

Town of Greenville, New Hampshire

Planning Board

Site Plan Review Checklist

This checklist is intended to aid both the Applicant and the Planning Board. This checklist details those items that 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.

I GENERAL

- Application completed and signed including payment of fees.
- Names and addresses of all abutters and all holders of conservation, preservation, or agricultural preservation easements.
- Six (6) copies of the site plan with scale not more than fifty (50) feet/inch in paper and electronic (PDF) format
- Title block on plat must include;
 - Name of development or project
 - Names and addresses of owners of record
 - Tax map and lot number
 - North arrow, date of plat, scale
 - Name, address and seal of person preparing plat
 - Signature block
- Key map sketch showing the site location in the town at a scale equivalent to the town tax maps (1"=400')
- Description, details and specific information of proposed use, days & hours of operation, and number of employees
- Soil types and soil boundaries shown and certified by either a registered engineer or the NRCS?
- "As built" plans will be submitted at compliance hearing

II ZONING

- Is the proposed use permitted in the zoning district? If not has a zoning variance been granted?

___ 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.

___ The lot frontage must be shown and satisfy the zoning minimum lot frontage requirement.

III PROPERTY BOUNDARIES

___ Boundary lines, approximate dimensions and bearings shown; lot area in acres
Physical features and use of abutting land within 200 feet of the site. If this is a new survey, name of the surveyor and date of the survey must be shown on plat.

___ 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.

IV BUILDINGS

___ Shape, size, height, location and use of existing and proposed structures located on the site and within two-hundred (200) feet of the site.

___ Location and name of any existing roads within 200 feet of the site.
Fire safety, prevention & control provisions (i.e. fire ponds) shown and described.

___ Plans for construction phase erosion control must be included

___ Are preliminary building elevation views and floor plans available?

V ACCESS POINTS

___ Location of any existing or proposed easements, deed restrictions, covenants. Adequate number, size, location, and design of access points.

___ Adequate all season safe sight distance in both directions from each proposed access point. The minimum on Class 1 and 2 roads is four hundred (400) feet.

___ If required, State Highway Department approval must be granted for new access points on state highways.

___ All street frontage, other than access points, must be curbed or otherwise blocked to vehicular entry.

___ All roads (public and private) labeled

VI PARKING

___ Location of existing and proposed sidewalks and driveways, with indication of travel for both pedestrian and vehicular traffic.

___ Access to the site, sight distance at access point(s), curb cuts and any proposed changes to existing streets; copy of driveway permit.

___ Location and number of parking spaces; loading spaces and fire lanes

VII INTERNAL TRAFFIC PATTERNS

___ The internal traffic pattern must be safe and adequate for the proposed use. Emergency vehicles must have easy, unimpeded, access to all buildings with adequate turn around space.

___ Areas provided for snow piling without impeding traffic circulation or safety.

VIII UTILITIES AND DRAINAGE

___ Size and location of all existing and proposed water mains, sewers, culverts, and distances to existing fire hydrants and/or fire protection water supply.

___ If public sewer is not available and will not be extended you must have the approval from the following agencies for your septic system plans;

- New Hampshire Dept. of Environmental Services
- Board of Health

___ Existing and proposed methods of handling storm water run-off must be shown with the direction of flow indicated by arrows.

___ Provide engineering calculations to determine drainage requirements based on a ten (10) year storm.

___ Show locations of all utility poles, existing and proposed.

IX LANDSCAPING, SIGNS, LIGHTING

___ Location, types, and size of all existing and proposed landscaping and screening.

___ Location, type and nature of all existing and proposed exterior lighting and signage with hours of external lighting operation.

___ Surface water, rock ledges, stone walls, existing and proposed foliage lines; open space to be preserved; other natural features.

X ENVIRONMENT

___ Existing and proposed grades and contours shown at two (2) foot intervals or five (5) foot intervals for areas with a slope in excess of 5%.

___ All watercourses, wetlands, drainage, and one hundred (100) year flood line, if applicable, must be shown.

___ Indicate all changes to existing grade, drainage and culverts.

___ Provisions made to minimize any fumes, smoke, noise, light pollution or odors that are created which could affect neighboring uses.

___ Property lines should be buffered by landscaping or other means to reduce intrusion on any neighboring uses.

___ Location and marking of erosion control features

Town of Greenville, New Hampshire

Planning Board

Site Plan Review Application

APPLICANT INFORMATION

Name or Description of Project: _____

Name of Applicant: _____

Address: _____

Telephone: (H) _____ (C) _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Telephone: (H) _____ (C) _____

PROPERTY INFORMATION

Tax Map #: _____ Lot #: _____ Zoning District: _____ Size of Parcel: _____

SURVEYOR INFORMATION

Company Name: _____

Surveyor Name: _____

License #: _____

Address: _____

Telephone: _____ E-mail: _____

DESIGN ENGINEER'S INFORMATION

Company Name: _____

Engineer's Name: _____

License #: _____

Address: _____

Telephone: _____ E-mail: _____

SIGNATURES

I/We as owner(s) or as duly authorized agent(s) for the owner(s) of the property described in the attached site plan do hereby submit this plan for review as required by the regulations of the Planning Board of the Town of Greenville. I/We attest that to the best of my/our knowledge all of the information on this application and in the accompanying materials and documentation is true and accurate. I/We acknowledge that stamped/ certified "as-built" plans will be required upon completion of the proposed project and a compliance hearing may be required by the Planning Board.

I/We also acknowledge the responsibility to notify the Planning Board of any changes in lot status or ownership rests solely on the applicant(s).

Signature of Property Owner Date

Signature of Property Owner Date

Signature of Applicant (Need letter of authorization from owner) Date

I/We hereby authorize members of the Greenville Planning Board, Building Official, and any other pertinent Town Department to enter the property for the purpose of evaluating this application, including performing inspections during the application process.

Signature of Property Owner Date

Signature of Property Owner Date

Town of Greenville, New Hampshire

Planning Board

Site Plan Review Fee Schedule

Notification

1. Abutters Fee: \$7.00 per abutter per notification

Number of abutters _____ x Number of notifications _____ x \$7.00 = \$ _____

2. Newspaper Fee: \$100.00 per hearing notification

Administrative

New or Revised/ Amended Site Plans: \$100

A copy of existing & proposed site plan is required for revisions/ amendments

All above fees must be paid in full prior to acceptance of the application by the Board

Recording

\$150 Fee for recording with the Registry of Deeds. To be paid after final approval of Site Plan with Mylar to be recorded.

Review, Consultation, Impact, and Study Fees shall be paid by applicant during approval and building process. Stamped/ Certified "as-built" plans are required upon completion.