

TOWN OF MOULTONBOROUGH ODS SITE PLAN REVIEW CHECKLIST

This site plan review checklist, as required by Site Plan Review regulations, should be completed by the applicant, after initial review by the Planner for what is required (during pre-application conference). It is intended to assist the applicant in the planning process of preparing a site plan review application for Planning Board action. The type of project proposed will determine the types of information required to review a site plan, therefore, a **pre-application conference** with the Town Planner to determine the list of items that must be completed is strongly encouraged.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all Site Review requirements. Please refer to the [Site Review Regulations](#) for full details.

APPLICANT: _____ File Number: _____

PROJECT TITLE: _____

PROPERTY LOCATION: _____ Tax Map: _____ Lot: _____

DATE OF TECHNICAL REVIEW COMMITTEE MEETING: _____

Planner Use

	Required?	Provided?
1. Completed Application form (5 copies)		
2. Payment of application and review fees (see application)		
3. List of abutters and set of mailing labels or addressed envelopes		
4. Eleven copies of site plan w/scale of not less than 1"=50'. (Some Half size copies are ok.) Plans shall contain the following items as appropriate:		
Sheet size D (36" x 24") with 1" borders and 2" left side border		
Location map w/3000' radius		
Proposed project name or title and Map and Lot (title block)		
Date, north arrow, legend and scale (1"=20' preferred)		
Existing surveyed property lines with dimensions and bearings		
Names of all abutting property owners		
Name and address of owners and/or applicants;		
Signature and stamp of NH licensed land surveyor and engineer		
Existing and proposed building and structure locations		
Depict all zoning and special district boundaries (steep slopes, wetland, groundwater protection, flood hazard, etc.)		
Specify proposed finished floor elevations of buildings		
Existing contours (as dashed) at five foot intervals (or less) and proposed grade contours (as solid) at two foot intervals		
Location and materials of all water mains and wells w/capacity needed		
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load		
Location and size of existing and proposed electric, telephone, gas, cable and other underground utilities		
Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots		
Location of parking layout delineating spaces and arrangement; note addressing minimum required spaces		
Location and width of existing and proposed access/egress ways		

	Required?	Provided?
Location of proposed fire lanes		
Depict all existing and proposed easements		
Depict pedestrian walkways and handicapped access		
Location of solid waste disposal facilities (dumpster, pad and screening, etc.)		
Depict all service, storage, loading bays and utility areas		
Landscape plan depicting existing and proposed landscaping, prepared by a licensed Professional Landscape Architect		
Depict Flood Hazard Zones (or note on plan if not in zone)		
Existing natural features, including any important specimen trees		
Depict the surface areas of water bodies and wetlands		
Depict the locations of wetlands and buffers		
A colored architectural rendering showing all sides of buildings		
Neighborhood plan showing how project relates to abutting uses		
A colored rendering of the streetscape that will be created along the existing public right-of-way		
Storm Water Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis		
Storm Water Management System Operation & Maintenance Plan		
Erosion and Sedimentation Control Plan		
ROW & pavement lines of existing abutting streets		
NHWSPPC Approval for Construction (septic only)		
NHDOT Driveway Permit or amended permit (if applicable)		
Town Driveway Permit or amended permit (if applicable)		
Note sight distance		
Size and location of proposed/existing signs		
5. Additional Information if appropriate		
Traffic Impact Assessment and Analysis (Standard or Advanced)		
Fiscal Impact Analysis (For more than 10 residential units)		
Waste water quantity & composition figures		
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs		
Depict 20 percent slope as required		
Ground and/or aerial photos of site and immediate area		
Location of proposed drive-in facilities		
Depict existing contours up to 100 ft. beyond project limits		
Dates and permit numbers of all required state and federal permits		
Proposed restrictive covenants or homeowners association documents		
Waiver requests to the Site Review Regulations, with written justification		
Conditional Use Permit applications (as required)		
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required		
Reference to existing USGS bench mark or other suitable datum		
Total surface area of maintained, cleared, graveled or paved areas		
Designs for proposed signage		
Detailed narrative describing operation & any phasing of project		
Deeds of easements, rights of way		

Condominium documents and plans that are to be submitted to Atty. Gen.		
Design Guideline compliance narrative		

REVIEWED BY: _____ DATE_____

REMARKS: