

Site Plan Review Checklist

Section VI - General Items

Received	Open	N/A	
			1 Abutter Information
			2 Application Form (3 Copies)
			3 Authorization from Owner(s)
			4 Waiver Request Form

Basic Plan Elements

Received	Open	N/A	
			1 Abutter property, map, lot, name, address
			2 All reference plans (with recording number if any)
			3 Benchmark with elevation noted and shown on each plan sheet
			4 Buildable area for each lot
			5 Deed & Deed references
			6 Error of closure statement
			7 Legend indentifying all symbols used on the plan
			8 Locus Map with scale (1inch = 500 ft.)
			9 Match lines shown on all sheets
			10 Municipal Boundaries (if any) defined as shown
			11 North arrow - magnetic north/year; true north; or reference plan
			12 Plan Notes
			13 Plan size 11x17 for each abutter and six 22x34 plan sets for review
			14 Revisions block, dated and initialed, with brief description of revision made
			15 Scale bar (no greater than 1 inch = 100 feet)
			16 Sheet numbers
			17 Signature Block for the Planning Board, including statement, "The Planning Board of the Town of Salisbury approved this Site Plan on _____ date, with space for signing by the Chairman and Secretary
			18 Stamp and signature of all professionals, including but not limited to the Surveyor, Engineer, Soil Scientist, Wetlands Scientist, Septic Designer and all others that may apply
			19 Statement of intention regarding any adjoining land owned or of interest to owner
			20 Statement of Purpose
			21 Zoning designation and district boundaries, may be more than one

Building Details

Received	Open	N/A	
			1 Plan of all buildings with their type, size, location (setbacks) and elevation of the first floor slab indicated.
			2 An elevation view of all buildings indicated their height (note height limitations in zoning ordinance), bulk & surface treatment.
			3 Location of off-street parking and loading spaces with a

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			layout of the parking indicated.
			4 The location, width, curbing and type of access ways and egress ways, plus streets within and around proposed site.
			5 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 two hundred feet (200').
			6 The type and location of solid waste disposal facilities.
			7 The location, elevation and layout of catch basins and other surface drainage features.
			8 Existing and proposed contours and finished grade elevations - all contours shall be a minimum of 5' foot intervals.
			9 The type, extent and location of existing and proposed landscaping and open space areas indicating what existing areas of both types will be retained.
			10 The location, size and design of proposed signs and other advertising or instructional devices.
			11 The size and location of all public services connections-gas, power, telephone, fire alarm, overhead or underground.
			12 The location and type of lighting for all outdoor facilities.
			13 Lines of all existing adjoining streets.
			14 Surveyed property lines showing their deflection angles, distances, radius, lengths of arcs, control angles, along property lines, and monument locations and names of all abutters within two hundred feet.

Permits and Other Documentation

Received	Open	N/A	
			1 Any and all other applicable permits that may apply (please specify)
			2 Articles of Incorporation of a homeowners association
			3 Conditional Use Permit by Planning Board
			4 Condominium declaration as filed w/ the NH Attorney General's Office
			5 Conservation Commission Comments
			6 Deeds, deeds of easements or roght-of-ways, covenants & agreements as endorsed and registered in the Merrimack County Registry of Deeds
			7 Driveway permit (local and state, if applies)
			8 New Hampshire DES Sewer Discharge Permit
			9 New Hampshire DES Site Specific Approval
			10 New Hampshire DES Subdivision Approval
			11 New Hmapshire DES Water Supply Permit
			12 New Hampshire DES Wetlands Approval
			13 New Hampshire DOT Driveway Permit or permit issued by an agent of the Town.
			14 Self imposed restriction - if the owner places restrictions on any of the land contained in the development greater than those required by these regulations or the Zoning Ordinance, such restriction or reference thereto may be required to be indicated on the plan, or the Planning Board may require that restrictive covenants be recorded with the County Registry

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of Deeds in a form to be approved by the Town Attorney.

15 Special Exception Variance from ZBA

16 Variance from the ZBA

Surveying & Topographical Details
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Received	Open	N/A

- 1 Stamp & signature of liscensed land surveyor preparing the plan.
- 2 Error of closure shall be a minimum of 1:28:000
- 3 Two (2) foot contour interval shall be shown on the plan, five (5) foot contours may be shown for areas of the lot not intended to be used for building purposes, clearing of the land for a backyard whether wooded or grassed, and where no regrading of the site will be conducted. All areas within 100 feet of wetlands, floodplain and wet or seasonally wet soils shall have two foot contours.

