



TOWN OF BOSCAWEN, NEW HAMPSHIRE
Change in Use or Occupancy Only

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

Application is hereby made for Planning Board review for a ***Change in Use or Occupancy Only***. 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. Determination Letter from Code Enforcement Officer; _____
2. Letter from Boscawen Public Works Department; _____
3. Letter from Boscawen Police Department; _____
4. Letter from Boscawen Fire Department; _____
5. Site Plan Requirements: All information as required by Boscawen Land Development Regulations Section 4; _____
6. Name and address of the owner(s) of the property, name of project & Map & Lot; _____
7. Holders of conservations, preservations or agricultural preservations restrictions on the subject property and abutting properties; _____
8. List of current names and addresses of all abutters & professionals involved in the preparation of plan ; _____
9. Application fees & fees for independent review, as set forth in Section 11: Fees _____
10. Current zoning classifications and boundaries on and adjacent to the tract; _____
11. The required number of paper copies of plans and documents as well as electronic submittals as set forth in Section 4: Submittal Requirements for All Applications, Section 5: Site Plan Specifications for Plans and Documents, Section 6: Subdivision Specifications for Plan and Documents, as may be applicable; _____
12. 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; _____
13. A vicinity sketch showing the location of the site in relation to the surrounding public street system (suggested scale: one (1) inch equals five hundred (500) feet). Said vicinity sketch shall be included on the each plan or the cover set when more than one sheet is required for an application.; _____
14. Building, wetland or Shoreland setbacks; _____



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15. Base flood elevations and flood hazard areas, based on available Federal Emergency Management Agency (FEMA) Flood Hazard Boundary Maps for Merrimack County, NH. The one hundred year and five hundred year flood elevation line(s) shall be shown along with the required minimum finished floor elevations where applicable _____
16. Colored photographs of all buildings and the site showing their relationship to abutting properties and adjacent streets and public ways; _____
17. Copies of permit applications to state and federal agencies, where applicable See Section 4.2 State & Federal Permits. _____
18. Any requests for waivers from the Site Plan Review Regulations as set forth in Section 10.8:Waivers. _____
19. 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. _____
 - d. Existing and required parking spaces.. _____
20. 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. _____
21. The location of any common area, or limited common area, or land units within a condominium _____
22. A site plan consisting of a sketch of site drawn to scale showing: _____
 - a. Parcel boundaries and dimensions, existing natural features including water courses and water bodies, trees and other vegetation, topographical features. _____
 - b. The location of all buildings with their type, size and location shown with setbacks. _____
 - c. The location of off-street parking and loading spaces with a layout of the parking indicated. _____



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- d. The location, width, curbing and type of access ways and egress ways (driveways), plus streets and sidewalks within and around site. _____
- e. The type and location of solid waste disposal facilities. _____
- 23. An elevation view or photograph of all buildings indicating their height, width and surface treatment. _____
- 24. The location, size and design of proposed signs and other advertising or instructional devices. _____
- 25. The location and type of lighting for all outdoor facilities, including direction and area illumination. _____
- 26. Lines of all existing adjoining streets. _____
- 27. Water supply and sewage disposal facilities. _____
- 28. The zoning districts and boundaries for the site and within 200 feet of the site. _____
- 29. One hundred year flood elevation line shall be included where applicable. _____
- 30. Descriptions of any existing or proposed sprinkler or other fire suppression systems, or smoke alarm or other warning systems. _____
- 31. Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development for Site Plan Review. _____
- 32. The Applicant shall obtain and furnish a letter stating agreement by the public utilities to serve the site. _____
- 33. Any legal documents which are required See Section 5.6 Land Development Regulations _____



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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 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 Applicant)	_____ (Printed Name)	_____ (Date)
_____ (Signature of Applicant)	_____ (Printed Name)	_____ (Date)
_____ (Signature of Owner)	_____ (Printed Name)	_____ (Date)
_____ (Signature of Owner)	_____ (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.

Planning & Community Development Director

Date