

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 _____

SITE PLAN CHECKLIST (2-27-13)

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, watertight 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/disposal ____ regional impact ____ 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 ____ variances/special exceptions ____ winter salt storage
____ 6 copies of plan

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.