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4 If the datum is not NGVD of 1929, show at least one banchmark with elevation per sheet.

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5 All monuments shall be set according to acceptable surveying practices, and shall be met at minimum the standrads listed within.

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6 Metes & bounds description of existing lots, all easements, right-of-ways , street lines and tract boundaries.

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7 Location of all natural features including but not limited to wetlands, floodplain (100- and 500-year), soil boudaries and other specific features on site.

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8 All newly constructed roads and improvement to existing road shall have monument installed.

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9 Monuments shall be set along all street lines and right-of ways, on all corner lots, front, rear and the beginning and end of curve.

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10 For wooded areas or areas where the bound is not visible, monuments shall be set a maximum distance of five (500) hundred feet apart.

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11 Solid iron rod (min 1/2 inch diameter) shall be buried at least thirty-six (36) inches.

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12 Concrete, granite or stone bound which include a cap with the surveyor stamp, shall be a minimum 4x4 inch and shall be buried at least twenty-four (24) inches.

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13 When points fall on existing stone wall, iron rod or stone bound may be offset and so noted on the plan.

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14 All bounds to be vertical and soil compacted when set.

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15 Iron pins shall be allowed as temporary property corners along new roadways being constructed but shall be replaced with stone bounds within ninety (90) days of completion of the roadway.

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16 Location & description of all proposed monuments (if the plan is approved a letter shall be submitted by the Surveyor to the Planning Board documenting the monuments were set as specified on the plan, and indicating the date set). No plan shall be recorded until such documentation is submitted.

Title Block Information

Received	Open	N/A
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- 1 Date
- 2 Name and Principal Design Consultant
- 3 Name of Site Plan
- 4 Owner (s) with Deed References
- 5 Sheet number noted
- 6 Street location
- 7 Tax map & Lot number

Zoning Ordinance Requirements

Received	Open	N/A
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- 1 Buffer requirements
- 2 Frontage requirements
- 3 Minimum contiguous area
- 4 Minimum Lot size
- 5 Open Space calculation
- 6 Other requirements (if applicable) such as shoreline protection.
- 7 Setback requirements
- 8 Soil details for each soil type on the lot including name and abbreviation for soil type, and what percentage of the lot is represented by this soil type.

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9 Zoning District(s)

Section VII - Water & Sewer Facilities

Received	Open	N/A
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Sewer - Septic Facilities

- 1 Copies of all application materials provided to and approved by the NHDES Subsurface Systems Bureau with all unsuitable areas for subsurface disposal shown on the plan for each lot. Approval number noted.
- 2 Lots greater then five acres shall submit information & data showing the lot is capable of sustaining a septic system. Any information provided to the NHDES Subsurface Systems Bureau.

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3 Name, address, signature and seal of licensed engineer who prepared the common sewage facility plan (if a common system is proposed).

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Water Facilities and Supply

- 1 All Site Plans shall make adequate provision for a supply of potable water for domestic consumption.
- 2 Comments from the Fire Department.
- 3 Each lot's well location, protective well radius with existing & proposed

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uses, other relevant uses and location of private central systems. Private wells shall comply with all standards of the NH DES Water Division and standards of the NH Water Well Board

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4 A central water system, serving two or more lots or users, shall conform and meet all standards set for community water systems as established by NHDES, even though DES may not invoke jurisdiction in all cases.

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5 If a common water supply system is to be utilized, detailed plans similar to a municipal water supply, detailing the source of water, pumping stations, other distribution and treatment facilities details, signed by the Licensed Engineer.

Section VIII - Fire and Police - Required Improvements and Design Standards

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1 Prior to the construction of structures in a Site Plan, the fire protection measures must be in place & operable (excluding in-house fire suppression systems).

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2 All Site Plans shall be required to address water supply needs for fire protection.

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3 The Fire Department shall determine the type, location and spacing of any water supply provisions i.e. cisterns, fire ponds, hydrants, etc.

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4 Accommodations for emergency access vehicles during all seasons, availability of water, acceptable response time and any other criteria commonly considered by Fire or Police.

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5 Unless otherwise required by the F.D. the National Fire Protection Assoc. (NFPA) standards on rural fire protection shall apply.

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6 The F.D. or SPB may require emergency access easements. The width, max. grade, signage, pavement type, intersection clearance and other related accessibility issues shall be determined by the F.D. A Building Permit shall not be issued until such easement is constructed to the specifications, inspection and approval of the F.D.

