

Appendix F – Application for Site Plan Review

Chester Planning Board

Map # _____ Lot # _____

To be completed by the Applicant:

1. Owner of Record: _____
Address _____

Telephone Number _____

2. Applicant if different than owner: _____
Address _____

Telephone Number _____

3. List professionals directly involved in the plan preparation:
Name _____
Address _____

Telephone Number _____

Name _____
Address _____

Telephone Number _____

4. List owners with 10% or more interest. Include Deed Reference
Name _____

Address

Telephone Number

Name

Address

Telephone Number

5. Location of proposed plan:

Road Name

6. Attach an abutters list and include the applicant's name. This list should state the names and addresses, as well as their Tax Map and Lot numbers.
7. Attach a sheet with the names and addresses of any additional professionals directly involved in the plan preparation.
8. Provide a written description of your intent for this project. A separate sheet may be used for this purpose. Consult the Regulations and Ordinances, Town of Chester, for more detailed information.

Signature of Owner of Record

Date

Representative of Owner of Record

Date

Appendix G – CPB Site Plan Review Checklist

Map # _____ Lot # _____

A. TO BE COMPLETED BY THE APPLICANT:

1. Plan Title: _____
2. Owner of Record: _____
3. Applicant: _____
4. Authorized Representative: _____
5. Street / Road Location: _____
6. Is the property located in a Commercial Zone? C-1: _____ C-2: _____ No: _____

Instructions:

- Mark each item with a “√” (check) when submitted or with an “X” if it does not apply.
- Mark with an “*” (asterisk) those items requiring review by the Town’s consulting engineer.
- Note: All items listed are subject to review by the Town’s engineer and may require additional information to be submitted during the review process.
- Note: Acceptance of this application by the Planning Board does not constitute agreement whether an item marked inapplicable is actually inapplicable. The Board shall make the final determination of which items are applicable for each specific plan.

B. INFORMATION SHOWN ON SITE DEVELOPMENT PLAN – EXISTING

1.	Names of and Map & Lot Numbers for all abutters.	
2.	Locus drawn to an adequate scale.	
3.	3” X 5” Signature block for Planning Board Chairperson and Coordinator.	
4.	Name of Proposed Business or Site Plan.	
5.	Name and Address of the Owner of Record with signature.	
6.	Name and Address of the Licensed Civil Engineer and/or Land Surveyor.	
7.	Name and Address of the Wetland and Soil Scientists and their seal.	
8.	Title, scale, north arrow, date and surveyor’s seal.	
9.	Error of Closure Statement and Signature.	
10.	Certificate of Title (Deed Reference).	
11.	Streets and Street Names.	
12.	Existing structures, wells, septic and leach field on property, if applicable.	
13.	Services and Utilities.	
14.	Boundaries, Rights-of-Way, Easements.	

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15.	Total acreage and square footage of lot.	
16.	Individual acreage and square footage of each lot.	
17.	Location and description of all permanent lot boundary markers inclusive of easement markers, if required.	
18.	Reference to any Variance/s or Special Exceptions from the ZBA.	

C. SUBMISSION ITEMS – EXISTING

1.	Supplemental sketch plan.	
2.	Photographs.	
3.	Witnessed test pit locations and results.	
4.	Soil types and soil boundaries.	

D. INFORMATION SHOWN ON SITE DEVELOPMENT PLAN – PROPOSED

1.	New grades, topographic contours	
2.	Structures; size, height	
3.	Streets, drives, parking spaces, sidewalks, dimensions and number	
4.	Loading spaces, facilities	
5.	Public and private utilities	
6.	Landscaping; type, size and spacing	
7.	Exterior lighting and signs	
8.	Storm drainage plan, including snow removal plans	
9.	Circulation plan showing vehicular and pedestrian circulation	
10.	Access plan; required public street changes, sight distance	
11.	Dimensions between structures and property lines	
12.	Stamp of NH Licensed Professional Engineer	
13.	Stamp of NH Licensed Land Surveyor	
14.	Stamp of NH Licensed Soil Scientist	
15.	Public Land or Common Area	

E. SUBMISSION ITEMS – PROPOSED

1.	Drainage calculations	
2.	Legal descriptions of easements, Condominium Assoc. Documents	
3.	Community facilities impact studies (specify areas of study)	
4.	Environmental Impact Statement (specify areas of study)	
5.	Agreement for land conveyance to Town	
6.	Other (specify)	

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F. APPROVALS

<u>Required</u>	<u>Date of Approval</u>
Local Excavation Permit	
NHDES Alteration of Terrain Permit	
NHDES Water Resource Board Approval	
ZBA Notices of Decisions – Variances or Special Exceptions	
ZBA Meeting Minutes for Variances or Special Exceptions	
Conservation Commission - Meeting Minutes	
NHDES Dredge and Fill Approval	
NHDES Approval for Sewage Disposal System – Design	
NHDES Approval for Sewage Disposal System – Construction	
NHDES Approval for Sewage Disposal System – Operation	
NHDES Community Water Supply Approval	
NHDES Underground Storage Tank Notification	
Department of Transportation Permit	
Other (specify)	

Please submit full-size six hard copies and a .pdf file of the plan set.

Signature of Owner of Record

Date

Authorized Representative of Owner of Record

Date

(Revised 10/3/2018)

Subdivision / Site Plan Requirement - Waiver Request Form

Name of Subdivision / Site Plan: _____

Street Address: _____

I _____ hereby request that the Planning Board waive the requirements of item _____ of the Subdivision / Site Plan checklists or regulations in reference to a plan presented by _____ (name of surveyor and engineer) dated _____ for property tax map(s) and lot(s) _____ in the Town of Chester, NH.

As the aforementioned applicant, I, herein, acknowledge that this waiver is requested in accordance with the provisions set forth in RSA 674:36, II (n), i.e., without the Planning Board granting said waiver, it would pose an unnecessary hardship upon me (the applicant), and; due to specific circumstances relative to the subdivision, or conditions of the land in such subdivision, the granting of this waiver would not be contrary to the spirit and intent of the Subdivision / Site Plan regulations.

Hardship reason(s) for granting this waiver (if additional space is needed, please attach the appropriate documentation hereto):

Reason(s) for granting this waiver, relative to not being contrary to the Spirit and Intent of the Subdivision / Site Plan regulations: (if additional space is needed, please attach the appropriate documentation hereto):

Signed: _____
Applicant or Authorized Agent

Planning Board Action:

Waiver Granted: _____

Waiver Not Granted: _____