

**Planning Board  
Site Plan Application**

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Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Project Name: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_  
Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_ Disturbed Area (sq. ft.): \_\_\_\_\_

**AUTHORIZATION FOR REPRESENTATION:**

I hereby authorize \_\_\_\_\_ to act as my representative in connection with this application to the Town of Greenville for the subject property. I understand as the property owner, I will be held responsible for all conditions provided in the Notice of Decision issued by the Greenville Planning Board. I also understand that the Notice of Decision and associated conditions run with the land in perpetuity. I authorize the Planning Board Members and their staff to access my property for the purpose of this review.

Owner(s) Print \_\_\_\_\_

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

**DECLARATION:**

I hereby certify to the best of my knowledge this application and information submitted as part of this application is correct and accurately represented. I further certify the Greenville Site Plan Regulations have been reviewed for compliance.

Print \_\_\_\_\_ Title \_\_\_\_\_

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

(Person Preparing Application)

**Compliance Hearing**

I hereby certify within 30 days of completion I, or my authorized representative, will attend a compliance hearing and submit an "As built" plan to the Planning Board.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

**SITE PLAN APPLICATION  
CHECKLIST**

This checklist is intended to aid both the Applicant and the Planning Board. This checklist details those items which will be reviewed by the Planning Board. It is provided for the information of the Applicant to assure that information necessary for the Planning Board's review is provided in the site plan or accompanying documents. It is not a complete reiteration of all elements and requirements in the Site Plan Regulations for the Town of Greenville. A copy of the Site Plan Review Regulations may be obtained from the Selectmen's Office.

The following checklist items are required for an application to be accepted as complete by the Board. All blocks are to be completed by the applicant at the time of submission. Provide all items below or insert a "W" if requesting a waiver. Include rationale for each waiver item. For items that are not required, N/A will be used to ensure each section was not overlooked. The Greenville Planning Board reserves the right to request additional information necessary for making an informed decision.

**Section A: Applicant and Board Use**

	<b>Applicant Complete</b>	<b>Board Concur</b>	
1			Completed application form with owner's signature.
2			A separate from plan notes, detailed written Project Description to include phasing, shape, size, height, location, and use of existing and proposed structures located on the site and within two hundred (200) feet of the site, specific information of proposed use, days & hours of operation, and number of employees.
3			Abutters list, to include all holders of conservation, preservation, or agricultural preservation easements.
4			Fees: application and abutter notification (see Planning Board Fee Schedule).
5			Soil profile & percolation rate, date of field inspection and seal with signature of certified septic designer. * (if not on town sewer and water)
6			Are preliminary building elevation views and floor plans available?
7			Engineering plan for new roads and utility main extensions.
8			Copy of easements and deed restrictions, existing and proposed included in the application.
9			Advertising location proposal (size, lighting, pole, monument, etc.)

**Section B: Site Plan (Plat), 6 copies to include the following items:**

	<b>Applicant Complete</b>	<b>Board Concur</b>	
1			Lot lines and setbacks. Lot area(s).
2			Lot Coverage proposed and maximum allowed by district.
3			Area of disturbance (grading, paving, building, and landscaping) identified & in SF.
4			Pedestrian and vehicle traffic. (Location, number of spaces, handicap spaces, sidewalks, signage, flow of traffic, access points, fire lanes, loading spaces).
5			Proposed exterior lighting locations, to include type (pole, building, ground, etc.).
6			Topography 2' intervals. Map scale and north arrow.
7			Tax map and lot number.
8			Zoning district.
9			Plan and revision dates.

