

**CHECK LIST FOR PREPARING SITE PLAN REVIEW APPLICATION**

(processing of this application will be significantly delayed if it is not complete)

**THIS CHECKLIST FORM MUST ACCOMPANY EACH APPLICATION**

(signed by the actual owner)

\_\_\_\_\_ **A detailed letter of intent**

\_\_\_\_\_ **Six (6) full size and eight (8) 11" x 17" sets of plans; at least two (2) of the full size plans will be colored.**

\_\_\_\_\_ **A typed current abutters list (checked at the Town Office)**

\_\_\_\_\_ **The proper check amount for fees consistent with the Town of Fremont Fee**

**Schedule – -currently**

**\$350.00 for the Site Plan Review Fee**

**\$350.00 for total of the first three (3) units for Elderly Housing and**

**\$50.00 for each additional Elderly Housing unit thereafter:**

**A minimum application fee amount of three hundred and fifty (\$350.00)**

**dollars for up to one hundred thousand (\$100,000.00) dollars of**

**construction cost PLUS two (\$2.00) dollars per thousand over one hundred**

**thousand (\$100,000.00) dollars of construction as levied by the Town shall accompany each application for Site Review.**

**\$250.00 for each Site Plan Review Amendment**

**\$115.00 for the advertising**

**\$ 12.59 per abutter (\$6.00 plus current postage) The Abutters list shall include the actual owner, anyone whose stamp or seal appears on the plan, anyone whose property physically abuts or is directly across a street or river from the subject property) (see NH RSA 672:3)**

\_\_\_\_\_ **Your list of requested waivers**

\_\_\_\_\_ **I do hereby certify that this application for a Site Plan Review meets all Fremont Zoning Regulation requirements.**

\_\_\_\_\_ **A copy of this application has been sent to the Town Engineer and to the Rockingham Planning Commission.**

\_\_\_\_\_ **I do hereby agree that I am responsible for all costs for engineering assistance and /or all consulting costs regarding this Site Plan Review as per 1.18-D of the Site Plan Review Regulations.**

\_\_\_\_\_  
**signature:      Date:**

The application must be sent via **certified mail** to:

FREMONT PLANNING BOARD

P.O. Box 120

Fremont, New Hampshire 03044

**APPENDIX “C”  
TOWN OF FREMONT**

Colors for plans

Green = wetlands

Blue = water

Gray = pavement

Brown = road shoulders/dirt drives

Red = proposed changes

Orange = existing lot lines

Yellow = setbacks (to side & rear lot lines)

Purple = well radius & septic location

## **APPLICATION FOR MAJOR SITE PLAN REVIEW**

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Owner(s) of Property concerned: \_\_\_\_\_

(If same as above, write "same")

Mailing Address: \_\_\_\_\_

(If same as above, write "same")

Contact information:

Location of Property: \_\_\_\_\_

(Map #, Lot # and Street Address)

Intent of Application:   Original Site Plan Review                   \_\_\_\_\_

Amendment to Existing Site Plan Review                   \_\_\_\_\_

### **ZONING INFORMATION**

Zoning District of Property: \_\_\_\_\_

Conditional Use Permit Required:       Yes\_\_\_\_\_ No\_\_\_\_\_

Is the property in the Aquifer Protection District? Yes\_\_\_\_\_ No\_\_\_\_\_

Is the property in the Flood Zone?                   Yes\_\_\_\_\_ No\_\_\_\_\_

### **A Site Plan Review plan shall contain the following information, where applicable, to be considered complete:**

- [ ]     Intended site plat must meet all relevant land use regulations in effect at the time of filing.
- [ ]     Provide fees and letters as required in section 1.18
- [ ]     Provide requested waivers as required in section 1.21.
- [ ]     Provide a typed list of names and addresses of all abutters obtained from the Town records, to include applicant(s), not more than five (5) days before the date of submittal of the application.
- [ ]     Provide a minimum of six (6) full size and eight (8) 11" x 17" sets of plans; at least two (2) of the full size plans will be colored of the proposed layout/plan to the Fremont Planning Board. All copies must have a plat revision system properly noted. All subsequent submissions must reflect proper plat revision.
  - The size and location of all public and private utilities including water lines, sewage facilities, gas lines, power lines, telephone lines, fire alarms connections, and other utilities.
  - The location, size and design of proposed signs and other advertising or instructional devices.
  - The location, type and design of outdoor lighting.
  - Construction details, including but not limited to pavement, walks, steps, curbing, drainage and structures, fire hydrants, and erosion and sedimentation control techniques.
- [ ]     Provide copies of all required State, Federal and Town approvals, including but not limited to: Dredge and Fill, State Highway access, Wetlands Board approval.
- [ ]     Provide topography maps indicating buildings, water courses, ponds, streams, standing water, exposed rock

