



TOWN OF PELHAM

6 Main Street
Pelham, New Hampshire 03076-3723

MEMORANDUM

TO: Applicants

FROM: Pelham Planning Department

SUBJECT: Guidelines for Processing Applications

The Pelham Planning Department wants to process applications as speedily as possible. We understand the Regulations are complex and often confusing. The Regulations are designed to deal with different situations for large scale developments to simple boundary changes. Therefore, not all Regulations may be applicable to your application.

It is recommended that before you file your application, you discuss your proposal informally with the Planning Director. The Planning Director will review your project conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (603) 635-7811 for an appointment.

The key to receiving a prompt decision is to have all the necessary information in the Planning Department before the Pelham Planning Board meeting. All applications **MUST** be submitted to the Planning's office **TWENTY-ONE (21) DAYS** Prior to the Pelham Planning Board meeting at which it will formally be reviewed. The Planning Director will schedule you for a Public Meeting. In order to be scheduled, your application must be complete.

We recommend that you meet with the Planning Director when you submit your application to ensure that everything is in order.

Copies of the Regulations are available for your review in the Planning Department and online at www.pelhamweb.com, a copy can also be purchased at the Planning Department.



TOWN OF PELHAM

6 Main Street
Pelham, New Hampshire 03076-3723

TOWN OF PELHAM APPLICATION FOR CONDITIONAL USE PERMIT / SITE PLAN FOR a MIX OF BUSINESS & RESIDENTIAL USES in the MUZD

Note: This form and all required information must be filed at least **21** days before the date of the meeting at which it is to be submitted to the Board. Filing is to be done at the **Planning Department** or by mail to the **Planning Department, Village Green, Pelham, NH 03076**.

1. Name, mailing address, & telephone number of Applicant:

2. Name, mailing address, & telephone number of Owner of Record, if other than Applicant:

3. Name, mailing address, & telephone number of Surveyor/Engineer and/or Agent:

4. Location of Proposed Site:_____

5. Tax Map _____ Lot _____

6. Name of Proposed Site Plan _____

7. NH DES Septic Approval No. _____

8. Official Abutters Notification Form (attached within):

Applicant must sign this form authorizing the Planning Department to send Certified mailings to all abutters.

9. Items on the attached checklist.

10. Site Plan Application Fees:

TWO SEPARATE CHECKS ARE REQUIRED, MADE PAYABLE TO TOWN OF PELHAM

Filing fees in accordance with the schedule below shall be charged and shall accompany submission of plans. Failure to pay such cost shall constitute valid grounds for the Planning Board to terminate further consideration of the application.

1. Multi-family: \$50.00 per unit for the first 50 units, \$25.00 per unit thereafter.
2. Commercial, Semi-public, Civic and Recreational Facilities: \$70.00 Per 1,000 square feet of the proposed structure for the first 100,000 square feet and \$30.00 per 1,000 thereafter.
3. Abutters: \$10.00 per abutter for the Certified mailing cost of notification to abutters. Applicant must submit a list of abutters, by Map & Lot, **which must be obtained from the Assessor's office**. Do not rely on personal knowledge of property owners, the list submitted must be the legal ownership/mailing information as provided by the Assessor's office. **Also 3 standard size mailing labels for each abutter** (to include applicant if not already on list, Engineer/Surveyor/Soil Scientist, etc. and/or Agent, if applicable).

In no instance is the Site Plan fee to be less than \$200.00.

Abutter Notification \$ _____

Administrative & Technical Review Costs \$ _____

11. Property Access Authorization:

"I hereby authorize the Pelham Planning Board, and its agents, to access my land for the purpose of reviewing this Site Plan and performing inspections deemed necessary by the Board or its agents, to ensure conformance of the on-site improvements with the approved plan and all Town of Pelham ordinances and regulations."