10			Owner of record.
11			Abutter names with tax map & lot number.
12			Surveyor name, seal and signature.
13			Easement type and locations, existing and proposed.
14			Roads, driveways, structures, existing and proposed.
15			Underground and overhead utilities with pole locations and numbers.
16			Snow storage. (Must not impede traffic circulation or safety).
17			Fuel storage location. (Propane, oil, gas).
18			Sign location. (Advertising, vehicular).
19			Municipal water and sewer or well and septic locations, existing and proposed.
20			Drainage elements, existing and proposed.
21			Stormwater Management Plan.
			a. Narrative of design intent.
			b. Stormwater Plan.
			c. Stormwater Calculations.
			d. Drainage course and pattern, existing and proposed on a ten (10) year storm.
			e. Test pit locations and logs.
			f. Operations and Maintenance Guide
22			Wetlands: *
			a. Wetland scientist name, certification number, stamp, and signature.
			b. Date field work was performed.
			c. Mapping standards applied to delineation.
			d. Applicable permit history.
			e. Identification of water resource, buffer and setbacks (see Zoning Ordinance).
23			Buildings, structures, cemeteries, and rock walls.
24			Location of waste receptacles with type of enclosure. Must indicate type of waste (hazardous, trash, building materials, etc.) if applicable.
25			The lot frontage must be shown and satisfy the zoning minimum lot frontage requirement.
26			The total area of the parcel, lot coverage by buildings & paved areas, and area of open space, must be shown and satisfy the zoning minimum lot size and maximum coverage requirements.
27			If this is an old survey, plans referenced, including book & page number at the Registry of Deeds, used in the compilation of bearings and distances must be shown on plat.
28			Planning Board signature block.

\*May not apply to every site plan.

**Section C (Board use only):**

Original application received: \_\_\_\_\_

Amendment(s) received: \_\_\_\_\_

	Yes	No	
1			Is the proposed use permitted in the zoning district?
1(a)			<p>If not, has a zoning variance been granted?</p> <p>If granted, date granted: _____</p> <p>Conditions of the grant: _____</p>
2			Any emergency services / commission concerns?
			Police
			Fire
			Emergency Management
			Conservation Commission
			Sewer & Water Commission
			Building Inspector
3			<p>Is there a potential regional impact?</p> <p>Reason for impact: _____</p> <p>If yes: date received from SWRPC _____</p>
4			<p>Is a third-party review needed?</p> <p>By whom: _____ Date received: _____</p>
5			Are conditions to approval recommended and adopted? List below
			Precedent -
			Subsequent -

## NOTIFICATION LIST

Applicant: \_\_\_\_\_ Tax Map: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Date list obtained: \_\_\_\_\_

In accordance with RSA 676:4 1(d), the **Planning Board** shall notify the abutters, the applicant, subject property owner, holders of conservation restrictions, and the engineer, architect, land surveyor, wetland scientist or soil scientist whose professional seal appears on any plat submitted. An **abutter** is any person whose property or conservation easement adjoins or is directly across the street or stream from the land under consideration by the Planning Board. ***Use additional paper, if necessary, only after completing this section.***

1	Name	Address	Tax Map	Lot #
2	Name	Address	Tax Map	Lot #
3	Name	Address	Tax Map	Lot #
4	Name	Address	Tax Map	Lot #
5	Name	Address	Tax Map	Lot #
6	Name	Address	Tax Map	Lot #
7	Name	Address	Tax Map	Lot #
8	Name	Address	Tax Map	Lot #
9	Name	Address	Tax Map	Lot #

The Planning Board is not responsible for obtaining the above information. This information can be obtained from the Tax Maps and Book in the Town Clerk's Office. See the Greenville web site for current hours of operation.

## Planning Board

### Site Plan Fee Schedule

#### **Notification Fees**

1. Abutters Fee: \$8:00 per abutter per notification.  
(Number of abutters \_\_\_\_\_ x \$8:00 = \$\_\_\_\_\_)
2. Newspaper Fee: \$100.00 per hearing per notification

#### **Administrative Fees**

1. New or Existing site plans: \$100.00 per site plan.  
  
Existing site plan shall not have any changes to structures, roads, or parking lots.
2. All above fees must be paid in full prior to acceptance of the application by the Board.

#### **Review and/or Consultation Fees, Impact, and/or Study Fees**

1. All such fees shall be paid by the applicant during approval and building process.

#### **Recording Fees**

All recording fees shall be paid in full by the applicant.