



## TOWN OF BOSCAAWEN, NEW HAMPSHIRE

### Minor Site Plan

116 North Main Street, Boscaawen, NH 03303 | 603 753-9188x2309 | keasler@boscaawennh.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 Boscaawen 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)  
Map\_\_\_\_ Lot\_\_\_\_ Sublot \_\_\_\_
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? (If yes, please attach decision)  Yes  No
8. Area of entire tract \_\_\_\_\_
9. Do you require an extension of water or sewer lines?  Yes  No
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
12. No. of employees: \_\_\_\_\_ Gross square feet: \_\_\_\_\_ Square footage to be used by public: \_\_\_\_\_
13. Days and Hours of Operation: \_\_\_\_\_



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**\* 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.

**Contacts to set up meetings, submit plans and receive letters:**

- Planning & Community Development Director Kellee Jo Easler – [keasler@boscawennh.gov](mailto:keasler@boscawennh.gov)
- Planning & Community Development Coordinator Kara Gallagher – [kgallagher@boscawennh.gov](mailto:kgallagher@boscawennh.gov)
- Code Enforcement Officer Town of Boscawen Select Board – [kphelps@boscawennh.gov](mailto:kphelps@boscawennh.gov)
- Public Works Director Dean Hollins – [dhollins@boscawennh.gov](mailto:dhollins@boscawennh.gov)
- Fire Chief Tim Kenney – [tkenney@boscawennh.gov](mailto:tkenney@boscawennh.gov)
- Police Chief Jason Killary – [jkillary@boscawennh.gov](mailto:jkillary@boscawennh.gov)



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**The Planning & Community Development Staff will review and verify that the applicant submitted all the items listed below.**

#### General Requirements:

1. Meet with Planning & Community Development Director prior to submitting application; **(Section 2.1)**
2. Receive a Determination Letter from Code Enforcement Officer; **(Section 2.5.8.A)**
3. Receive a letter from Boscawen Public Works Department, Boscawen Fire Department and Boscawen Police Department; **(Section 2.5.8.B, C, D.)**

#### Submittal Requirements for All Applications: (Section 4.1)

1. A completed application **(Section 4.1.1)**
2. Name of project or identifying title; tax map & lot(s) numbers **(Section 4.1.2)**
2. Names and business addresses of all professionals involved in the preparation of the plan and application including their professional registrations and seals where required; **(Section 4.1.3)**
3. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions on the subject properties and abutting properties; **(Section 4.1.4)**
4. An application fee, fees for independent review, as set forth in Section 11: Fees, which are due and payable upon submission; **(Section 4.1.5)**
5. An abutters list including all names and addresses from Assessors Database, and the names and addresses of any professionals involved in the preparation of the plan; **(Section 4.1.6)**
6. Current zoning classifications and boundaries on and adjacent to the tract; **(Section 4.1.8)**
7. Building, wetland or Shoreland setbacks; **(Section 4.1.9)**
8. Base flood elevations and flood hazard areas, based on available Federal Emergency Management Agency (FEMA) Flood Hazard Boundary Maps for Merrimack County, NH; **(Section 4.1.10)**
9. The required number of paper copies of plans and documents as well as electronic submittals; **(Section 4.1.11)**
10. 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; **(Section 4.1.12)**
11. 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); **(Section 4.1.13)**
12. Colored photographs of all buildings and the site showing their relationship to abutting properties and adjacent streets and public ways; **(Section 4.1.14)**



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13. Copies of permit applications to state and federal agencies, where applicable. Code Review to be completed by design professional to be submitted, i.e. NH licensed architect, fire engineer, etc. if applicable or to be determined by the Fire Chief; **(Section 4.1.15)**
14. Any requests for waivers as set forth in Section 10.8: Waivers **(Section 4.1.16)**
15. **The following tabulations shall be shown on the plan: (Section 4.1.17)**
  - a. Lot area in square feet and acres; **(Section 4.1.17.A)**
  - b. Ground floor area of all buildings; **(Section 4.1.17.B)**
  - c. Total floor area, floor area for each building, and floor area for each use by floor; **(Section 4.1.17.C)**
  - d. Existing and required parking spaces. **(Section 4.1.17.D)**
17. 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; **(Section 4.1.18)**
18. The location of any common area, or limited common area, or land units within a condominium; **(Section 4.1.19)**

