## FOR PLANNING BOARD USE ONLY Town of Sanbornton

### APPLICATION FOR SITE PLAN REVIEW

**Receiving Checklist** 

Applicant's Name:		
ddress:		
Phone #:		
-Mail:		
tems Received:	Town Planner	Planning Board
A. Completed Application Form		Doulu
B. Three Copies of Site Plan		
C. Two Tax Map Sketches		
D. Addressed Envelopes, Stamps Affixed, Certified Mail Forms and Return Receipt Forms		
E. Site Plan Review Application Fee		
(Payable to Town of Sanbornton)		
Amount: \$ Check #:		
F. Belknap County Registry of Deeds/Site Plan Recording Fee (Payable to Belknap County Registry of Deeds) Plan Size: 22"x34" Amount: \$51.00 Check # 24"x36" Amount: \$53.50 Check #		
G. Administrative Charge (Payable to Town of Sanbornton)		
Amount: \$50.00 Check#:		
Received By: Date:		
Additional Information:		

# TOWN OF SANBORNTON APPLICATION FOR SITE PLAN REVIEW

	FOR PLANNING BOARD USE ONLY				
	Date Completed Application Filed				
	Date Application Fees Paid; Amount \$				
	Date Registry of Deeds Fees Paid; Amount \$				
	Date of Public Hearing				
	Date of Final Plat ( ) Approval ( ) Disapproval				
	Date of Registry Recording				
Name of Le	egal Owner(s) of Record				
Address _					
E-Mail	Phone Number				
Name of Au	ıthorized Agent				
Address _					
Phone Num					
[Sec	tion 16 must be completed if an agent is authorized by the property owner(s).]				
Zoning Dis	strict Zoning Overlay District				
Location o	f Property (Road Name)				
Tax Map a	and Lot Number				
	eage Portion Being Developed				
Applicatio	n Fee				
☐ MUL	ΓΙ-FAMILY RESIDENTIAL: \$200 + \$50 per dwelling unit				
☐ COM	MERCIAL PROJECT: \$200 + \$100 per acre of disturbance				
_	AMENDMENT (\$50)				
	n of proposal				
	oply and Pollution Control Division Approval Certificate:				
-	Date				
	Dutc				
List any in	anact studies on statements submitted.				
. List any in	npact studies or statements submitted:				
. USEPA / N	NH DES Storm Water Permit #				

4 =	
	s of Record (Enclose a business size envelope addresses to each abutter. Each envelo
	we postage for certified mail. Please do not use meter-dated postage. Please fill o
certified	• 1
	Tax Map #
Name	Tax Map #
Address	
Name	Tax Map #
Address	
Name	Tax Map #
Address	
Name	Tax Map #
Address	
	If there are any additional abutters, check here and list names and addresses reverse side of this form.
scientist each abo	e and business address of every architect, landscape architect, engineer, land surveyor, or substitution whose professional seal appears on the plat. (Enclose a business size envelope addressed over listed professional. Each envelope shall have postage for certified mail. Please do to redated postage. Please fill out certified slips.)
Name	
Address	
	Phone Number
	Phone Number

I hereby submit to the Sanbornton Planning Board a completed application as required by the Town of Sanbornton Site Plan Review Regulations and respectfully request approval of said application.

I certify that this application and the accompanying plans and supporting information have been prepared in conformance with all applicable Town regulations, including but not limited to the Town of Sanbornton Site Plan Review Regulations and the Town of Sanbornton Zoning Ordinance.

I hereby authorize the Sanbornton Planning Board to make on-site inspections of the proposed site plan to determine its acceptability.

I hereby authorize the Sanbornton Planning Board to record all accepted site plan plats with the Belknap County Registry of Deeds and any other authority, as appropriate. Owner(s) Signature \_\_\_\_\_ Date \_\_\_\_ Date \_\_\_\_\_ 16. Authorization of Agent I hereby authorize the named agent to act on my behalf in all matters pertaining to the above application for site plan approval to the Sanbornton Planning Board. I hereby acknowledge responsibility for all agreements negotiated by the named agent pertaining to the above application for site plan approval. Name of Authorized Agent Phone Number Owner(s) Signature Date Date \_\_\_\_ STATE OF NEW HAMPSHIRE COUNTY OF \_\_\_\_\_ personally appeared before me on this day of , 19 , and acknowledged that he/she executed the foregoing instrument for the purposes stated therein. Notary Public or Justice of the Peace

My commission expires

### CHECKLIST FOR SITE PLAN APPLICATION

This checklist is to be completed as a guide for complying with the Town of Sanbornton Site Plan Review Regulations. Please complete this checklist by marking each item in the column labeled "Applicant" with one of the following: "X" (information provided); "NA" (not applicable); or "W" (waiver requested). All waiver requests must be submitted in writing and will be acted on by the Planning Board at a Public Hearing.

