



**TOWN OF BOSCAWEN, NEW HAMPSHIRE**  
**APPLICATION FOR MINOR SITE PLAN REVIEW**

116 North Main Street, Boscawen, NH 03303 | 603 753-9188x2309 | keasler@boscawennh.gov

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Application is hereby made for Planning Board review for a **MINOR Site Plan Review**. I/We have read the Town of Boscawen Land Development Regulations and provide the information required below.

*An incomplete application will be returned to the Applicant with no action taken by the Board*

1. \*Applicant's Name(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

2. \*Name and Address of Owner(s) if different than Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

3. Interest of Applicant if not Owner: \_\_\_\_\_

4. Location of proposed site: \_\_\_\_\_

(Address of property)

\_\_\_\_\_  
(Tax Map)

\_\_\_\_\_  
(Lot # of Tax Map)

5. Present use of the property \_\_\_\_\_

6. Proposed use of the site \_\_\_\_\_

7. Has a Variance, Special Exception or Conditional Use Permit been granted for this site? ☐ Yes ☐ No  
(If yes, please attach decision)

8. Area of entire tract \_\_\_\_\_

9. Do you require extension of water or sewer lines? \_\_\_\_\_

10. Zone tract is in: ☐ AR ☐ R-1 ☐ R-2 ☐ C ☐ I ☐ MRD ☐ Village Check all that apply.

11. This application also includes a request for consideration of a Conditional Use Permit under the authority and provisions of the Village District requirements as specified in Article XVIII: . ☐ Yes ☐ No



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12. No. of employees: \_\_\_\_\_ Gross square feet: \_\_\_\_\_ Square footage to be used by public: \_\_\_\_\_

13. Days and Hours of Operation: \_\_\_\_\_

**\*If applicant is not owner, a notarized letter of authorization from owner must be on file.**

**General Information:** The applicant shall refer to the Boscawen Land Development Regulations and shall complete this checklist as part of this site plan application. Staff will assist with fee requirements.

**Plan Format:** The plan shall be drawn in ink (blue or black) on sheets 22" x 34" and at a scale of 1" — 100' or larger. Where necessary, sections of the plan may be presented in several sheets at the required scale. North should be "up" on the plan.

**Other Items:** In addition to the items below, the Board may require additional reports or studies deemed necessary to make an informed decision, including but not limited to: traffic, school, fiscal, environmental impact analyses, wildlife, historic, impact fee analysis, sprinkler system review and other studies. The Board reserves the right to request such information after an application has been accepted as administratively complete.

**The following activities shall be subject to Minor Site Plan review under the purview of these regulations:**

- a) Any development activity or combination of activities that, within any four (4) year period, results in the construction of the following:
  - i) Less than 4,999 square feet of new gross floor area;
  - ii) Between 2,500 and 9,999 square feet of new impervious surface; or
  - iii) A cumulative total of less than 9,999 square feet of gross floor area and impervious surface.
- b) Changes of use that affect less than 9,999 square feet of gross existing floor area.
- c) Construction of accessory buildings and structures less than 4,999 square feet of gross floor area.
- d) Major home businesses.
- e) Temporary Events.



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**FOR TOWN USE ONLY**  
**Item**  
**Submitted**

1. Meet with the Planning & Community Development Director prior to submitting application \_\_\_\_\_
2. Determination Letter from Code Enforcement Officer; \_\_\_\_\_
3. Letter from Boscawen Public Works Department; \_\_\_\_\_
4. Letter from Boscawen Police Department; \_\_\_\_\_
5. Letter from Boscawen Fire Department; \_\_\_\_\_
6. Holders of conservations, preservations or agricultural preservations restrictions on the  
subject property and abutting properties; \_\_\_\_\_
7. List of current names and addresses of all professionals involved in the preparation of  
plan; \_\_\_\_\_
8. Application fees & fees for independent review, as set forth in Section 11: Fees \_\_\_\_\_
9. Abutters List including all names & addresses from Assessors Database \_\_\_\_\_
10. Building, wetland or Shoreland setbacks; \_\_\_\_\_
11. Base flood elevations and flood hazard areas, based on available Federal  
Emergency Management Agency (FEMA) Flood Hazard Boundary Maps for  
Merrimack County, NH. \_\_\_\_\_
12. Current zoning classifications and boundaries on and adjacent to the tract; \_\_\_\_\_
13. The required number of paper copies of plans and documents as well as electronic  
submittals; \_\_\_\_\_
14. All drawings shall be legibly prepared and drawn to scale. Each drawing shall have a  
north arrow, a scale, preparation date and all revision dates; \_\_\_\_\_
15. A vicinity sketch showing the location of the site; \_\_\_\_\_
16. Colored photographs of all buildings and the site; \_\_\_\_\_



