

Major Site Plan Review Regulations

Per Section VI, Para. C of "Antrim Subdivision & Site Plan Review Regulations"

Applicant: _____

Revised 8/16/07

Item	Para.	Requirement	Satisfied	Waived	Comments
1	C	All commercial development and multi-family dwellings other than two family and conversion apartments, whether or not such development includes a subdivision or re-subdivision of the site, and which do not qualify for a Minor Site Plan Review (> 600 sq. ft.), shall include and be in full compliance with the requirements for a Major Site Plan Review listed below.			
2	C.1.(a)	Fully executed and signed copies of the Major Site Plan Review Application, giving the location of the site, zoning district, tax map number, lot number, parcel number (s), name and addresses of the owners of record, of the applicant, of the persons or firm preparing address labels, along with the names of all adjoining streets.			
3	C.1.(b)	A written statement describing the purpose of the proposed project, giving sufficient detail to determine compliance with the provisions of Site Plan Review Regulations and the Town Ordinances and Regulations in effect.			
4	C.3	Eight (8) copies of a plan or plat drawn at a scale no greater than 1 inch = 100 feet. A scale of 1" = 50' may be required if all details cannot be shown clearly at a greater scale. All plans shall be 22 x 34 inches. Oversized drawings will not be accepted.			
5	C.3.(a)	Existing and Data Information:			
6	C.3.a(1)	Name & addresses of the person or firm preparing the plan			
7	C.3.a(2)	A vicinity sketch showing the location of the site in relation to the surrounding public street system			
8	C.3.a(3)	North arrow, scale, date of original drawing and revision block			
9	C.3.a(4)	Current zoning classification (including overlaying districts, tax map and lot number) of the property and location of any district boundaries if located within the site including the fifty (50) foot intrusion into a less restrictive district.			

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10	C.3.a(5)	Property boundary lines, distances and bearings of such plotted to scale			
11	C.3.a(6)	Names of all current abutting property owners with deed book and page #'s			
12	C.3.a(7)	Names, location and classification of all abutting streets			
13	C.3.a(8)	Lot number, area of the parcel (in square feet and acres) and street frontage.			
14	C.3.a(9)	Location of all buffers and setbacks for buildings, wetlands, parking and loading required by the Zoning Ordinance by use of dashed lines			
15	C.3.a(10)	The location, size, shape and height of all existing and proposed buildings, including any expansion or changes of existing structures with typical elevations and floor plans (See Section IX, C),and any existing or proposed parking areas or driveways.			
16	C.3.a(11)	Location of all existing buildings, intersecting roads or driveways within two hundred (200) feet of the parcel			
17	C.3.a(12)	Location of wetlands and one hundred year flood elevation line (or a note if not applicable) (source of 100-year flood line - i.e.. FEMA community/panel #). The Planning Board reserves the right to have these areas delineated by a Wetland Scientist or a Soil Scientist. (See Section IX, Q)			
18	C.3.a(13)	Location of waterbodies, streams, rock ledges, cemeteries, drainage ditches and bridges if applicable or a note if there are none. The Planning Board reserves the right to have these areas delineated by a Wetland Scientist.			
19	C.3.a(14)	Location of all easements on record as of the date of the preparation of the plan if applicable or a note if there are none.			
20	C.3.a(15)	All existing utilities.			
21	C.3.a(16)	The existing grades, drainage systems and topographical contours at intervals not exceeding five (5) feet, with spot elevations where the grade is less than two (2) percent. Also all low points, and high points and other areas needing spot elevations shall be shown using dashed lines. Contour lines are to be field run or photogrammetric and not interpolations of USGS maps. The source of the data shall be shown .			
22	C.3.a(17)	Ground Control (See Section IX, P)			

