

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:

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	_____
	\$200 min. fee	_____
Advertising/post costs	\$25	_____
Abutter notification	\$5/each	_____
Conceptual Discussions	\$200 plus advertising and notification	_____

TOTAL: _____

For particularly large or complex projects that require significant amounts of staff time, the Planning Board may require that additional fees be charged based on the direct amount of staff time required for processing the application. Each applicant will be entitled to a total amount of billable staff time equal to the minimum application fee divided by \$50 per hour. If a project is deemed large/complex, any staff time over the minimum application fee will be billed at \$50 per hour. Billable staff include the Planning Director, Planning Division staff, Senior Engineer, Public Works Department Director, Fire Department Battalion Chief, Police Department Safety Officer, Chief Building Official, Town Assessor, and other Town Officials as appropriate.

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	_____

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:

Assessors 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.