### Required Plan Information for Minor Site Plan (Section 5.2)

1. Property Boundary lines, their source, bearings, and dimensions; **(Section 5.2.2)**
2. The shape, size, height, dimensions, location, and use of existing and proposed structures located on the site; **(Section 5.2.3)**
3. Existing and proposed topographic contours; **(Section 5.2.4)**
4. Existing natural and man-made features; **(Section 5.2.5)**
5. Soil and wetland delineation, slopes in excess of 15% and 25%; **(Section 5.2.6)**
6. Location, name, and widths of any existing and proposed roads on the property; **(Section 5.2.7)**
7. Location of any existing or proposed easements, deed restrictions, or covenants; **(Section 5.2.8)**
8. 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; **(Section 5.2.9)**
9. Location and dimensions of existing and proposed parking bays and aisles, loading spaces and handicapped spaces, with tabulations; **(Section 5.2.10)**
10. Plan of all buildings with their type, size, location, building setback boundaries, and elevation of first floor indicated; **(Section 5.2.11)**
11. The size and location of all public service connections—gas, power, telephone, fire alarm, overhead or underground; **(Section 5.2.12)**



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12. 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; **(Section 5.2.13)**
13. A landscape plan, describing the number, location, types, and size of all existing and proposed landscaping and screening; **(Section 5.2.14)**
14. A plan for exterior lighting and for the location of signs; **(Section 5.2.15)**
15. 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; **(Section 5.2.16)**
16. 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 **(Section 5.2.17)**
17. Location of existing and proposed well(s), with 75-foot well radius, and septic systems on the site; **(Section 5.2.18)**
18. 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; **(Section 5.2.19)**
19. Fire protection measures identified including the provision of sprinkler systems, the location and distance to any fire hydrants, fire ponds or cisterns; **(Section 5.2.20)**
20. Plan for Storm Water Management and Erosion Control; **(Section 5.2.21)**
21. Solid Waste disposal and recycling facility measures and locations; **(Section 5.2.22)**
22. 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; **(Section 5.2.23)**
23. Existing and proposed fences, walls, and vegetative buffers; **(Section 5.2.24)**
24. Snow Management Plan; **(Section 5.2.25)**
25. Drawings/samples of proposed signage and fencing; **(Section 5.2.27)**
26. Outside storage and sales areas including surface preparations, fencing, screening, and buffers; **(Section 5.2.29)**
27. The location of fire lanes, fire access, emergency access as maybe required by the Boscaawen Fire Department, including descriptions of any existing or proposed sprinkler or other fire suppression systems, or smoke alarm or other warning systems; **(Section 5.2.30)**
28. A letter stating agreement by the public utilities to serve the site. **(Section 5.2.31)**



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**Legal Documents for All Site Plans: (if required)** The following legal documents may need to be submitted, reviewed, approved, and executed as a condition of approval by the Planning Board before the issuance of any building permit or change of occupancy. **(Section 5.5)**

1. Condominium Docs and Bylaws; **(Section 5.5.1)**
2. Conservation or Open Space Easements; **(Section 5.5.2)**
3. Deeds or Easements for land to be used for public purposes; **(Section 5.5.3)**
4. Easements and rights-of-way necessary to serve off-site properties for access, parking utilities and drainage purposes; **(Section 5.5.4)**
5. Off-site easements and rights-of-way necessary to serve the proposed development; **(Section 5.5.5)**
6. Deed restrictions as voluntarily agreed to by the applicant; **(Section 5.5.6)**
7. Any additional deeds, easements or joint agreements deemed necessary by the Board Condition of Site Plan approval; **(Section 5.5.7)**



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**Waiver Requests**

Please state the section number listed next to each requirement for each waiver.

*If section number is not stated clearly, the application will not be accepted.*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

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

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

I/We have submitted for review:

- a. Completed application (1 copy)
- b. 4 prints 22" x 34" of site drawing to scale
- c. 12 reduced 17" x 22" copies of the plan
- d. I/we have paid all Application Fees
- e. Electronic Files

By signing this application, the owner authorizes the Town of Boscawen or its agent(s) to enter upon the property, as they deem reasonable and necessary during the application process.



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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) |
| _____                    | _____                     | _____  |
| (Signature of Applicant) | (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.

**FOR TOWN USE ONLY**

**Distribution List** *(Distribution to All Unless Boxes are Checked)*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Life Safety Officer   | <input type="checkbox"/> Zoning Board of Adjustment              |
| <input type="checkbox"/> Building Inspector      | <input type="checkbox"/> Police Chief          | <input type="checkbox"/> Central NH Regional Planning Commission |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Public Works Director | <input type="checkbox"/> Other _____                             |
| <input type="checkbox"/> Emergency Management    | <input type="checkbox"/> School District       | <input type="checkbox"/> Other _____                             |
| <input type="checkbox"/> Fire Chief              | <input type="checkbox"/> Water Precinct        | <input type="checkbox"/> Other _____                             |

**BY DIRECTION OF PLANNING BOARD**

- Planning Board Engineer

I have reviewed the application, checklist, and submittals attached and find that the minor 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