

**GORHAM, NH PLANNING BOARD
APPLICATION FOR SITE PLAN REVIEW**

INSTRUCTIONS:

1. Carefully read Zoning Ordinance and Site Plan Review Regulations.
2. Complete this application.
3. Determine whether or not your project meets the criteria for Minor Site Plan Review.

FOR MINOR SITE PLAN REVIEW, you may submit this application with a self-prepared plan, clearly drawn at a scale no smaller than 1" to 20' on an 8 1/2" x 11" or larger sheet of paper, illustrating the proposed alterations, along with a written description of the proposal. Drawings must contain an approximate scale, and arrow indicating the general direction of north. The site plan must be drawn reasonably to scale, and the drawing and written description must contain enough detail to enable the Board to determine compliance with these regulations. Setbacks must be indicated, along with features surrounding the proposed alteration sufficient to provide the Board with an understanding of the context of the proposed alteration. The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

FOR ALL OTHER PROJECTS, please complete the Checklist for Site Plan Applications and provide the required information as applicable. (For Final Application, Checklist must be complete.)

4. Compile abutters list containing the names and addresses of all abutters as indicated in Town 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.
5. Submit all required information, and a check payable to the Town to cover filing fees, mailing, advertising, and other costs at least 21 days before the regular monthly meeting.

FOR MORE INFORMATION PLEASE CALL 603-466-3322.

PROPERTY INFORMATION

Map # _____ Lot # _____ Property Address _____

Lot Size _____ Acres _____ Sq. Ft. Zoning District _____

APPLICATION TYPE

Minor? Yes _____ No _____

Preliminary Plan (Design Review) _____ Final Approval _____

CONTACT INFORMATION

Owner's Name: _____

Mailing Address: _____

E-mail: _____ Phone _____

AGENT, if applicable (Landowners may designate an agent (relative, surveyor, or real estate broker, etc.) to represent them during the application process)

Name: _____

Mailing address: _____

E-mail: _____ Phone _____

PROJECT DESCRIPTION

Please describe existing use of the property, square feet of building, # of dwelling units:

Please describe proposed use of the property, square feet of building, # of dwelling units:

SIGNATURES

I hereby declare that:

1. I have examined this application, including the accompanying exhibits and to the best of my knowledge and belief, it is true and complete.
2. The Agent listed (if any) is authorized to represent me in the application process.
3. Members of the Gorham Planning Board and its agents, including consultants and Town employees, are hereby authorized to enter the property for the purpose of evaluating this application, including for the purposes of a publicly noticed site visit, and if approved, for performing any inspection deemed necessary by the Board or its agents to ensure conformance with conditions of approval and conformance of the on-site improvements with the approved plan and all other applicable ordinances and regulations.

NOTE: If there are multiple owners, a valid application requires the signature of each owner.

Signature: _____ Date: _____

Signature: _____ Date: _____

**TOWN OF GORHAM, NH
CHECKLIST FOR SITE PLAN APPLICATIONS**

Applicant Name: _____ **Map #** _____ **Lot #:** _____

Using the Applicant column, please check off each item below that is contained in your application or write "NA" if you feel the item does not apply to your application.

Please note that the Board may require such additional information as it deems necessary to evaluate your application in relation to the Site Plan Review Regulations.

Applicant ✓	For Planning Board Use ✓	
_____	_____	<u>Submission Requirements (Sections V. & VI.)</u>
_____	_____	1. A completed application form properly filled out and signed by all owners of record. In the case of an agent, the application material shall include certification from all owners that the agent is authorized to act on their behalf.
_____	_____	2. The names and addresses of the applicant and all abutters as indicated in town records not more than five (5) days before the day of filing, along with any easement holders, and any engineer, architect, land surveyor or soil scientist whose professional seal appears on the plat, on two (2) sets of mailing labels. (Can be purchased from office.)
_____	_____	3. A check payable to the Town to cover filing fees, mailing, advertising, and other costs.
_____	_____	4. Two (2) paper print copies and a PDF in accordance with and accompanied by the information listed below.
_____	_____	5. Requests for waivers, if any, pursuant to Section XIII.A.
		<u>The Site Plan shall show the following items: (VI.A)</u>
_____	_____	A1 Name of project or identifying title; names and addresses of owners of record: and tax map and lot number.
_____	_____	A2 North arrow, date of the plat and dates of any revisions, scale appropriate to the scope of the development, name and address of person preparing the plat; signature block for Planning Board approval. The plan shall be prepared, stamped and signed by a NH-licensed professional engineer or land surveyor.
_____	_____	A3 Vicinity sketch at an appropriate scale showing the location of the site in relation to the existing public streets, together with the zoning district(s) and zoning lines relevant to the proposal.
_____	_____	A4 All abutting landowners, physical features and uses of abutting land within 200 feet of the site. Where deemed appropriate by the Planning Board, this requirement may be enlarged to show additional features significant to the proposal. Physical features depicted shall include all encroachments by or onto the property of the applicant and all rights or easements appurtenant thereto or which will be required by or on account of the proposed development or use.
_____	_____	A5 Boundary lines, their source, approximate dimensions and bearings, and the lot area in acres and square feet. The plan preparer shall certify that there are no zoning and land use violations or unresolved boundary claims or disputes pertaining to the property.

