property owner(s).]

3. Zoning District _____ **Zoning Overlay District** _____

4. Location of Property (Road Name) _____

5. Tax Map and Lot Number _____

6. Total Acreage _____ **Portion Being Developed** _____

7. Application Fee

MULTI-FAMILY RESIDENTIAL: \$200 + \$50 per dwelling unit

COMMERCIAL PROJECT: \$200 + \$100 per acre of disturbance

AMENDMENT (\$50)

8. Description of proposal _____

9. Water Supply and Pollution Control Division Approval Certificate:

Number _____ Date _____

10. List any impact studies or statements submitted:

11. USEPA / NH DES Storm Water Permit # _____

12. NHDOT / SDPW Driveway permit # _____

13. **Abutters of Record** (*Enclose a business size envelope addresses to each abutter. Each envelope shall have postage for certified mail. Please do not use meter-dated postage. Please fill out certified slips.*)

Name _____ Tax Map # _____

Address _____

Name _____ Tax Map # _____

Address _____

Name _____ Tax Map # _____

Address _____

Name _____ Tax Map # _____

Address _____

Name _____ Tax Map # _____

Address _____

NOTE: If there are any additional abutters, check here _____ and list names and addresses on reverse side of this form.

14. The name and business address of every architect, landscape architect, engineer, land surveyor, or soil scientist whose professional seal appears on the plat. (*Enclose a business size envelope addressed to each above listed professional. Each envelope shall have postage for certified mail. Please do not use meter-dated postage. Please fill out certified slips.*)

Name _____

Address _____

_____ Phone Number _____

Name _____

Address _____

_____ Phone Number _____

NOTE: If there are any additional professionals, check here _____ and list names and addresses on reverse side of this form.

15. Authorization of Owner

I hereby submit to the Sanbornton Planning Board a completed application as required by the Town of Sanbornton Site Plan Review Regulations and respectfully request approval of said application.

I certify that this application and the accompanying plans and supporting information have been prepared in conformance with all applicable Town regulations, including but not limited to the Town of Sanbornton Site Plan Review Regulations and the Town of Sanbornton Zoning Ordinance.

I hereby authorize the Sanbornton Planning Board to make on-site inspections of the proposed site plan to determine its acceptability.

I hereby authorize the Sanbornton Planning Board to record all accepted site plan plats with the Belknap County Registry of Deeds and any other authority, as appropriate.

Owner(s) Signature _____ Date _____
_____ Date _____

16. Authorization of Agent

I hereby authorize the named agent to act on my behalf in all matters pertaining to the above application for site plan approval to the Sanbornton Planning Board.

I hereby acknowledge responsibility for all agreements negotiated by the named agent pertaining to the above application for site plan approval.

Name of Authorized Agent _____
Address _____
_____ Phone Number _____

Owner(s) Signature _____ Date _____
_____ Date _____

STATE OF NEW HAMPSHIRE
COUNTY OF _____

_____ personally appeared before me on this
_____ day of _____, 19____, and acknowledged that he/she executed the foregoing
instrument for the purposes stated therein.

Notary Public or Justice of the Peace
My commission expires _____

CHECKLIST FOR SITE PLAN APPLICATION

This checklist is to be completed as a guide for complying with the Town of Sanbornton Site Plan Review Regulations. Please complete this checklist by marking each item in the column labeled "Applicant" with one of the following: "X" (information provided); "NA" (not applicable); or "W" (waiver requested). All waiver requests must be submitted in writing and will be acted on by the Planning Board at a Public Hearing.

Site Plan Applicant's Name: _____

Property Location: _____ Tax Map / Lot: _____

Applicant	Planning Board	Plan Requirements
		1. Standard size sheets (as per sizes accepted by Belknap County Registry of Deeds): 24" x 36" maximum. If more than one sheet number and relationship to each other.
		2. Tax map and lot number(s) and names and addresses of owner(s).
		3. Names and addresses of applicant.
		4. Name, address, license #, and seal of engineer, architect, landscape architect, land surveyor, or soil scientist.
		5. Names and addresses of abutters, tax map and lot number(s).
		6. Date of preparation.
		7. Proposed project name or identifying title.
		8. North arrow.
		9. Scale: 50' (preferably) but not more than 1" = 100'.
		10. Location key sketch, Scale: 1" = 2000' (preferably).
		11. Zoning District(s) and Zoning Overlay District(s).
		12. Planning Board signature and stamp block.
		13. Surveyed property lines showing their deflection angles, distances, radius, lengths of arcs, control angles, along property lines and monument locations.
		14. Existing natural features including water courses and water bodies, trees and other vegetation, topographical features and other features which should be considered in the site design process.
		15. Existing and proposed contours and finished grade elevation – all contours shall be a minimum of 2 foot intervals.
		16. Existing and proposed buildings with their type, size, location (setbacks), land elevation of first floor indicated (assume permanent on-site elevation).
		17. Easements and rights-of-way.
		18. An elevation view or photograph of all buildings indicating their height, bulk, and surface treatment.
		19. Location of off-street parking and loading spaces with a layout of parking indicated.
		20. The location, width, curbing, and type of access ways and egress ways (driveways), plus streets within and around the site.
		21. The type and location of solid waste disposal facilities.
		22. The location, size and design of proposed signs and other advertising or instructional devices.
		23. The location and type of lighting for all outdoor facilities, including direction and area of illumination.
		24. The size and location of water supply and sewage facilities and provisions for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200'.
		25. The location, elevation, and layout of catch basins and other surface drainage features.
		26. The size and location of all public service connections – gas, power, telephone, fire alarm, overhead or underground.
		27. The type, extent and location of existing and proposed landscaping and open areas indicating what existing landscaping and open areas will be retained.

APPENDIX A: FEE SCHEDULE

Note: This fee schedule may be adopted and amended by the Board of Selectmen at any time following a public hearing.

SITE PLAN REVIEW FEE SCHEDULE

Multi-Family Residential Projects:

Site Plan Review Application Fee of \$200 plus \$50 per dwelling unit.

Commercial, Industrial and Institutional Projects:

Site Plan Review Application Fee of \$200 plus \$100 per acre of disturbance.

Amendment:

Amendment of a previously approved Site Plan shall be \$50.

Additional Fees:

Additional fees may also be charged for any costs incurred by the Planning Board as a result of review of the application (such as legal fees, engineering reviews, traffic studies etc.)

Note: Any additional fees are due as part of the completed application. Any other costs must be paid in full before final approval is granted by the Planning Board.

RECORDING FEES

Belknap County Registry of Deeds: A recording fee, payable to the Registry of Deeds, shall be paid in the amount currently being charged by the Belknap County Registry of Deeds for recording plans based on sheet size and the number of pages recorded. This fee must be paid in full at time of final Planning Board approval.

Town of Sanbornton: A one-time administrative fee, payable to the Town of Sanbornton, shall be paid in the amount of \$50 to cover transportation and labor costs incurred by the Sanbornton Planning Office. This fee must be paid in full at time of final Planning Board approval.

DOCUMENTS

Text documents will be billed at the rate currently being charged by the Belknap County Registry of Deeds for recording of documents.