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23	C.3.a(18)	A cover sheet showing the entire project whenever it cannot be shown at the required scale on a single plan of 22" x 34".			
24	C.3.a(19)	Seal and signature(s) of a licensed engineer or licensed land surveyor attesting (with a note stating) that the survey close(s) within one (1) foot/fifteen thousand (15,000) feet for lots within the Village Business District, Residential District, Lakefront Residential District, and Highway Business District and one (1) foot/seven thousand five hundred (7,500) feet in the Rural and Rural Conservation District and the data set forth in this plan is based upon the actual field survey of the premises shown.			
25	C.3.a(20)	Blocks for the endorsement by the owner and the Chairman and Secretary of the Planning Board.			
26	C.3.a(21)	Legend showing symbols, hatching and line types shown on the plan			
27	C.3.a(22)	Existing soils delineation based on the "Soils Survey of Hillsborough County, New Hampshire, Western Part" and a legend which explains the map symbols or site specific soil mapping when required by the Planning Board			
28	C.3.a(23)	If a variance or special exception was granted by the Antrim Zoning Board of Adjustment, a note on the plan stating what the variance was for and the date of the variance			
29	C.3.a(24)	The location of the proposed and existing wells with protective radius shown for each lot.			
30	C.3.b	Proposed development:			
31	C.3.b(2)	Proposed streets, driveways, parking spaces and sidewalks, with indication of the direction of travel for one way streets, and drives and inside radii of all curves. The width of streets, driveways and sidewalks. Sidewalks shall be provided with handicap ramps. The total number of parking spaces, loading spaces, and loading facilities shall be shown (See Section IX, E, F & G)			
32	C.3.b(3)	The location of all points for access to Town roads and State highways			
33	C.3.b(4)	Street centerlines and rights of way lines and locations of adjacent streets and other public property within at least one hundred (100) feet of the subdivision or site. Street names, bearing and distances along centerlines.			

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34	C.3.b(5)	Street, sidewalk and bikeway cross sections and profiles, location of handicap ramps for all sidewalks, engineering specifications for paved areas, bridges and/or culverts as required (See Section IX, H, I & J)			
35	C.3.b(6)	A circulation plan of the interior of the lot showing provision for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public streets including any traffic control devices necessary in conjunction with the proposed site development plan. (See Section IX, G)			
36	C.3.b(7)	A utility plan showing:			
37	C.3.b(7)(a)	Water supply showing location and size of water mains, fire hydrants and valves			
38	C.3.b(7)(b)	Location of the existing effluent disposal area(s).			
39	C.3.b(7)(c)	The location, size, grade and invert elevation of sanitary and/or storm sewers			
40	C.3.b(7)(d)	Storage tanks: location, size, type and protective barrier, if required			
41	C.3.b(7)(e)	Location of utility poles and a layout indicating how the site will be served by electricity, telephone, and any other public utility. If the utility company(s) requires an easement to provide service, no final approval shall be granted by the Planning board until such easements are secured			
42	C.3.b(8)	Exterior lighting plan and proposed signs or instructional devices to be located on the site, including sign orientation, size, height and elevation view			
43	C.3.b(9)	Provision for storage and removal of rubbish			
44	C.3.b(10)	Plans for snow removal and storage			
45	C.3.b(11)	Existing & proposed topography of the site at a five (5) foot interval of two (2) foot contour if major changes to the existing topography are being proposed			
46	C.3.b(12)	Provisions for control of erosion and sedimentation both permanent and temporary (during construction) (See Section IX, K)			
47	C.3.b(13)	A storm water drainage plan (See Section IX, L)			
48	C.3.b(14)	A plan for the disposal of waste generated on the site during development. (See Section IX, M)			

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49	C.3.b(15)	Construction drawings including but not limited to roads, walks, steps, curbing and drainage structures prepared by a Professional Engineer.			
50	C.3.b(16)	A general landscaping plan and planting schedule, including the treatment of buffer areas and the location and types of trees and vegetation to be planted			
51	C.3.b(17)	The location, type and size of other screening, including fences and walls			
52	C.3.b(18)	The location of any common lands and/or dedication of land for public or common ownership if applicable or a note if there are none. (See Section IX, C)			
53	C.3.b(19)	Provisions for fire safety, prevention and control			
54	C.3.b(20)	The location of easement, deed restrictions, dedications, and covenants if applicable or a note if there are none with the following additional requirements:			
55	C.3.b(20)(a)	Where the topography is such as to make difficult the inclusion of any facilities mentioned above within the public ways so laid out, the submitted layout shall show the boundaries of proposed permanent easements over or under the property. Easements shall not be less than fifteen (15) feet in width and shall have satisfactory access to existing or proposed public ways or as determined by the Board			
56	C.3.b(20)(b)	Any existing or proposed easements shall be shown by a fine dashed line and clearly labeled and identified on the plan. If the easement is being dedicated by the plan, it shall be properly set out in the owner's certificate of dedication. If an easement shown on the plan is already on record, its recorded reference must be shown			
57	C.3.b(20)(c)	The plan shall contain an accurate outline of all property that is offered for dedication for public use with the purpose indicated thereon, and of all property that may be reserved by deed restrictions or protective covenant in the deed for the common use of the property owners in the subdivision. Tracts offered for dedication other than for streets or easements should be designated by letter or number.			
58	C.3.b(21)	Other information:			