Applicant ✓	For Planning Board Use ✓	
_____	_____	A6 The shape, size, height, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site.
_____	_____	A7 Location, name and widths of any existing and proposed roads and rights-of-way on the property and those existing within 200 feet of the site. New roads shall be constructed in accordance with the specifications contained in the Town of Gorham Subdivision Regulations and of the Gorham Highway Department. To the extent that the Planning Board shall deem it necessary, such requirement shall include roads, rights-of-way and intersections directly and significantly affected by the proposal.
_____	_____	A8 Location of existing and proposed sidewalks and driveways with indication of direction of travel for any that are one-way. Both vehicular and pedestrian circulation shall be shown.
_____	_____	A9 Identification of access to the site, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets; and copy of any driveway permit(s).
_____	_____	A10 Location and total number of parking spaces, loading spaces and other similar facilities associated with the use.
_____	_____	A11 A landscape plan, describing the number, location, types, and size of all existing and proposed landscaping and screening. The Planning Board shall, when appropriate, specify the type, nature and amount of screening in buffer areas so as to accomplish their stated purpose.
_____	_____	A12 The location, type, and nature of all existing and proposed exterior lighting.
_____	_____	A13 The location, size and height of all existing and proposed signs.
_____	_____	A14 Natural features such as flood hazard areas, streams, shorelands, ponds and wetlands, as defined by the Town of Gorham Zoning Ordinance or applicable laws or regulations of the State of New Hampshire or the United States which may apply.
_____	_____	A15 The existing and proposed grades and topographic contours based on LIDAR, with spot elevations and base flood elevations where appropriate.
_____	_____	A16 The size and location of all existing and proposed water mains, sewers, drainage culverts or other stormwater management facilities, and including the location and distance to any fire hydrants and/or fire ponds and existing or proposed cisterns.
_____	_____	A17 If applicable, copy of certification by a New Hampshire permitted septic designer that an existing system is adequate to meet the needs of the proposed use.
_____	_____	A18 Location and type of proposed waste disposal system, with an outline of the areas reserved for leach fields for any new or replacement system, location of test pits and record of percolation tests.
_____	_____	A19 Location of existing and proposed on-site well and required protective radius.
_____	_____	A20 Soil survey data from the Coos County Soil Survey.
_____	_____	A21 Location and description of any existing or proposed easements, deed restrictions or covenants.

Other Information Required (VI.B)

Note that It is also the responsibility of the applicant to seek and obtain all required federal, state and local permits and approvals including but not limited to Gorham Water & Sewer Commission, Gorham Zoning Board of Adjustment, NH DOT and NH DES. (VI.B.1)

Applicant ✓	For Planning Board Use ✓	
_____	_____	B2 Erosion Control Plan, developed by an NH- licensed engineer, consistent with the design standards and specifications set forth in the <i>New Hampshire Stormwater Manual, Volume 3, Erosion and Sedimentation Controls During Construction</i> , NHDES, latest version, shall be submitted where one or more of the following conditions are present: <ul style="list-style-type: none"> a) A cumulative disturbed area exceeding 20,000 square feet; b) construction of a road or street; or c) construction of three or more dwelling units.
_____	_____	B3 Stormwater Management Plan, developed by an engineer licensed in New Hampshire, consistent with the design standards and specifications set forth in the <i>New Hampshire Stormwater Manual, Volume 2, Post-Construction Best Management Practices Selection and Design</i> , NHDES, latest edition, including before and after drainage calculations.
_____	_____	B4 An adequate plan for snow removal and storage. This plan should be developed with and approved by the Gorham Public Works Director.
_____	_____	B5 Copies of recordable instruments conveying any proposed or existing easements, covenants, deed restrictions, etc.
_____	_____	B6 Community facilities and/or environmental impact analysis if required.

ABUTTER'S MAILING LIST

“Abutter” means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Board. Please also include easement holders and any professional whose seal appears on any exhibit.

Tax map/lot #	_____	Tax map/lot #	_____
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____

Tax map/lot #	_____	Tax map/lot #	_____
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____

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	_____		_____

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	_____		_____

Tax map/lot #	_____	Tax map/lot #	_____
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____