ledges, and other significant topography references to include natural and manmade features. Contours shall be depicted at two (2) foot intervals, referenced to sea level, reflective of US Geodetic Survey markers.

- . Clear delineation's of wetlands areas must be provided on all topography maps. Clear delineation of all watershed protection districts must be provided on all topography maps and any septic design plans.
- [ ] Provide location and results of each test pit and percolation results shall be submitted to the Planning Board. Information summary with respect to soil conditions capable of supporting on-site water and waste disposal for each lot will be supplied. Test reference markers shall be put in place and maintained during the review process.
- [ ] Provide a plan for the type and location of solid/liquid waste disposal facilities. A fiscal study/data relative to the potential impact to the Town may be required during the review process. Special provisions and/or plans may be required if found to bear a financial impact on the Town.
- [ ] Provide an estimate/calculation of the road traveled mileage and route from the local fire and rescue department.
- [ ] Provide an estimate/calculation of the increased daily average automobile traffic within the Town.
- [ ] Provide complete plans and profiles for all streets to include:
  - . Curve data, horizontal and vertical at the street center lines
  - . Street data at fifty foot (50') intervals, to include cross sections
  - . Intersection, turn-around and/or cul-de-sac radii
  - . All Storm Drainage design
  - . Design of any bridges or culverts
  - . Proposed finished grades of streets and adjacent roadsides within the right-of-way.
- [ ] Provide an architectural rendering showing all elevation views of all proposed buildings and their exterior design. Provide plans reflecting shape, size, height and location of existing structures located on the site and within two hundred (200) feet of the site.
- [ ] Provide a parking areas and access plan sufficient for review to insure compliance to applicable standards as set forth in this document.
  - . The location, size, direction of travel and, if appropriate, curbing, paving, and radii of existing and proposed streets, driveways, access ways and sidewalks within the site and its relationship to the off-site system.
  - . The size, location and layout of all on-site parking, loading facilities and snow storage areas. The methods and actuals used to provide for directing of traffic patterns and parking.
- [ ] Provide and estimated number of cu yds of excavation material to be removed from your site as a result of your project.
- [ ] Provide a landscaping plan sufficient for review to insure compliance to applicable standards as set forth in this document.
  1. The location, type and size of all proposed landscaping and screening as well as a plan for the retention of existing and significant natural features on the site.
- [ ] Provide a storm drainage plan, performed by a registered professional engineer, including a plan for the detention and slow release of storm water where necessary, together with supporting calculations. Reference section 1.16.
- [ ] Provide plans for erosion and sediment control. No site plan shall be approved without plans for erosion

and sediment control unless a written waiver is applied for and approved by the Planning Board.

[ ] Provide Traffic Impact Analysis

All proposed site plans shall be reviewed by the Planning Board to ascertain that adequate provisions have been made by the owner/agent for traffic safety and congestion. To facilitate this review, the Planning Board may require the developer to provide a full traffic impact analysis when deemed necessary by the Board due to the size, location or traffic-generating characteristics of the proposal.

Traffic impact analysis shall address each of the following:

- . Traffic circulation and access, including adequacy of adjacent street and intersections, entrances and exits, traffic flow, sight distances, accident statistics, curb cuts, turning lanes and existing or recommended traffic signals.
- . Pedestrian safety and access.
- . Off-street parking and loading.
- . Emergency vehicle access.
- . Snow removal adequacy.

No site plan shall be approved without a traffic impact study and analyses unless a written waiver is applied for and approved by the Planning Board.