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59	C.3.b(21)(a)	The phasing of project construction if staged			
60	C.3.b(21)(b)	Copies of deed restrictions or protective covenants for each definitely restricted section shall be submitted to the Board and boundaries of such shall be accurately presented on the submitted plan if applicable or a note if there are none.			
61	C.3.b(21)(c)	Written approval from the Antrim Sewer and Water Department if such approval is required by the Planning Board			
62	C.3.b(21)(d)	Written approval by the NHDES Subsurface Systems Bureau for any additions to any existing septic system or the construction of any new septic system.			
63	C.3.b(21)(e)	Written recommendation of the Fire Safety Officer if requested.			
64	C.3.b(21)(f)	Written approval of the New Hampshire Department of Transportation or the Antrim Road Agent for siting driveways & curb cuts with adequate lines of sight.			
65	C.3.b(21)(g)	Site Specific Permit as specified by the NHDES Water Division.			
66	C.3.b(21)(h)	The applicant may be required to conduct the following:			
67	C.3.b(21)(h)i	Community Facilities Impact Analysis (See Section IX, N)			
68	C.3.b(21)(h)ii	Soil Erosion and Sediment Control Plan (See Section IX, K, 2)			
69	C.3.b(21)(h)iii	Site Specific Soil Survey (See Section IX, O)			
70	C.3.b(21)(i)	As required by RSA 36:56: The Board shall determine whether or not the development, if approved, could reasonably be construed as having the <i>potential</i> for regional impact. Doubt concerning regional impact shall be resolved in a determination that the development <i>has</i> a potential regional impact.			

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71	*	As required by RSA 36:55: "Development of Regional Impact" means any proposal before a local land use board which in the determination of such local land use board could reasonably be expected to impact on a neighboring municipality, because of factors such as, but not limited to, the following: I. Relative size or number of dwelling units as compared with existing stock. II. Proximity to the borders of a neighboring community. III. Transportation networks. IV. Anticipated emissions such as light, noise, smoke, odors, or particles. V. Proximity to aquifers or surface waters which transcend municipal boundaries. VI. Shared facilities such as schools and solid waste disposal facilities.			
72	C.4	FINAL PLAN			
73	C.4.a	A request for final approval of a plat or plan shall be accompanied by a final plan of such proposal legibly and clearly drawn as follows:			
74	C.4.a(1)	The plan shall show all items required in the preliminary layout			
75	C.4.a(2)	The plan shall have a revision block giving the date and nature of all revisions since the date of the original plan submitted to the Planning Board			
76	C.4.a(7)	One Mylar and Four (4) dark line copies must be submitted.			
77	C.4.b	Additional approvals - Copies of all State and Town approvals and permits:			
78	C.4.b(1)	Written approval of the NHDES Wetlands Bureau for relocation, filling, dredging or rechanneling of any natural or manmade drainage area, river, stream, pond, wet area, etc.			
79	C.4.b(2)	Written approval of the Antrim Planning Board for a Special Use Permit to disturb the 25' wetland buffer.			
80	C.4.c	No changes shall be made after the final plan has been approved without resubmission to the Planning Board for approval of such changes			

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81	C.4.d	Prior to the final approval, the Planning Board shall have received, reviewed and accepted any consultant's report(s) required by the Board with respect to the site plan including Town Counsel review of covenants, easements and security documents.			
82	C.4.e	Prior to the signature of the plan and its release for recording, a bond shall be posted or escrow account established covering the estimated cost of all on site and off site road(s), drainage, utilities parking, landscaping, erosion and sediment control improvements, setting of bounds, and any other improvements which are subject to those provisions in the General Regulations and Requirements (Section IX) governing the manner of installation or construction and the cost of the Town's inspection during the construction process			