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17. Copies of permit applications to state and federal agencies, where applicable; \_\_\_\_\_
18. The following tabulations shall be shown on the plan:
- a. Lot area in square feet and acres. \_\_\_\_\_
  - b. Ground floor area of all buildings. \_\_\_\_\_
  - c. Total floor area, floor area for each building, and floor area for each use by floor with a plan of all buildings with their type, size, location, building setback boundaries, and elevation of first floor indicated : (assume permanent on-site evaluation) \_\_\_\_\_
  - d. Existing and required parking spaces. Location and dimensions of existing and proposed parking bays and aisles, loading spaces and handicapped spaces, with tabulations \_\_\_\_\_
19. The location of all easements on the property, their purpose, and Book and Page Number(s) in the Merrimack County Registry of Deeds where they are recorded. \_\_\_\_\_
20. The location of any common area, or limited common area, or land units within a condominium \_\_\_\_\_
21. Property Boundary lines, their source, bearings and dimensions. \_\_\_\_\_
22. The shape, size, height, dimensions, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site. \_\_\_\_\_
23. Existing and proposed topographic contours, including those on site and within 200 feet of the site, with spot elevations where necessary. \_\_\_\_\_
24. Existing natural and man-made features including those on site and within 200 feet of the site including: streams and ponds, standing water, rock ledges & boulders, stonewalls, foliage lines, impervious surfaces, or other natural or man- made site features. \_\_\_\_\_
25. Soil and wetland delineation, slopes in excess of 15% and 25%. \_\_\_\_\_
26. Location, name and widths of any existing and proposed roads on the property and those existing within 200 feet of the site. \_\_\_\_\_
27. Location of any existing or proposed easements, deed restrictions, or covenants. \_\_\_\_\_



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28. Identification of existing and proposed access to the site with dimensions shown, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets. \_\_\_\_\_
29. The size and location of all public service connections—gas, power, telephone, fire alarm, overhead or underground. \_\_\_\_\_
30. The location of all storm water management facilities including catch basins, drainage pipes, swales, culverts, retention/detention facilities, or other drainage facilities existing or to be provided on site. \_\_\_\_\_
31. A landscape plan, describing the number, location, types, and size of all existing and proposed landscaping and screening. Existing Proposed fences, walls, and vegetative buffers \_\_\_\_\_
32. A plan for exterior lighting and for the location of signs. \_\_\_\_\_
33. The plan shall show the proposed mounting height of all exterior lighting fixtures, as well as analyses and luminance-level diagrams, to include foot-candle measurements, showing that the proposed installation conforms to the lighting-level standards in these Regulations. \_\_\_\_\_
34. The plan shall also include drawings of all relevant building elevations, showing the fixtures, the portions of the walls to be illuminated, the illumination levels of the walls, and the aiming points for any remote light fixtures. \_\_\_\_\_
35. Location of existing and proposed well(s), with 75-foot well radius, and septic systems on the site and within 200 feet of the site. \_\_\_\_\_
36. The size and location of all existing and proposed water mains, sewers, culverts, proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage. \_\_\_\_\_
37. Solid Waste Disposal and recycling facilities measures and locations. \_\_\_\_\_
38. Plan for Storm Water Management and Erosion Control. \_\_\_\_\_
39. Description and location of any solar, wind or other types of on-site power generation, fuel or propane storage tanks, or other mechanical or service equipment. \_\_\_\_\_
40. Existing and proposed fences, walls and vegetative buffers. \_\_\_\_\_



