

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 elev.(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/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.