[ ] Provide general information and site plan format on all plats:

- . Proposed site name, name of property owner of record and reference numbers
- . Name, address and phone number of sub-divider and surveyor or engineer
- . Date, north point, plat revision, property map references and reference numbers
- . Names and addresses of owners of abutting properties
- . Location and exact dimensions of all property lines
- . Location, name and width of all existing and proposed streets, rights-of-way, or easements
- . Sheet size in conformance with the requirements of the Rockingham County Register of Deeds. A margin of at least one inch shall be provided outside ruled border lines on three sides and at least two inches along the left side, or as required by the Register of Deeds
- . A scale of not less than one (1) inch equals one hundred (100) feet.
- . Space for the Planning Board Chairman and Secretary to sign and date the approved plans
- . Tax map and parcel number, title and deed reference
- . A locus map (no smaller than one (1) inch equals one thousand (1000) feet showing the location of the site in relation to the surrounding public street system and the zoning districts and boundaries for the site and the area within one thousand (1,000) feet of the site.
- . Area, in acres and square feet, of the entire site of proposed site or subdivision. Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, recreation area and area used
- . Area, in acres and square feet, of each proposed site/lot. Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, and area used.

- . Clear delineation of wetlands and watershed protection districts peripheral area must be provided.
  - . Iron rods, pipes, pins or drill holes must be so noted and placed at all lot corners and angle changes.
  - . Location of all land intended for public use and any conditions on such use.
  - . Specify the number and type of non-residential units
  - . Specify the water sources to be designated for fire protection and control. Define the adequacy of water supply for fire protection
  - . Tax Map reference numbers for each proposed lot, ie: original tax lot number 14.2, new proposed numbers = 14-2.1...-N.
  - . Hours of operation
- [ ] Other information may be required during the course of the review. Other exhibits or data that the Planning Board may require in order to evaluate adequately the proposed development; such as but not limited to:
- . Information on the composition and quantity of wastewater generated.
  - . Information on air, water, or land pollutants, discharged
  - . Estimates of noise generations
  - . Special Submissions - Erosion and Sediment Control Plans
  - . Listing of all amounts and description of liquids, inflammables, and/or chemicals.
- [ ] **SUBMIT: A TYPED ABUTTERS MAILING LIST.** You are responsible for the accuracy of this list.
- [ ] Submit: **APPENDIX “B” CHECK LIST FOR PREPARING SITE PLAN REVIEW APPLICATION**

Please insure that your application supports the PURPOSES as noted in the **SITE REVIEW** Regulations. And that you have read, understand and complied with all aspects of the regulations. If you so desire, an opportunity for a **PRE-APPLICATION WORK SESSION** can be scheduled.

Other items required as applicable;

- \_\_\_\_\_ N.H. Water Supply & Pollution Control Commission subdivision approval
- \_\_\_\_\_ N.H. Wetlands Board “Dredge & Fill” permit
- \_\_\_\_\_ N.H. Department of Transportation driveway access permit
- \_\_\_\_\_ Traffic impact analysis
- \_\_\_\_\_ Erosion and Sediment Control Plan
- \_\_\_\_\_ Stormwater runoff calculations
- \_\_\_\_\_ Site Specific
- \_\_\_\_\_ Other State or Federal permits as required

Notes:

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APPLICANT: \_\_\_\_\_ Date \_\_\_\_\_

### **APPLICATION FOR MINOR SITE PLAN REVIEW**

**A Site Plan Review plan shall contain the following information, where applicable, to be considered complete:**

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Owner(s) of Property concerned: \_\_\_\_\_

(If same as above, write "same")

Mailing Address: \_\_\_\_\_

(If same as above, write "same")

Contact information:

Location of Property: \_\_\_\_\_

(Map #, Lot # and Street Address)

Intent of Application:   Original Site Plan Review                   \_\_\_\_\_

                                  Amendment to Existing Site Plan Review           \_\_\_\_\_

#### **ZONING INFORMATION**

Zoning District of Property: \_\_\_\_\_

Conditional Use Permit Required:       Yes\_\_\_\_\_ No\_\_\_\_\_

Is the property in the Aquifer Protection District? Yes\_\_\_\_\_ No\_\_\_\_\_

Is the property in the Flood Zone?                   Yes\_\_\_\_\_ No\_\_\_\_\_

#### **SUBMISSION AND INFORMATION REQUIREMENTS (Section 1.13).**

***In order for a project to be considered for a Minor Site Plan Review it must not require any criteria of a Major Site Plan Review.***

Major   Minor (see section **1.8.1 Minor Site Plan Review**)

☐       ☐       A - Intended site plat must meet all relevant land use regulations in effect at the time of filing.

