

ATTACHMENT 268-1

APPLICATION FOR SITE PLAN REVIEW

1. Name, mailing address & telephone/fax number of applicant:

2. Name, mailing address & telephone number of owner of record if other than applicant:
(Written permission from owner is required.)

3. Name, mailing address, telephone/fax number of engineer, architect, and/or agent:

4. Location of Proposed Site Plan: _____

5. Tax Map _____, Lot _____

6. Description of Proposed Site Plan (size and use of buildings): _____

7. Abutters: Attach a separate sheet listing the Town of Salem Tax Map, Lot number, Name, and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Tax Records. Mailing labels are required for 10 or more abutters.

8. Attach completed checklist: (Incomplete plans will not be accepted.)

9. Attach six (6) copies of site plan:

10. Payment of all applicable site plan fees [Fees adopted 8/23/05, revised 1/10/17]:

Per 1000 sf of building	\$100/1000 sf up to 9,999 sf;	\$ _____
	\$125/1000 sf 10,000 to 24,999 sf;	_____
	\$150/1000 sf 25,000 sf and over	_____
Per Residential Unit	\$100	_____
Change of Use	\$50/1000 sf (not to exceed \$5000)	_____
Minimum Fee	\$200	_____
Advertising/post costs	\$25	_____
Abutter notification	\$5/each	_____
Conceptual Discussions	\$200 plus advertising and notification	_____
	TOTAL	\$ _____

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments.

(Applicant/Owner)

(Date)

For Planning Board Use Only:

Completed Application Filed	_____
Fees Paid	_____
Notices Mailed	_____
Meetings with staff	_____
Application Accepted/Rejected	_____
Public Hearing(s)	_____
Date Approved/Disapproved	_____
Follow-up Letter Sent	_____

ATTACHMENT 268-2
SITE PLAN CHECKLIST (3-22-11)

Format

___ title block ___ date ___ scale ___ engineer/surveyor stamp ___ abutters names /addresses ___ zoning dist.
___ zoning boundary ___ lot & street numbers ___ North arrow ___ owner/applicant ___ location plan
___ permission from owner

Topography and Environmental Features

___ high intensity soils/wetlands ___ streams, ponds ___ wetland impact ___ wetland mitigation
___ min. wetland setbacks (40' pavement/bldg, 75' septic) ___ dredge/fill permit ___ Cons. Comm. approval
___ local conditional use permit ___ prime wetlands ___ 100' prime wetlands setback(no disturb.)
___ conservation easements ___ floodplain ___ floodplain impact ___ compensatory storage
___ exist. & proposed elevs.(USGS Benchmark) ___ significant environmental features ___ shoreland protection

Drainage & Utilities:

___ water/sewer lines (location & sizes) ___ sewer manholes, watergate valves ___ daily water use/sewer flow
___ pump stations/force mains ___ septic system ___ 4000 sf septic area ___ well ___ protective radius
___ drainage pipes (types, sizes, slopes) ___ drainage calcs ___ peak flow comparison ___ dnstrm/abutter impact
___ invert and rim elevations ___ catch basins (every 300') ___ easements (20' min. width) ___ swales/ditches
___ direction of flow ___ curbing ___ typical details ___ outside engineering review ___ max. fill/cut
___ est. high water table ___ max. side slope 4:1 ___ gas lines ___ existing undgrd utilities ___ utility poles
___ erosion control plan

Buildings:

___ uses ___ dimensions ___ square footage ___ floor elevations ___ setbacks ___ mezzanines, basements
___ rendering ___ front & side elevation drawings (materials, colors, height) ___ height ___ doorways
___ retail design standards ___ screen rooftop mechanical units

Traffic:

___ driveways ___ driveway profiles ___ curb cut widths & radii ___ driveway widths
___ loading areas ___ sidewalks ___ circulation ___ pedestrian circulation ___ parking configuration
___ sight distance ___ traffic study ___ outside review ___ off-site impacts ___ road improvement fee
___ traffic management regs. ___ compliance with ADA parking standards ___ conformance with ITS plan

Other:

___ lot size ___ lot coverage calculations ___ parking calculations ___ parking spaces (9' x 20')
___ 5' or 10' parking lot buffer ___ handicapped spaces (upright signs)
___ landscaping (size, quantity, species) ___ retail landscaping standards ___ screening/buffers
___ 1 tree per 2000 sf. pavement (for 50 car lots) ___ 20' front yard (for 100+ lots)
___ trash disposal (fence around dumpster) ___ fences
___ signs (size, height, setback, material, color, illumination) ___ retail sign standards
___ height of light posts ___ outdoor lighting (location, fixtures, intensity) ___ retail lighting standards
___ fire lanes ___ fire hydrants ___ fire alarm/sprinkler notes ___ LP and fuel tanks ___ pollutants
___ hazardous materials ___ noise ___ snow storage ___ regional impact ___ variances/special exceptions
___ waivers ___ shopping cart storage areas ___ outside storage areas/containers ___
___ construction standards and details ___ public safety impact fee ___ 11" x 17" version of plans
___ pdf version of plans ___ Design Guidelines

State/Federal Permits:

___ subdivision - DES ___ sewer extension - DES ___ water line extension - DES ___ septic - DES
___ community well - DES ___ dredge/fill - NHWB ___ Army Corps of Engineers ___ Site Specific - DES
___ driveway - NH DOT

Town Staff Recommendations:

___ Assessor's Office ___ Building Department ___ Engineering Department ___ Fire Department
___ Planning Department ___ Police Department ___ Public Works Department

The Planning Board may require other exhibits or data in order to adequately evaluate the proposed development. This checklist is not intended as a substitute for, nor does it contain all the information and requirements in, the Zoning Ordinance and other applicable Town codes, ordinances, and procedures.