

APPLICATION FOR SITE PLAN REVIEW, NONRESIDENTIAL/MULTI-FAMILY

Date Received: _____ **Amount Paid:** _____

Town Clerk's Signature _____

Applicant's Name: _____

Address: _____

Phone No's: _____

Email: _____

Owner's Signature: _____

Name: _____

Address: _____

Phone No's: _____

Email: _____

Property Address: _____

Map/Lot: _____

Site Plan Proposal for: _____

Names, addresses, and zip code of all abutters (include a separate document if necessary)

List and attach supporting documents (*see checklist*)

Filing Fee: \$12.47 to be added to the fee for recording the Letter of Decision.

- Nonresidential construction 10,000 square feet or more (major): \$500.00**
- Nonresidential construction less than 10,000 square feet (minor): \$250.00**
- Multifamily residential site plans:..... \$100.00 per dwelling unit**
- All others: \$50.00**
- Plus \$4.50 for applicant, owner, and each abutter**

Contact Information:

- Erlene Lemire, Planning Board Clerk (lemiree@townofjaffrey.com)**
- Jo Anne Carr, Planner / Econ. Dev. (jacarr@townofjaffrey.com)**
- Rob Deschenes, Building Insp. / Code Enforcement (rdeschenes@townofjaffrey.com)**

****Incomplete applications will not be scheduled for public hearing (as noted on title page 19) and may be subject to additional fees ****

Date: _____

Applicant: _____

Property Location: _____

Proposal: _____

A preliminary review of the proposal above indicates the use is compatible with the site. The Jaffrey Fire Department requires the plans comply with the *Life Safety Code*. Final review of the plans will take place after the site plan has been approved.

Comments:

**David Chamberlain
Fire Chief**

**** Comments will be obtained by Town Personnel ****

Date: _____

Applicant: _____

Property Location: _____

Proposal: _____

Driveway Proposal: _____

A preliminary review of this proposal for water usage indicates: _____

A preliminary review of sewer usage on this site indicates: _____

Additional Comments:

**Randy Heglin
Public Works Director**

**** Comments will be obtained by Town Personnel ****

Date: _____

Applicant: _____

Property Location: _____

Proposal: _____

Additional Comments:

**Bill Oswalt
Police Chief**

**** Comments will be obtained by Town Personnel ****

Building Occupancy Permit No. _____

Date: _____

Applicant: _____

Property Location: _____

Proposal: _____

The applicant hereby agrees to adhere to any requirements of *The National Building Code (ICC)* and the *Life Safety Code* as applicable for this proposal.

Signature
Applicant/Owner

SITE PLAN CHECKLIST SUBMISSION REQUIREMENTS

Date: _____

Map: _____ Lot: _____

Applicant Name: _____ Application Number: _____

Applicant Email: _____

Project Address: _____

Major Site Plan _____ Minor Site Plan _____

Is this a Development having Regional Impact? _____ Yes _____ No

Performance Guarantee: _____

Application Reviewed by: _____ Date: _____

Application Determined _____

Complete

Incomplete

PLEASE NOTE:

This checklist will be completed by the Planning Board Review Committee; however the applicant is encouraged to use it as a guide in preparing for Site Plan Review. Applications which are not complete will not be scheduled for public hearing.

If the applicant is seeking a waiver by the Planning Board of any conditions stated in the Site Plan Review Regulation, *written* request for that waiver must accompany the application.

SITE PLAN APPLICATION CHECKLIST

Date: _____

Applicant's Name: _____

Project Address: _____

<u>SUBMITTED</u>	<u>WAIVER REQUEST</u>	<u>Existing Data</u>
		1. Name of project, if applicable, location of site, names and addresses of owners of record and all abutting landowners, and uses of abutting land.
		2. Name and address surveyor, date of survey, scale, and North arrow, seal of person preparing the plan.
		3. Boundary lines of the area included in the site, angles or bearings of the lines, dimensions, and lot area.
		4. Existing grades and drainage - Identify and provide topographic contours for any areas where slopes are 15% or greater.
		5. Size, shape, height, and location of existing structures on the site and within 200 feet of the site's boundary.
		6. Streams, marshes, lakes, ponds, wetlands, and other natural features. Soils data is available from the Town of Jaffrey soils map. Delineation by Soils Scientist may be required by the Town.
		7. Existing roads, structures, and other man-made features, including any that are to be altered or removed.
		8. Capacity or size and location of all existing public utilities, including any that are off site and to which connection is planned.
		9. A vicinity sketch (1"=500') showing the location of the site in relation to the existing public streets and any prominent natural features.
		10. Zoning district and boundaries for the site and, where applicable, within 1,000 feet of the site.
		11. Soil survey data from the Town of Jaffrey soils map.

SITE PLAN APPLICATION CHECKLIST

Date: _____

Applicant's Name: _____

Project Address: _____

<u>SUBMITTED</u>	<u>WAIVER REQUEST</u>	<u>Proposed Plan</u>
		1. Proposed grades, drainage systems, and topographic contours at intervals of two feet must be delineated as required by the town.
		2. Shape, size, height, location, and use of the proposed structures, including exterior design and appearance.
		3. Any proposed expansion or alteration of existing structures.
		4. Width and inside radii of curves for proposed streets, driveways, and sidewalks, with indication of direction of travel for any streets that are one way.
		5. Location, area, and total number of parking spaces.
		6. Size and location of loading spaces and other similar facilities.
		7. Size and location of all proposed public and private utilities, and location and distance to fire hydrants.
		8. Location, type, and size of all proposed landscaping and screening.
		9. Comprehensive storm drainage plan and snow removal or storage.
		10. Auto and pedestrian circulation plan for the interior of the lot.
		11. Plan showing means of access to the site, existing streets, including any necessary traffic control devices. Documentation that Town of Jaffrey Road and Driveway Standards have been met.
		12. Application for wireless communication facilities shall include provisions (in writing) for the removal of the structure if it ceases to be employed for the permitted use. These provisions may require a performance guarantee to ensure their implementation (<i>see Site Plan Regulations Section V</i>). (Amended 2001)

SITE PLAN APPLICATION CHECKLIST

Date: _____

Applicant's Name: _____

Project Address: _____

<u>SUBMITTED</u>	<u>WAIVER REQUEST</u>	<u>Items to Accompany Site Plan Review Application</u>
_____	_____	1. Driveway access approval from the New Hampshire Department of Public Highways.
_____	_____	2. Town Water - Approval from the Jaffrey Water Department.
_____	_____	3. Town Sewer - Approval from Selectmen.
_____	_____	4. Written disclaimer for hazardous materials, with a copy to the state.
_____	_____	5. Written statement of the amount of any hazardous waste.
_____	_____	6. Comments and recommendations by Jaffrey's Fire Chief, Police Chief and Department of Public Works.
_____	_____	7. Statement: Project will adhere to ICC family of codes and Life Safety codes as adopted.
_____	_____	8. Statement: Project will conform to exterior lighting requirements as contained in Site Plan Review Regulations.
_____	_____	9. Statement: Project will conform to noise limitation requirements as stated in Site Plan Review Regulations.
_____	_____	10. Copy of variance or special exception granted by the Zoning Board of Adjustment, if applicable.
_____	_____	11. Statement concerning any potential unpleasant or noxious emissions.
_____	_____	12. All permits and approvals granted by other boards or agencies (<i>e.g.</i> , Department of Transportation, Water Supply and Pollution Control Division, Department of Public Health).
_____	_____	13. If the applicant is not the property owner a letter of authority must be submitted with the application.