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- 41. Snow Management Plan. \_\_\_\_\_
- 42. Drawings/samples of proposed signage and fencing. \_\_\_\_\_
- 43. Photographs of surrounding sites and structures. \_\_\_\_\_
- 44. Outside storage and sales areas including surface preparations, fencing, screening and buffers. \_\_\_\_\_
- 45. The Applicant shall obtain and furnish a letter stating agreement by the public utilities to serve the site. \_\_\_\_\_

**Legal Documents for All Site Plans** if required:

- 46. Condominium Docs and Bylaws; \_\_\_\_\_
- 47. Conservation or Open Space Easements; \_\_\_\_\_
- 48. Deeds or Easements for land to be used for public purposes; \_\_\_\_\_
- 49. Easements and rights-of-way necessary to serve off-site properties for access, parking utilities and drainage purposes; \_\_\_\_\_
- 50. Off-site easements and rights-of-way necessary to serve the proposed development; \_\_\_\_\_
- 51. Deed restrictions as voluntarily agreed to by the applicant; \_\_\_\_\_
- 52. Any additional deeds, easements or joint agreements deemed necessary by the Board Condition of Site Plan approval; \_\_\_\_\_
- 53. Is the applicant submitting waivers \_\_\_\_\_



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**Submission of waivers shall be provided if applicable to the project:**

**Waiver Requests**

Pursuant to Sections \_\_\_\_\_ and \_\_\_\_\_ of the Boscawen Land Development Regulations, the following requirement is imposed: (Attach additional sheets if necessary.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

It is respectfully requested that the Board grant a waiver from this requirement for these reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I/ We \_\_\_\_\_ have submitted the following items for review:

- a. (12) Completed application (Hard Copy & Digital)
- b. (4) prints 22" x 34" of site drawing to scale (Hard Copy & Digital)
- c. (12) reduced 17" x 22" copies of the plan (Hard Copy & Digital)
- d. I/we have paid all Application Fees



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Upon finding that an application meets the submission requirements, the Planning Board will vote to accept the application as complete and a public hearing on the merits of the proposal will follow immediately. Should a decision not be reached at the public hearing, the application may remain on the Planning Board agenda until such time as it is either approved or denied.

_____ (Signature of <b>Applicant</b> )	_____ (Printed Name)	_____ (Date)
_____ (Signature of <b>Applicant</b> )	_____ (Printed Name)	_____ (Date)
_____ (Signature of <b>Owner</b> )	_____ (Printed Name)	_____ (Date)
_____ (Signature of <b>Owner</b> )	_____ (Printed Name)	_____ (Date)
_____ Application Received By	_____ Is Escrow Account Needed?	_____ (Date)

The Planning Board reserves the right to adjourn the public hearing at 10:00 pm. All remaining applications that have not been reviewed will be scheduled for review at the Planning Board's next scheduled public hearing.

*The Town of Boscawen prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status. Boscawen is an equal opportunity employer.*

**FOR TOWN USE ONLY**

**Distribution List**

- ☐ Agricultural Commission
- ☐ Building Inspector
- ☐ Central NH Regional Planning Commission
- ☐ Code Enforcement Officer
- ☐ Conservation Commission
- ☐ Emergency Management
- ☐ Fire Chief

- ☐ Life Safety Officer
- ☐ Police Chief
- ☐ Public Works Director
- ☐ School District
- ☐ Penacook Boscawen Water Precinct
- ☐ Zoning Board of Adjustment

**BY DIRECTION OF PLANNING BOARD**

- ☐ Planning Board Engineer

I have reviewed the application, checklist, and submittals attached and find that the site plan application is administratively complete according to the requirements of the current Boscawen Land Development Regulations. I hereby submit the application for Planning Board compliance review.





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\_\_\_\_\_  
Planning & Community Development Director

\_\_\_\_\_  
Date