Property Owner's Signature

Date

12. Statement of Understanding:

The undersigned applicant hereby submits to the Pelham Planning Board a Final Site Plan along with **four (4) full-size 22" x 34", and fifteen (15) 11"x17" sets of copies** (sets should be put together in order and **not** stapled) and respectfully requests its approval of said plat. In consideration for approval and the privileges occurring thereto, the applicant hereby agrees:

- a. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
- b. To give the Town on demand, proper deeds for land or rights of way reserved on the plat for streets, drainage or other purposes as agreed upon.
- c. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
- d. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or application is submitted and approved by the Board.
- e. To post the Planning Board's standard Performance Guarantee Bond to guarantee completion of the improvements shown on the plat and related drawings.
- f. Mr./Mrs. _____ of _____
is hereby designated as the person whom all communications to the applicant may be addressed and the person on whom legal process may be served in connection with any proceedings arising out of the agreement herein.

Applicant's Signature

Date

Town of Pelham Planning Board

Official Abutters Notification Form

This form is the *official and only* form to be used for the purpose of notifying abutters for a Pelham Planning Board meeting. This form must be filled out and/or attached to any abutters list submitted to the Town for a public hearing. In accordance with the Town of Pelham Subdivision and Non-residential Site Plan Review Regulations, this form, along with all other application materials must be submitted 20 days in advance of the hearing date requested and by 12:00 p.m. (noon EST) on that date. Failure to submit this form with the completed abutters list by the above date and time will void any request for a public hearing.

In accordance with New Hampshire Revised Statutes Annotated 676:4 I(d), as amended from time to time, the following names and addresses must be submitted for notice purposes:

- ◆ The applicant or applicants and owners of the land under review.
- ◆ Holders of conservation, preservation, or agricultural preservation restrictions.
- ◆ Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the board.
- ◆ Any person or other owner of property that is located in New Hampshire and adjoins or is directly across the street or any other way or stream from the land under consideration by the Planning Board. For condominiums or other collective forms of ownership, the officers of the association shall be the abutters.

For abutting land owners, the names and addresses must be generated from town records not more than 5 days prior to filing the application. Compliance with notification procedures is the sole responsibility of the applicant and not the Planning Board or Town staff. Lists will not be reviewed for correctness by the Planning Board or Town staff. Three (3) copies of the abutters shall be submitted with mailing labels for use by the Town.

By signing below, the applicant(s) formally submits this form, along with the required list of addresses and names, and attests to compliance with the above requirements.

Signature of Applicant Date
(begin list on reverse side)

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The site plan submitted shall demonstrate the following pursuant to Article V-I of the Zoning Ordinance:

- ☐ The land can support the proposed uses and development in full compliance with the New Hampshire Department of Environmental Services' Env-Wq 1000 Subdivision and Individual Sewage Disposal System Design Rules and subsequent revisions;
- ☐ Adequate area is provided for the installation of onsite stormwater systems or low impact development techniques as described within the Pelham Site Plan Regulations;
- ☐ Adequate area is provided for sidewalks, landscaping and other required site design elements as described within Pelham Site Plan Regulations;
- ☐ The front building setback for new structures shall be a minimum of fifteen (15) feet, to provide adequate room for sidewalks and planting strips along town roads which are mandatory within the MUZD.
- ☐ Side and rear setbacks shall be a minimum of fifteen (15) feet, except when property abuts R-zoned property, in which case the minimum setbacks required in the district shall be the same as required for a residential use within the abutting R-zoned lot.
- ☐ No new building within the MUZD shall exceed two (2) stories above existing grade. The building height for new buildings shall be no more than thirty (30) feet from mean grade to ridge height with the exception of appropriate unoccupied architectural features such as cupolas at the discretion of the Planning Board.
- ☐ Off street parking requirements, including quantity and design, shall be determined by the Planning Board as part of site plan review, however, it is strongly recommended that off street parking be accommodated at the rear of the property whenever possible and practical in the Planning Board's opinion.
- ☐ All applications for new structures or exterior changes to existing structures shall include color architectural renders showing a traditional New England appearance as described in the Architectural Design Standards within the Pelham Site Plan regulations.
- ☐ Only one building façade sign and one ground sign are allowed per business. No internally illuminated signs including plastic, neon or electronic messaging signs will be permitted within the district including within windows. A color rendering of all proposed signage must accompany any site plan application. The Planning Board shall have the discretion to require signage that is compatible with a traditional New England appearance including wood or material that invokes a carved wood or engraved stone appearance. No sign shall exceed twenty-five (25) square feet in size.