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7 Written emergency access and evacuation plan, showing a means of egress for residents & vehicles, if another point of access is restricted.

Section VIII - Utilities

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1 All utility facilities, including but not limited to gas, electric, telephone, fiber optic, cable and fire protection with trenching details and location for such utilities.

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2 Utilities shall not be located beneath the paved surface of any street except where necessary at intersections and for service connections. This does not apply to major transmission facilities.

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3 A utility plan page showing the following for each lot: location of sanitary disposal systems (including septic tanks, effluent disposal area, test pits, percolation test location), electric, gas, telephone lines, well and other utilities proposed for the site. Location of nearest fire protection facility i.e. pond or other water sources.

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4 Letter to the SPB from the respective utility, indicating that the utility has adequate provisions to extend such utility without expense to the Town of Salisbury.

Section IX - Stormwater & Drainage Facilities

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A Plan for stormwater, drainage, grading, erosion and sedimentation control shall be submitted for all Site Plans containing four (4) or more buildings and when any new road or parking area construction is planned. Site Plans containing less than four may also be subject to the following:

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| | | | 1 Installation of fill |
| | | | 2 Alteration of the natural topography and slopes |
| | | | 3 Removal of earthen materials |
| | | | 4 Installation of underground facilities |
| | | | 5 Cumulative disturbed surface area, which exceeds twenty thousand sq.ft. |
| | | | 6 Construction or alteration of a street, road or driveway |
| | | | 7 Disturbed environmentally sensitive areas including but not limited to wetlands, shoreline or water features |
| | | | 8 All appropriate NH DES permits required for disturbances which affect drainage, wetlands, shoreline or water features |
| | | | 9 Prepared, stamped and signed by a NH Professional Engineer |
| | | | 10 Detail sheet adequately depicting control measures and changes that will occur. |
| | | | 11 Storm event plans shall be prepared based on a ten year event occurring in a twenty-four hour period, twenty five year frequency for commercial and industrial uses and fifty year frequency for flood portection areas. |
| | | | 12 Drainage shall be designed for a 25-year storm. Calculations showing all pre and post drainage development analysis shall be submitted. |
| | | | 13 Easement - Storm Water or Drainage Right of Way shall be at least 20 ft. in width or as be deemed by the Planning Board. |
| | | | 14 Town Counsel Review |

Section X - Street, Driveways, Pedestrian Facilities

Driveway Details

The location shall be shown on the Site Plan for all buildings of an existing road, and for buildings on a newly developed road. The driveway shall not interfere with drainage and shall be designed to prevent excessive draiange from the driveway onto the roadway. The driveway shall be properly graded to prevent standing water or other hazardous conditions which could interfere with safe stopping of the vehicle.

The following criteria shall pertain to the driveway location and standards:

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| | | | 1 Driveway vertical grade within 50 ft. of any intersecting street, grade not exceeding 2% |
| | | | 2 Landing area at the intersection of the driveway and the road shall be a min. of 20 ft., slope not exceeding 2% |
| | | | 3 Driveway min. width 12 ft. |
| | | | 4 Driveway shall not be located within 150 feet of a street intersection. |
| | | | 5 Sight Distance compliance with AASHTO or NHDOT, the stricter applies |
| | | | 6 Any driveway crossing a wetland or body of water shall have all permits required by DES Wetlands Bureau and other applicable approval. |
| | | | 7 The driveway shall be laid out to intersect the street as nearly as possible at right angles, but in no case at an angle less than sixty degrees at the right-of-way line. |

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- 8 Driveways shall not interrupt the natural or ditch line flow of drainage water.

Sidewalk and Other Pedestrian Travel-Ways

The SPB may require sidewalks if the proposed Site Plan meets any of the following conditions:

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- 1 Within 1/4 mile of an existing school, library, town hall or recreation facility.

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- 2 Along any street or portion of a street having a grade of more than 4%

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- 3 Within 1/4 mile of an already approved Site Plan

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- 4 Within 300 feet of any existing crosswalk,

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- 5 On any portion of street that is between two intersections in which an accident occurred or where there has been more than 2 accidents within a one-year period involving a pedestrian and motor vehicle, or a pedestrian and a bicycle

- 6 Within 300 feet of any existing signalized intersection with a full red/yellow/green signal or blinking red/yellow intersection,

If the SPB requires sidewalks i.e. cluster development, the following standards shall apply:

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- 1 Sidewalks on both sides of the street

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- 2 Designed to meet ADA requirements.