☐       ☐       B - Provide fees and letters as required in section 1.18.

☐       ☐       C - Provide requested waivers as required in section 1.21.

☐       ☐       D - Provide a typed list of names and addresses of all abutters obtained from the Town records, to include applicant(s), not more than five (5) days before the date of submittal of the application.

☐       ☐       E - (**Major**) Provide six (6) full size and eight (8) 11" x 17" sets of plans; at least two (2) of the full size plans will be colored.

☐       ☐       (**Minor**) Provide eight (8) 11" x 17" sets of plans to the Fremont Planning

Board.

All copies must have a plat revision system properly noted. All subsequent submissions must reflect proper plat revision.

- ☐ F- Provide copies of all required State, Federal and Town approvals, including but not limited to: Dredge and Fill, State Highway access, Wetlands Board approval.

- ☐ G- Provide topography maps indicating buildings, water courses, ponds, streams, standing water, exposed rock ledges, and other significant topography references to include natural and manmade features. Contours shall be depicted at two (2) foot intervals, referenced to sea level, reflective of US Geodetic Survey markers.

Clear delineation's of wetlands areas must be provided on all topography maps. Clear delineation of all watershed protection districts must be provided on all topography maps and any septic design plans.

- ☐ ☐ H - Provide location and results of each test pit and percolation results shall be submitted to the Planning Board. Information summary with respect to soil conditions capable of supporting on-site water and waste disposal for each lot will be supplied. Test reference markers shall be put in place and maintained during the review process.

- ☐ I - Provide a plan for the type and location of solid/liquid waste disposal facilities.

- ☐ ☐ J - Provide an estimate/calculation of the road traveled mileage and route from the local fire and rescue department.

- ☐ ☐ K - Provide an estimate/calculation of the increased daily average automobile traffic within the Town.

- ☐ ☐ K – 1 - Provide an estimate of noise generations.

- ☐ L - Provide complete plans and profiles for all streets to include:
  - Curve data, horizontal and vertical at the street center lines.
  - Street data at fifty foot (50') intervals, to include cross sections.
  - Intersection, turn-around and/or cul-de-sac radii.
  - All Storm Drainage design.
  - Design of any bridges or culverts.
  - Proposed finished grades of streets and adjacent roadsides within the right-of-way.

- ☐ ☐ M - Provide an architectural rendering showing all elevation views of all proposed buildings and their exterior design. Provide plans reflecting shape, size, height and location of existing structures located on the site and within two hundred feet (200') of the site.

- ☐ N - Provide a parking areas and access plan sufficient for review to insure compliance to applicable standards as set forth in this document.
- ☐ N – 1 The location, size, direction of travel and, if appropriate, curbing, paving, and radii of existing and proposed streets, driveways, access ways and sidewalks within the site and its relationship to the off-site system.
- ☐ ☐ N- 2 The size, location and layout of all on-site parking, loading facilities and snow storage areas. The methods and actuals used to provide for directing of traffic patterns and parking.
- ☐ O - Provide a landscaping plan sufficient for review to insure compliance to applicable standards as set forth in this document. The location, type and size of all proposed landscaping and screening as well as a plan for the retention of existing and significant natural features on the site.
- ☐ P - Provide a storm drainage plan, performed by a registered professional engineer, including a plan for the detention and slow release of storm water where necessary, together with supporting calculations. Reference section 1.16.
- ☐ Q - Provide plans for erosion and sediment control. No site plan shall be approved without plans for erosion and sediment control unless a written waiver is applied for and approved by the Planning Board.
- ☐ R- Provide mitigation strategies for all nuisance elements: ie: odor, noise, light, visual effects
- ☐ S - Provide general information and site plan format on all plats:
  - ☐ ☐ 1. Proposed site name, name of property owner of record and reference numbers
  - ☐ ☐ 2. Name, address and phone number of sub-divider and surveyor or engineer
  - ☐ ☐ 3. Date, north point, plat revision, property map references and reference numbers
  - ☐ ☐ 4. Names and addresses of owners of abutting properties
  - ☐ ☐ 5. Location and exact dimensions of all property lines
  - ☐ ☐ 6. Location, name and width of all existing and proposed streets, rights-of-way, or easements
    - ☐ ☐ A. Minor: Existing streets, rights-of-way or easements only.
  - ☐ ☐ 7. Sheet size in conformance with the requirements of the Rockingham County Register of Deeds. A margin of at least one inch shall be provided outside ruled border lines on three sides and at least two inches along the left side, or as required by the Register of Deeds
  - ☐ ☐ 8. A scale of not less than one (1) inch equals one hundred (100) feet.
    - ☐ ☐ A. Minor: Must be to scale; applicant may choose the scale.
  - ☐ ☐ 9. Space for the Planning Board Chairman and Secretary to sign and date the approved plans
  - ☐ ☐ 10. Tax map and parcel number, title and deed reference

