

**COÖS COUNTY, NEW HAMPSHIRE
UNINCORPORATED PLACES**

SITE PLAN REVIEW APPLICATION

INSTRUCTIONS:

- Step 1: Carefully read Zoning Ordinance and Site Plan Review Regulations.
- Step 2: Complete this application (Sections I through VIII).
- Step 3: Obtain required exhibits (A through E).
- Step 4: Compile abutters list containing the names and addresses of all abutters as indicated in County records not more than five (5) days before the day you will file this application; names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions; and names and business addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any exhibit.
- Step 5: Application Fee: Include check or money order for application fee and cost of notices payable to the *Treasurer, Coös County*.
- Step 6: Mail your completed application with abutters list, fees and all required exhibits, to:
Coös County Planning Board, PO Box 310, W. Stewartstown, NH
03597 Or hand deliver to:
County Administrator, 34 County Farm Rd., West Stewartstown

If you have any questions, please call 603-331-5670.

The Planning Board may require, in certain cases, additional information not included in this application.

I. APPLICATION TYPE:

_____ Preliminary _____ Final

II. PROPOSED USE:

Existing use of the property/# of dwelling units _____

Proposed use of the property/# of dwelling units _____

III. OWNERSHIP INFORMATION:

Applicant's Name: _____

Mailing Address: _____

E-mail: _____

Telephone # _____

☐ **Exhibit A. Title, Right or Interest**

Submit as Exhibit A proof that you have title, right or interest to the land where you are seeking to develop. For this exhibit you must submit one of the following:

- A complete copy of your deed or the volume/page of the recorded deed;
- A complete copy of your lease; or
- A copy of the binding option to purchase all the necessary interest in the property or a similar contractual document.

IV. AGENT (if applicable)

Name _____

Mailing address: _____

E-mail: _____

Telephone # _____

V. LOCATION INFORMATION:

Where is the parcel you are seeking site plan approval for?

Name of the Unincorporated Place: _____

Property address: _____

Street that will provide access: _____

Tax map and lot # _____

Lot size _____ acres or _____ sq ft

☐ **Exhibit B. Location Map:**

Attach to this application as Exhibit B a copy of a USGS topographical or similar base map which is marked the location of your property. Please mark the location of your property clearly with an "x" and then draw a larger circle around the "x".

VI. ZONING

What is the present zoning classification for the property you are proposing to develop?

___ Management District (MD) Protected Overlay District(s):

___ General Development (DD-G) _____

___ Resort District (DD-Resort) _____

___ Residential (DD-R) _____

VII. SITE PLAN

General Requirements:

- a. Maximum plan size: 22" x 34"
- b. Suggested scale: 1" = 40'
- c. Submit three (3) copies of blue or black line prints
- d. Date, title, north point, scale
- e. Name and address of developer, owner, and applicant if not the owner
- f. Name, address and stamp of the engineer and/or land surveyor licensed in the state of New Hampshire who prepared the plan.

Exhibit(s) C:

- ☐ 1. Surveyed property lines showing bearings, distances, monuments, the lot area and names of all abutters.
- ☐ 2. Existing and proposed grades, drainage systems and structures, with topographic contours at intervals not exceeding 2 feet with spot elevations where grade is less than 5% (percent), otherwise not exceeding 5 foot contour intervals.
- ☐ 3. The location of all buildings within 50 feet of sight lines of existing abutting streets, and the location of all intersecting roads or driveways within 200 feet, together with an identification of the use of abutting properties.
- ☐ 4. Natural features such as streams, marshes, lakes or ponds, types of vegetation, and ledge outcrops. Man-made features such as, but not limited to, existing roads, structures and landscaping. Such map shall indicate which of such features are to be retained and which are to be removed or altered.
- ☐ 5. A vicinity sketch (suggested scale 1" equals 400') showing the location of the site in relation to the surrounding public street system. The zoning districts and boundaries for the site and up to 1,000 feet from the site shall be shown. One hundred year flood elevation line shall be included where applicable.
- ☐ 6. The size and proposed location of water supply and sewage facilities and provision 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 feet.
- ☐ 7. The size and location of existing and proposed public and private utilities and utility connections, with all necessary engineering data. Include provisions for fire protection.
- ☐ 8. The shape, size, height and location of the proposed structures, including expansion of existing buildings.
- ☐ 9. The location, type and size of all proposed landscaping and screening.

- ☐ 10. Exterior lighting plan and proposed signs (advertising and instructional) to be located on the site.
- ☐ 11. A storm drainage plan, including plans for retention and slow release/recharge of storm water where necessary, including the location, elevation and site of all catch basins, dry wells, drainage ditches, swales, culverts, retention basins and storm sewers. Indicate direction of flow through the use of arrows. Show the engineering calculations used to determine drainage requirements. A plan for long-term maintenance of the stormwater facilities must be included. Indicate plan for snow removal and storage.
- ☐ 12. A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of accesses and egress, and proposed changes to existing streets, sidewalks or curbs, including any traffic control devices or signs necessary in conjunction with the site development plan.
- ☐ 13. Proposed streets with street names, driveways, parking spaces, sidewalks, with indication of direction of travel for one way streets and drives, and inside radii of all curves. The width of streets, driveways, sidewalks and the total number of parking spaces shall be shown. In addition, loading spaces and facilities associated with the structures on the site shall be done.
- ☐ 14. Construction drawings including, but not limited to, pavements, walks, steps, curbing and drainage structures.
- ☐ 15. The location of all buildings setbacks required by the Zoning Ordinances.
- ☐ 16. Location of zoning district boundaries.
- ☐ 17. The lot area and street frontage.
- ☐ 18. The location of all existing and proposed deed restrictions, easements, covenants, etc.
- ☐ 19. A soils classification map, together with descriptive information for each type of soil (required for onsite sewage disposal only).
- ☐ 20. Copies of all applicable state approvals and permits and associated application material.
- ☐ 21. Visual and noise reduction barriers to adjacent properties, if applicable.

Exhibit D. Any required state or federal permits, or application material if permit not yet obtained

- ☐ NHDOT Driveway
- ☐ NHDES Alteration of Terrain
- ☐ NHDES Dredge and Fill
- ☐ NHDES Shoreland
- ☐ Other _____
- ☐ _____
- ☐ _____

- ☐ **Exhibit E. List of any waivers requested with explanation of how the request is consistent with the requirements of Section VIII of the Coos County Site Plan Review Regulations.**

PLEASE NOTE: The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein. The cost of all such additional information will be paid by the applicant.

VIII. SIGNATURES

I hereby declare that I have examined this application, including the accompanying exhibits and to the best of my knowledge and belief, it is true and complete. By signing this application I am providing permission for the Planning Board to enter the property for the purpose of conducting a publicly-noticed site visit.

NOTE: If there are multiple owners, a valid application requires the signature of each owner. If this is a leased lot, the application requires the signature of both the owner(s) and the leaseholder(s).

Signature(s): _____

Date: _____

FOR COUNTY USE:

For Preliminary Plans:

_____ Date application received

_____ Date of Notice of Planning Board Meeting

_____ Date of Meeting

For Final Applications:

_____ Date application received

_____ Date of public notice for submission of final application to Planning Board

_____ Date of submission of application to Planning Board

_____ Date of acceptance of submission as complete

_____ Date of public notice for public hearing

_____ Date of public hearing

_____ Date of decision by Planning Board

_____ Approved _____ Denied _____ Approved with Conditions

Planning Board Clerk

Date