



TOWN OF PELHAM

6 Village Green
Pelham, New Hampshire 03076

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 into the Planning Department before the Planning Board meeting. All applications **MUST** be submitted to the Planning office **TWENTY-ONE (21) DAYS** prior to the Planning Board meeting at which it will formally be reviewed. If all is complete, you will be placed on the next available agenda.

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, or purchase, in the Planning Department, Town Hall or on our website.



TOWN OF PELHAM

6 Village Green
Pelham, New Hampshire 03076

Town of Pelham Site Plan Application

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, 6 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 and/or agent:

4. Location of Proposed Site: _____

5. Tax Map _____ Lot _____

6. Name of Proposed Site Plan _____

7. NHDES Subsurface Approval for Construction No. _____

8. Official Abutters Notification Form:

Applicant must fill out this form according to the attached instructions in order to notify all abutters of a Planning Board meeting or other public hearing.

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. Industrial: \$40.00 per 1,000 square feet of the proposed structure for the first 100,000 square feet and \$30.00 per 1,000 square feet.
4. Abutters: \$10.00 per abutter for the mailing cost for notification of abutters. Applicant must submit list of abutters.

In no instance is the Site Plan fee 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, 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 **fourteen (14) copies** 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 21 days in advance of the hearing date requested. 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 landowners, 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) sets of mailing labels must be submitted for mailings.

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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SITE PLAN APPLICATION CHECKLIST

- ☐ Fully executed and signed Application Form.
- ☐ All application documents, plans, supporting documentation and other materials provided in digital Portable Document Format (PDF).
- ☐ The names and mailing addresses of all abutters.
- ☐ The names and mailing addresses of all holders of existing conservation, preservation, or agricultural preservation restrictions affecting the subject property.
- ☐ Names, addresses, and telephone numbers of all professionals involved in the site plan design.
- ☐ List of names and contact information of all public or private utilities servicing the site and documents from all indicating approval of the proposed site plan and indicating an ability to provide all required private utilities to the site.
- ☐ Date plans first submitted, the date and explanation of revisions.
- ☐ 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.) NHDES Subsurface construction approval date and number.
- ☐ 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.
- ☐ List of reference plans.
- ☐ Estimates of noise generation.
- ☐ A note shall be provided on the Site Plan stating: "All conditions on this Plan shall remain in effect in perpetuity pursuant to the requirements of the Site Plan Review Regulations."
- ☐ Plan sheets showing landscaping and screening shall also include the following additional notes:
 - "The property owner and all future property owners shall be responsible for the maintenance, repair, and replacement of all required screening and landscape materials."
 - "All required plant materials shall be tended and maintained in a healthy growing condition, replaced when necessary, and kept free of refuse and debris. All required fences and walls shall be maintained in good repair."
 - "The property owner shall be responsible to remove and replace dead or diseased plant materials immediately with the same type, size, and quantity of plant materials as originally installed, unless alternative plantings are requested, justified, and approved by the Planning Board or Planning Director."
- ☐ 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.
- ☐ GIS data should be referenced to the coordinate system New Hampshire state plane, NAD83 (1996), with units in feet.

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;
- ☐ SFHA, 100-year flood elevation line and BFE data;
- ☐ Sewage systems and wells;
- ☐ Watercourses;
- ☐ Sidewalks;
- ☐ Landscaping;
- ☐ Signs;
- ☐ Lights;
- ☐ Major site features (such as trees, ledges, 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.
- ☐ Wetlands shall be delineated and stamped by a NH licensed civil engineer as well as reviewed for wetland function and given a value assessment.
- ☐ Calculation of the maximum effective impervious surface as a percentage of the site.

- ☐ Indicate where measures to minimize the impervious surface have been implemented.
- ☐ Statement that lists and describes “green” building components and systems.
- ☐ Stormwater Management: The location, elevation, and layout of all storm-water drainage including recommended maintenance schedule.
- ☐ Stormwater Management and Erosion Control Plan.
- ☐ Location of snow storage area and/or off-site snow removal.
- ☐ Endangered species and archaeological/historical studies if applicable.
- ☐ Information on air, water, or land pollutants to be discharged, including standards, quantity, treatment, and/or controls.
- ☐ Fire Prevention and Protection.
- ☐ Erosion and Sediment Control Plan.

Required Exhibits and Data

- ☐ Buildings and Structures
 - Total floor area.
 - Number of usable floors.
 - Gross floor area by floor and use.
- ☐ Access and Circulation
 - Location/width of access ways within site.
 - Location of curbing, right of ways, edge of pavement and sidewalks.
 - Location, type, size and design of traffic signing (pavement markings).
 - Names/layout of existing abutting streets.
 - Driveway curb cuts for abutting properties and public roads.
 - If subdivision; names of all roads, right of way lines, and easements noted.
 - AASHTO truck turning templates, description of minimum vehicle allowed being a WB-5 (unless otherwise approved by TAC).
- ☐ Parking and Loading
 - Parking calculations (# required and # provided).
- ☐ Utilities
 - Size, type, and location of all above and below ground utilities.
 - Size, type, and location of generator pads, transformers, and other fixtures.

- ☐ Solid Waste Facilities
 - The size, type, and location of solid waste facilities.
- ☐ Outdoor Lighting
 - Type and placement of all lighting (exterior of building, parking lot, and any other areas of the site).
 - Photometric plan.
 - Indicate how dark sky compliant lighting measures have been implemented.
- ☐ Landscaping
 - Identify all undisturbed area, existing vegetation, and that which is to be retained.
 - Location of any irrigation system and water source.
- ☐ Open Space
 - Type, extent, and location of all existing/proposed open space.
- ☐ All easements, deed restrictions, and non-public rights of ways.
- ☐ Location of snow storage areas and/or off-site snow removal
- ☐ Character/Civic district (all following information shall be included)
 - Applicable building height.
 - Applicable special requirements.
 - Proposed building form/type.
 - Proposed community space.

Other required Information

- ☐ Indicate whether the proposed development is located in a wellhead protection or aquifer protection area. Such determination shall be approved by the Planning Director.

The following items may be required by the Planning Board:

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