- ☐ 11. A locus map (no smaller than one (1) inch equals one thousand (1000) feet showing the location of the site in relation to the surrounding public street system and the zoning districts and boundaries for the site and the area within one thousand (1,000) feet of the site.
- ☐ 12. Area, in acres and square feet, of the entire site of proposed site prior to development. Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, recreation area and area used
- ☐ 13. Area, in acres and square feet, of each proposed site/lot.  
Acreage, square feet and percentage of total area for the following segments of information; Total area, area left in natural state, area of wetlands, and area used
- ☐ 14. Clear delineation of wetlands and watershed protection districts peripheral area must be provided.
- ☐ 14.1 Major only: Wetlands shall be delineated by a NH Licensed Wetland Scientist or Soil Scientist.
- ☐ 15. Iron rods, pipes, pins or drill holes must be so noted and placed at all lot corners and angle changes
- ☐ 16. Location of all land intended for public use and any conditions on such use.
- ☐ ☐ 17. Specify the number and type of non-residential units.
- ☐ ☐ Minor = one (1): Major = two (2) or more
- ☐ ☐ 18. Specify the water sources to be designated for fire protection and control. Define the adequacy of water supply for fire protection.
- ☐ ☐ 19. Hours of operation

- ☐ T- Provide Traffic Impact Analysis  
All proposed site plans shall be reviewed by the Planning Board to ascertain that adequate provisions have been made by the owner/agent for traffic safety and congestion. To facilitate this review, the Planning Board may require the developer to provide a full traffic impact analysis when deemed necessary by the Board due to the size, location or traffic-generating characteristics of the proposal.

Traffic impact analysis shall address each of the following:

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- Pedestrian safety and access.
- Off-street parking and loading.
- Emergency vehicle access.
- Snow removal adequacy.

No site plan shall be approved without a traffic impact study and analyses unless a

written waiver is applied for and approved by the Planning Board.

- ☐ ☐ U - The size and location of all public and private utilities including water lines, sewage facilities, gas lines, power lines, telephone lines, fire alarms connections, and other utilities.
- ☐ ☐ V - The location, size and design of proposed signs and other advertising or instructional devices.
- ☐ ☐ W - The location, type and design of outdoor lighting.
- ☐ X - Construction details, including but not limited to pavement, walks, steps, curbing, drainage and structures, fire hydrants, and erosion and sedimentation control techniques.
- ☐ Y - Other exhibits or data that the Planning Board required in order to evaluate adequately the proposed development; such as but not limited to:
  - 1. Information on the composition and quantity of wastewater generated.
  - 2. Information on air, water, or land pollutants, discharged
  - 3. Estimates of noise generations
  - 4. Special Submissions - Erosion and Sediment Control Plans
  - 5. Listing of all amounts and description of liquids, inflammables, and/or chemicals.
  - 6. A fiscal study/data relative to the potential impact too the Town may be required during the review process. Special provisions and/or plans may be required if found to bear a financial impact on the Town.

- [ ] **SUBMIT: A TYPED ABUTTERS MAILING LIST.** You are responsible for the accuracy of this list.
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Please insure that your application supports the PURPOSES as noted in the **SITE REVIEW** Regulations. And that you have read, understand and complied with all aspects of the regulations. If you so desire, an opportunity for a **PRE-APPLICATION WORK SESSION** can be scheduled.

Notes:

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APPLICANT: \_\_\_\_\_ Date \_\_\_\_\_