SITE PLAN APPLICATION CHECKLIST

- ☐ The names and mailing addresses of all abutters.
- ☐ Existing and proposed lines of streets, rights of way, lot lines, easements and public areas within the plan.
- ☐ The location, names and present width of adjacent streets and the location of the nearest driveway.
- ☐ The proposed use of each building and area and the actual use of each adjacent parcel of land.
- ☐ An insert key map showing the general location of the site in the town, and North arrow.
- ☐ An approval block in the lower left-hand corner and a title block in the lower right hand corner of each sheet.
- ☐ The area, in square feet, of each lot.
- ☐ The engineer's or surveyor's stamp and a signed certification of the accuracy of all data.
- ☐ The name, address and signature of the owner; the name, address and signature of the engineer or surveyor; a scale of drawing; a title of drawing; sheet (No.) of (No.) N.H.DES Construction Approval (septic approval).
- ☐ The boundaries of the entire parcel of property and the location of all permanent monuments identified as to whether existing or proposed.
- ☐ The street names, Tax Map sheet and lot numbers.
- ☐ Sufficient data to determine the location, bearing and length of every street line, right-of-way line, lot line, easement line and public area line and to permit the reproduction of such lines upon the ground. The scale shall be one (1) inch equals twenty (20) feet. All dimensions shall be shown to the nearest hundredth of a foot and all bearings to the nearest half (1/2) minute in arc. The error in closure of the field survey and the final plans shall not exceed one (1) part in eight thousand (8,000). The signed and dated certificate of the engineer or surveyor as to the accuracy of the survey shall, by reference to Section 248-22 of the Site Plan Regulations, be presumed by the Board to have been made to a minimum accuracy not less than as shown herein.

The present and proposed:

- ☐ Area

- ☐ Drainage
- ☐ Height and location of all buildings and other structures
- ☐ Parking spacing
- ☐ Loading areas
- ☐ Driveways
- ☐ Entrances and exits
- ☐ Drainage facilities, Drainage Report based on 25-year storm frequency;
- ☐ Sewage systems and wells
- ☐ Watercourses
- ☐ Sidewalks
- ☐ Landscaping
- ☐ Signs
- ☐ Lights
- ☐ Major site features (such as trees, ledge, wetlands, flood hazard areas, boulders, brooks, ditches, etc.
- ☐ The present and proposed topographical contour lines with elevations based on an on the ground survey showing two foot contour intervals.
- ☐ The base and highest elevation of every building, structure, retaining wall.
- ☐ The elevation and slope of all entrances, exits, driveways, parking areas and loading docks.
- ☐ The location, size, slope, type and elevation of all drainage ditches and pipes.
- ☐ The rim and invert elevations of all catch basins, culverts, headers and other drainage structures.
- ☐ The slope of all graded and landscaped areas.
- ☐ Indicate where Low Impact Development (LID) Design Practices have been incorporated.

- ☐ Calculation of the maximum effective impervious surface as a percentage of the site.
- ☐ Storm Water Management: The location, elevation, and layout of all storm-water drainage.
- ☐ Stormwater Management and Erosion Control Plan.
- ☐ Location of snow storage area and/or off-site snow removal.
- ☐ Fire Prevention and Protection.
- ☐ Erosion and Sediment Control Plan.

The following items may be required by the Planning Board:

- ☐ Traffic Impact Analysis
- ☐ Environmental Impact Analysis
- ☐ DES Dredge & Fill Permit