Site Plan Applicant's Name:	
Property Location:	Tax Map / Lot:

Applicant	Planning Board	Plan Requirements		
тррисанс	Doard	1. Standard size sheets (as per sizes accepted by Belknap County Registry of Deeds): 24" x 36"		
		maximum. If more than one sheet number and relationship to each other.		
		Tax map and lot number(s) and names and addresses of owner(s).		
		3. Names and addresses of applicant.		
		4. Name, address, license #, and seal of engineer, architect, landscape architect, land surveyor, or		
		soil scientist.		
		5. Names and addresses of abutters, tax map and lot number(s).		
		6. Date of preparation.		
		7. Proposed project name or identifying title.		
		8. North arrow.		
		9. Scale: 50' (preferably) but not more than 1" = 100'.		
		10. Location key sketch, Scale: 1" = 2000' (preferably).		
		11. Zoning District(s) and Zoning Overlay District(s).		
		12. Planning Board signature and stamp block.		
		13. Surveyed property lines showing their deflection angles, distances, radius, lengths of arcs		
		control angles, along property lines and monument locations.		
		14. Existing natural features including water courses and water bodies, trees and other vegetation		
		topographical features and other features which should be considered in the site design process.		
		15. Existing and proposed contours and finished grade elevation – all contours shall be a minimum		
		of 2 foot intervals.		
		16. Existing and proposed buildings with their type, size, location (setbacks), land elevation of firs		
		floor indicated (assume permanent on-site elevation).		
		17. Easements and rights-of-way.		
		18. An elevation view or photograph of all buildings indicating their height, bulk, and surface		
		treatment.		
		19. Location of off-street parking and loading spaces with a layout of parking indicated.		
		20. The location, width, curbing, and type of access ways and egress ways (driveways), plus streets		
		within and around the site.		
		21. The type and location of solid waste disposal facilities.		
		22. The location, size and design of proposed signs and other advertising or instructional devices.		
		23. The location and type of lighting for all outdoor facilities, including direction and area of		
		illumination.		
		24. The size and location of water supply and sewage facilities and provisions for future expansion		
		of sewage and water facilities, and all distances from existing water and sewage facilities on the		
		site and on abutting properties to a distance of 200'.		
		25. The location, elevation, and layout of catch basins and other surface drainage features.		
		26. The size and location of all public service connections – gas, power, telephone, fire alarm		
		overhead or underground.		
		27. The type, extent and location of existing and proposed landscaping and open areas indicating		
		what existing landscaping and open areas will be retained.		

#### **APPENDIX A: FEE SCHEDULE**

Note: This fee schedule may be adopted and amended by the Board of Selectmen at any time following a public hearing.

#### SITE PLAN REVIEW FEE SCHEDULE

**Multi-Family Residential Projects:** 

Site Plan Review Application Fee of \$200 plus \$50 per dwelling unit.

Commercial, Industrial and Institutional Projects:

Site Plan Review Application Fee of \$200 plus \$100 per acre of disturbance.

Amendment:

Amendment of a previously approved Site Plan shall be \$50.

Additional Fees:

Additional fees may also be charged for any costs incurred by the Planning Board as a result of review of the application (such as legal fees, engineering reviews, traffic studies etc.)

Note: Any additional fees are due as part of the completed application. Any other costs must be paid in full before final approval is granted by the Planning Board.

#### **RECORDING FEES**

<u>Belknap County Registry of Deeds</u>: A recording fee, payable to the Registry of Deeds, shall be paid in the amount currently being charged by the Belknap County Registry of Deeds for recording plans based on sheet size and the number of pages recorded. This fee must be paid in full at time of final Planning Board approval.

<u>Town of Sanbornton</u>: A one-time administrative fee, payable to the Town of Sanbornton, shall be paid in the amount of \$50 to cover transportation and labor costs incurred by the Sanbornton Planning Office. This fee must be paid in full at time of final Planning Board approval.

#### **DOCUMENTS**

Text documents will be billed at the rate currently being charged by the Belknap County Registry of Deeds for recording of documents.