

APPLICATION FOR SITE PLAN REVIEW

(Appendix 1)

NOTE: See Section IV and Site Plan Application Checklist (Appendix 2) for required information.

1. Name, mailing address and telephone number of applicant (s)

2. Name, mailing address and telephone number of owner of record if other than applicant

3.

4.

5.

6. Location of proposed site plan

7. Town of Sandown Tax Map

 Lot Number

8. Name of proposed site plan

9. Number of dwelling units for which approval is sought

10. Floor area if non-residential

11. Type(s) of buildings proposed in the site plan: (Check one or more than one)

Non-residential Multi-family

12. Name, mailing address and telephone number of surveyor and/or agent

13. Name, mailing address and telephone number of soil scientists

14. Abutters: Attach a separate sheet listing the Town of Sandown Tax Map, Lot number, name and mailing address of all abutters, including those across a street, brook, or stream. Names should be those of current owners as recorded in the Town of Sandown Tax records five (5) days prior to submission of this application.

15. Attach three (3) copies of the (Amended April, 1991) "Street Improvement Guarantee Work Sheet," (reference Appendix 3) properly filled out by the developer's engineer. Note Well: The Town Engineer is not responsible for figuring the road costs. Any incomplete or improperly filled out sheets shall be returned to the developer, and this may result in a delay in the Site Plan approval. All questions concerning this bond (Appendix 5) should be directed to the Board, not the Town Engineer. If the developer is required to improve portions of existing Town roads, a separate bond for those improvements must be prepared. (Appendix 8)

16. Note Well: No Site Plan hearing shall be scheduled for the next month's meeting unless the following is submitted to the Town Hall before the fourth Wednesday of the preceding month: (Amended 11/19/91)
 - a. This application, correctly completed with the required attachments.(Appendix 2)
 - b. Mylar and eight (8) copies of the final plan, including all pertinent information as required by the Site Plan Regulations, Sections IV and V.
 - c. Updated road profile, if applicable (8 copies).
 - d. Any additional information requested by the Board at a previous hearing necessary for final approval. (List below)

14. Fees (Amended December 7, 2010)(Amended December 2012)

Each lot/parcel or dwelling unit	\$ 50.00
Application fee	\$150.00
Handling Fee	\$ 20.00
Abutter Notification (\$10.00/each)	\$ _____
Amount Due: (Make check payable to "Town of Sandown, NH")	\$ _____
Proposed Road (per foot) _____ (Maximum of \$4,000)	\$ _____
Advertising/posting costs	\$200.00
For Site Plans without proposed roads, any engineering or professional costs.	\$1,000.00
Recording Fees: \$40 per plan sheet to be recorded, plus a separate check in the amount of \$25.00 payable to the "Rockingham County Registry of Deeds" to cover the State's LCHIP surcharge fee collected by the Registry at the time of recording	\$ _____
Amount Due: (Make check payable to "Sandown PREA") (Amended October, 2002)	\$ _____

The applicant and/or owner, or agent, certifies that this application is correctly completed with all required attachments and requirements as stated in Appendix 2 of this application, have been met, and that any additional costs for engineering or professional services incurred by the Sandown Planning Board or the Town of Sandown in the Site Plan review process of this property shall be borne by the applicant and/or owner.

Applicant and/or Owner, or Agent

Date

"I hereby authorize the Sandown Planning Board and its agents to access my land for the purposes of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Sandown ordinances and regulations."
 (Adopted November 1986)

Applicant and/or Owner, or Agent

Date

SITE PLAN APPLICATION CHECKLIST

(Appendix 2)

Name of Applicant: _____

Location of Property: _____

Name of Site Plan: _____

In order to be complete, a Site Plan application shall contain the following information, where applicable:

_____ List of abutters and addresses: current, based on Town record, five days Prior to application submission. In addition, applicant shall submit, for each abutter, applicant and owner, a correctly addressed business envelope with: 1). Correct postage affixed (Postage stamp – do not meter); 2). A completed green return certified mail return receipt (form 3811); and 3). A completed white certified mail return receipt (form 3800) (Reference Appendix 6).

_____ Eight (8) copies of the plat (plan) showing the following, where applicable:

	Current Owner's Name & Address		Location of water courses, standing water or fire ponds
	Option Holder's Name & Address		Location of ledges, stone walls & other natural features
	Surveyor Name, Address & signed stamp		Other essential features
	North Arrow		Topographical Map (2 ft. Intervals) Existing & proposed
	Scale (not more than 100 feet to the inch)		Edges of wetlands and brooks
	Date		Drainage calculations
	Location (Locus) Map		Location of test pits and test pit logs
	Tax map and parcel number		Common and dedicated land
	Location & dimension of property lines including entire undivided lots		All development phases must be included showing sketches of prospective street systems
	Abutting subdivision names, streets, easements, building lines, parks & public areas, & similar facts regarding abutting properties		Profiles of all proposed streets to include open water ways, water mains, storm sewers, culverts on a horizontal scale of 1"= 50' & vertical scale of 1" = 10'
	Proposed driveway locations		Access locations to existing town & state highways
	Location of existing & proposed easements or rights-of way; utility, slope and/or drainage		Title Block (See Appendix 7)

	Location of existing buildings		Name, width, class & location of existing & proposed streets
	Location of existing & proposed sewer & water lines and utilities		Drainage control: existing culverts & drains and proposed methods of providing surface drainage including sizes & types or classes of all pipes
	Name, width, class & location of existing & proposed streets		HIS Map overlay with 5 digit nomenclature (by soil scientist certified by the NH Board of Natural Scientists) (Amended 4/16/91) showing soil types, slopes & calculations
	All building and setback lines		Cross section of all proposed streets & driveways showing existing & proposed grades
	Conservation District Review Authorization Form signed		Construction Plan
	Copies of all applicable permits and applications for permits		Mylar
	Drainage information (three (3) copies)		Certification by the surveyor that the field work undertaken in the preparation of the final plan has an error of closure no greater than 1 part in 10,000
	Street plan and profile		Road profile
	Approval block for Planning Board endorsement		Two copies of the "Street Improvement Guarantee Worksheet" (Amended 4/16/91)
	Completed checklist with justification/explanation for any omissions		Base Flood Elevation (BFE) Data

"Reasonable fees in addition to fees for notice...may be imposed by the Board to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications." (RSA 676:4 (g))

The following items may also be required by the Planning Board before final approval is granted:

- _____ Erosion and sediment control plans
- _____ Traffic Impact Analysis
- _____ Environmental Impact Studies
- _____ NH Wetlands Board Dredge & Fill Permit
- _____ Driveway Access Permits
- _____ NH WS & PCC Major Alternation Permit (149:8-a)
- _____ Construction and Maintenance Bonding
- _____ Town Engineer Review of Proposal
- _____ Miscellaneous Engineering Studies