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- 3 Designed to enhance growth of mature vegetation & include tree plantings

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- 4 Minimum of five feet wide

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- 5 Have vegetative green strip between the sidewalk & the road, which is at least three feet in width

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- 6 Sidewalks shall be paved and shall have proper drainage

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- 7 Subbase of at least 6 inches of 4 inch rock size bankrun gravel and 3 inches of 1 1/2 crushed bankrun thoroughly compacted. The subbase shall be inspected & approved by the Town prior to applying the other courses.

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- 8 All stones larger than 4 inches in diameter shall be removed.

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- 9 Bituminous concrete shall be laid in 2 courses, binder and top course.

Courses shall consist of 2 inches of binder and 1 inch of wearing course.

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- 10 Concrete ways may be constructed instead and shall be not less than 4 inches in thickness reinforced with 6x6 wire mesh placed on the same base.

Street Standards and Access

Any new road or an improvement to an existing road including but not limited to change in lane width, grade, drainage and alignment shall comply with the following standards:

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- 1 All new roads and conversions of Class VI roads to Class V roads must be paved.

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- 2 Road Pattern and configuration, limited impact to natural features

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- 3 Roads shall be designed to be a sufficient width to accommodate existing & prospective traffic resulting from the development & provide adequate access for school buses, fire apparatus, etc.

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4 Road shall be designed to facilitate safe vehicular movement & interaction of pedestrians using the adjacent facilities on the roadway.

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5 Greater width of right-of way needed, due to natural or man made conditions, for grading or safety purposes

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6 Continuation of existing roadway - adequate secondary access provided - natural features, topography and safety all need to be considered.

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7 Any Site Plan on any existing or new road which includes more than 15 residences or buildings, whether approved for building purposes or not, shall have a secondary means of access approved by the SPB.

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8 Upgrade to the road shall comply with NH DOT standards applicable to the functional classification.

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9 No cul-de-sacs or dead end roads shall not be constructed any longer 1,000 feet as measured from the center line of the existing Class V rd. or State highway that gives access to the Site Plan.

Grade Standards

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1 Street grades shall not exceed 8% and shall not be less than 0.5%

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2 Grades shall be relatively flat within 100 feet of an intersestion

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3 The PB may allow grades up to 10% provided the steeper grade is necessary to minimize the environmental impact affect the maintenance and public safety concerns.

Geometric and other Standards

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1 Right of Way 50 feet (minimum)

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2 Width of pavement 22 feet (minimum)

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3 Grade 0.5% (minimum)

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4 Grade 8%, up to 10% with PB approval

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5 Intersection grade 100 feet of intersection 1% (maximum)

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6 Shoulder width 4 feet

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7 Angle of intersection 90 degrees preferred, but not less than 75 degrees.

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8 Intersectino radius of thirty feet

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9 Tangent length between reverse curves 100 feet (minimum)

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10 Rate of super elevation per foot of eight-hundreths (0.08) feet

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11 Slope of pavement three-eights (3/8) inch per foot (minimum)

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12 Slope of shoulder five-eights (5/8) inch per foot (minimum)

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13 Intersection sight distance should meet - AASHTO Standards

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14 Centerline radii of curve 125 feet (maximum)

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15 Gravel base 12 inches bankrun (minimum)

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16 Crushed gravel base 6 inches (minimum)

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17 Binder layer shall be 2 inches (compacted) 3/4 inch hot bituminous asphalt with a 1 inch top coat of 3/8 inch hot bituminous asphalt .

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18 Shoulder Slopes 2:1 (maximum)

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19 Driveway width 12 feet (minimum)

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20 No structure or planting shall impair corner visibility.

Roadway Plans & Profiles

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1 Benchmark with elevation notes and shown per plan sheet

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2 Centerlines, existing & proposed, profiles shown graphically, vertical

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- 6 Embankments (see regulations for details)
- 7 Inspection schedule associated with road construction
- 8 Roadway width (see regulations for details)
- 9 Shoulders (see regulations for details)
- 10 Staking & flagging (see regulations for details)
- 11 Topsoil protection (see regulations for details)

Road Drainage Standards

- 1 Erosion Protection Ditches (see regulations for details)
- 2 Storm Drains, Culverts, Catch Basins (see regulations for details)
- 3 Underdrains (see regulations for details)

Inspection Schedule

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- 1 Attached