

Town of Moultonborough Office of Development Services

(Revision Date: October 16, 2025)

APPLICANT: _____

FILE NUMBER: _____

PROJECT: _____

Map _____ Lot _____

List of Common Site Plan Notes

The following list of commonly required notes is intended to be used as a guide to applicants and should not be construed as a comprehensive note requirement list for all projects. A pre-application conference with the Town Planner is strongly suggested to help determine the actual notes that may be required.

1. The intent of this site plan is _____.

2. Current Owner's Name and Address:

Authorized Signature

3. The project parcel(s) is (are) shown as Lot No. _____, Map _____ of the Town of Moultonborough Tax Assessor's Maps.

4. The project parcel(s) contains _____ acres or _____ square feet area of land.

5. Title reference for the project parcel(s) is the Carroll County Registry of Deeds, Book No. ____, Page No. ____.

6. Project Plan References: *(List all reference plans and their CCRD #)*

7. All applicable right-of-way, conservation, slope, construction, utility, access, or other easements shall be referenced in a note.

8. Zoning dimensional and density requirements are as follows:

a. zoning district _____

b. minimum lot size: _____ acres (sq. ft.) from Soil Groups/Slopes calculations

c. minimum yard setbacks:

Front _____ ft.

Side _____ ft.

Rear _____ ft.

d. maximum lot coverage _____ %

e. maximum bldg. height _____ ft.

This property falls within the following zoning overlay districts: *(List districts)*

9. Property line information has been obtained from a survey performed by *[surveyor]* on *[date]* with an error not greater than 1 in 10,000 or standard precision statement, *(or has been obtained from _____ Plan, prepared by [surveyor])*.
10. Subject parcel (is/is not) located within a federally designated flood hazard area (Community panel number 33003CxxxC, Effective Date: March 13, 2013).
11. Wetlands were delineated by _____, Certified Wetlands Scientist, Certification Number _____, in accordance with Article IX Wetland Resources Conservation Overlay District of the Zoning Ordinance, on _____, 20__ .
12. Parking spaces required by the proposed use *(or by the sq. ft. involved)* are _____. Parking spaces provided by this plan are _____.
13. As-built plans of the site shall be submitted on hard copy medium (one set) and in a digital both PDF and DXF or DGN or DWG format on disk to the Office of Development Services upon completion of project. As-built plans shall be prepared and certified correct by a L.L.S. or P.E.
14. Exterior lighting shall be cut-off type fixtures per the Site Review Regulations and shall provide lighting directed on-site only.
15. Topographic survey performed by _____ on *[dates]*.
16. Elevations are based on U.S.G.S. datum. (**or** Elevations depicted are based on information obtained from the (source) and was derived from coordinates for control stations _____ and _____. These coordinates have not been adjusted to 1983 datum). Or explain assumed elevation.
17. The *(existing or proposed)* structure shall be served by a sprinkler system as required under applicable Fire NFPA reference and the State Building Code, latest revision. *(as applicable)*
18. Sprinkler connections must be flushed in accordance with NFPA 24 and a Contractor's Material and Test Certificate for Underground Piping form must be completed.
19. Fire department connections shall be located on the street side of the building per NFPA 13. *(as applicable)*
20. A security system shall be installed as required by reference source. *(If a business establishment or multi-family dwelling contained in a new, altered or repaired structure)* *(as applicable)*
21. All on-site utilities shall be installed underground.
22. The subject parcel(s) is (are) served by on-site well and sewer *(or is served by on-site well and septic system)*.

23. All materials and construction shall conform to applicable State codes.
24. Backflow preventers shall be provided for both fire and domestic water lines if applicable.
25. All erosion control notes shall include provisions for construction sequencing, temporary erosion control measures, and permanent standards such as loam spread rate for disturbed areas, rates of lime, type and rates for fertilizer, and seed and mulch mixture with rates of application.
26. The limits of construction disturbance that are located in or within the 50 ft. of Wetland Conservation Districts shall be staked, flagged and clearly identified prior to the commencement of site work.
27. All treatment swales to be constructed shall have sod bottoms.
28. A letter of credit for the cost of re-vegetating all disturbed areas on the site shall be submitted prior to any earth disturbing activity occurs.
29. A pre-construction conference with the developer, the design engineer, the earthwork contractor, Code Enforcement Officer and the Town Planner shall occur prior to any earth disturbing activity.
30. Building addresses shall be assigned by the Town at the time of issuance of a building permit.
31. The proposed use for the site (*structure*) is _____. (*More specific uses are encouraged, such as restaurant, hotel, doctor's office, etc. Should more than one use be proposed, an indication of the percentage of each use is suggested.*)
32. The following federal and state permits have been issued for the subject property: (*List permit type, number and date of issuance.*)
33. List any variances or special exceptions granted by the Zoning Board of Adjustment for the proposed use or structure, including the case number and date of decision.

REMARKS:
