

# **Town of Exeter**



## **Planning Board Application for Site Plan Review**

*October 2019*



## Town of Exeter Planning Board Application for Site Plan Review

Date: October 2019

Memo To: Applicants for Site Plan Review

From: Planning Department

Re: Site Plan Review Application Process

The goal of the Planning Department is to process site plan review applications as quickly and efficiently as possible, in preparation for review by the Planning Board. To this end, we have designed an application form that is simple and easy to follow (see attached). If some of the information being requested does not seem to be applicable, please check with the Planning Department office, it may be that your particular proposal does not warrant such information.

It is recommended that you schedule a meeting with the Town Planner prior to formally submitting your application. The Town Planner will review your proposal for conformance with all applicable Town regulations and advise you regarding the procedure for obtaining Planning Board approval. Please contact the Planning Department office at (603) 773-6112 to schedule an appointment.

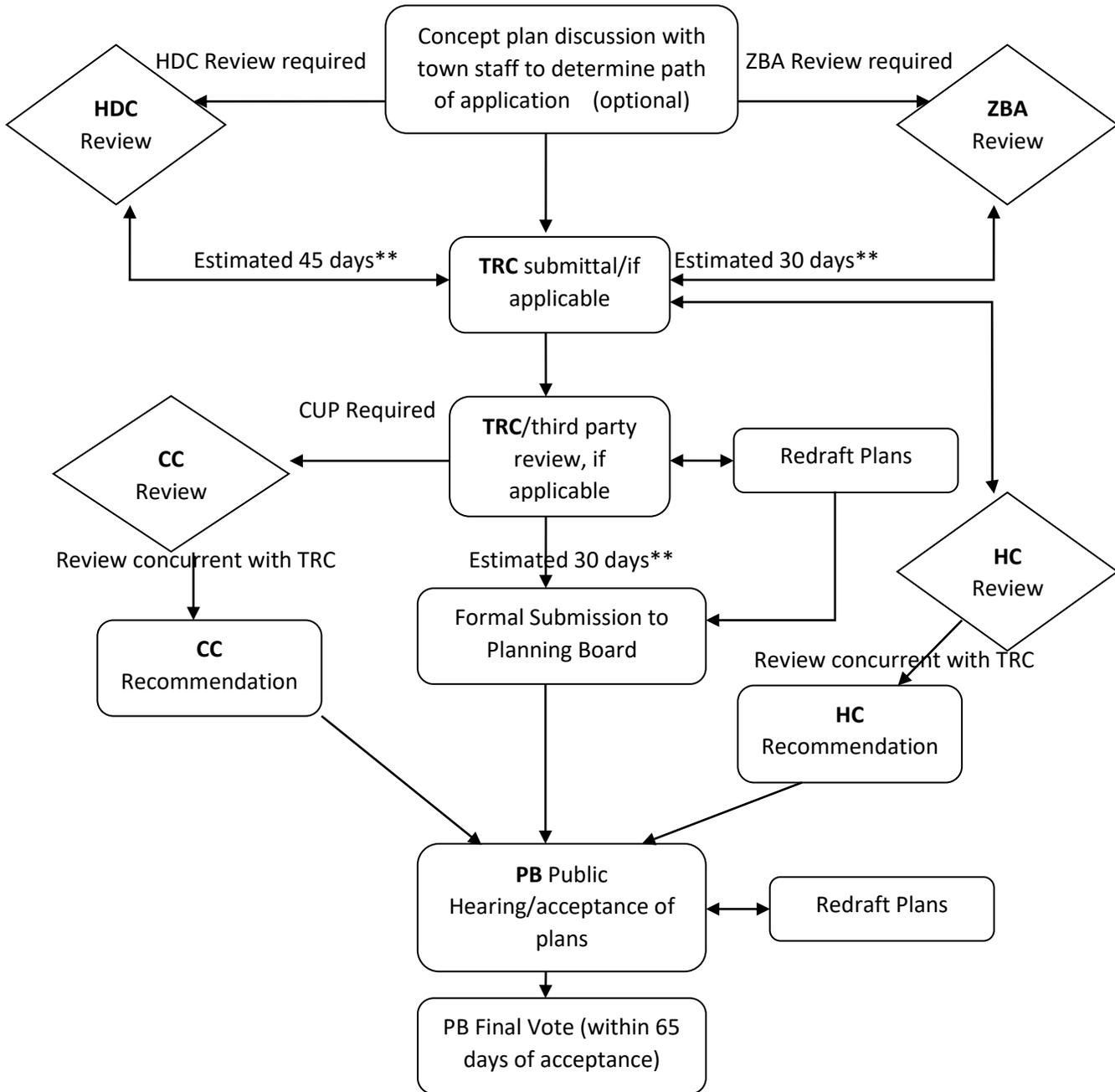
The key to receiving a prompt decision from the Planning Board is to adhere closely to the Board's procedures. A chart outlining the "Planning Board Review Procedure" is attached for your information. Please be aware that a technical review of your proposal by the Technical Review Committee (TRC) must precede Planning board consideration of your application. The Town Planner will only schedule you for a public hearing with the Planning Board after your application has gone through technical review and any required changes have been incorporated.

Copies of the applicable "Site Plan Review and Subdivision Regulations" are available for your review or purchase at the Planning Department office on the second floor of the Town Office Building located at 10 Front Street and are also on the Town's website at [www.exeternh.gov](http://www.exeternh.gov)

It is strongly recommended that you become familiar with these regulations, as they are the basis for review and approval of all site plans.



## Exeter Planning Review Process Flow Chart\*



**ZBA** – Zoning board of Adjustment    **PB** – Planning Board    **HDC** – Historic District Commission  
**HC** – Heritage Commission    **CC** – Conservation Commission    **TRC** – Technical Review Committee  
**CUP** – Conditional Use Permit

\*This chart shows the local process only. State permits (Wetlands, Shoreland, etc. are not shown)  
 \*\*All time estimates are approximate and can vary considerably. However, it is generally expected to take between 90 and 180 days to complete local review in the event review from all boards is required.



## SITE PLAN REVIEW APPLICATION CHECKLIST

A COMPLETED APPLICATION FOR SITE PLAN REVIEW MUST CONTAIN THE FOLLOWING

1. Application for Hearing ( )
2. Abutter's List Keyed to Tax Map ( )  
(including the name and business address of every engineer, architect, land surveyor, or soils scientist whose professional seal appears on any plan submitted to the Board)
3. Completed- "Checklist for Site Plan Review" ( )
4. Letter of Explanation ( )
5. Written Request for Waiver (s) from "Site Plan Review and Subdivision Regulations" ( )  
(if applicable)
6. Completed "Preliminary Application to Connect and /or Discharge to Town of Exeter- Sewer, Water or Storm Water Drainage System(s)"( if applicable) ( )
7. Planning Board Fees ( )
8. Seven (7) full-sized copies of Site Plan ( )
9. Fifteen (15) 11"x17" copies of the final plan to be submitted **TEN DAYS PRIOR** to the public hearing date. ( )
10. Three (3) pre-printed 1"x 2 5/8" labels for each abutter, the applicant and all consultants. ( )

**NOTES:** All required submittals must be presented to the Planning Department office for distribution to other Town departments. Any material submitted directly to other departments will not be considered.



# TOWN OF EXETER, NH

## APPLICATION FOR SITE PLAN REVIEW

### OFFICE USE ONLY

**THIS IS AN APPLICATION FOR:**

- COMMERCIAL SITE PLAN REVIEW
- INDUSTRIAL SITE PLAN REVIEW
- MULTI-FAMILY SITE PLAN REVIEW
- MINOR SITE PLAN REVIEW
- INSTITUTIONAL/NON-PROFIT SPR

\_\_\_\_\_ APPLICATION #  
\_\_\_\_\_ DATE RECEIVED  
\_\_\_\_\_ APPLICATION FEE  
\_\_\_\_\_ PLAN REVIEW FEE  
\_\_\_\_\_ ABUTTERS FEE  
\_\_\_\_\_ LEGAL NOTICE FEE  
\_\_\_\_\_ TOTAL FEES

\_\_\_\_\_ INSPECTION FEE  
\_\_\_\_\_ INSPECTION COST  
\_\_\_\_\_ REFUND (IF ANY)

1. **NAME OF LEGAL OWNER OF RECORD:** \_\_\_\_\_  
\_\_\_\_\_ **TELEPHONE:** ( ) \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

2. **NAME OF APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **TELEPHONE:** ( ) \_\_\_\_\_

3. **RELATIONSHIP OF APPLICANT TO PROPERTY IF OTHER THAN OWNER:** \_\_\_\_\_

\_\_\_\_\_  
(Written permission from Owner is required, please attach.)

4. **DESCRIPTION OF PROPERTY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TAX MAP:** \_\_\_\_\_ **PARCEL #:** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

**AREA OF ENTIRE TRACT:** \_\_\_\_\_ **PORTION BEING DEVELOPED:** \_\_\_\_\_



5. **ESTIMATED TOTAL SITE DEVELOPMENT COST \$** \_\_\_\_\_

6. **EXPLANATION OF PROPOSAL:** \_\_\_\_\_  
\_\_\_\_\_

7. **ARE MUNICIPAL SERVICES AVAILABLE? (YES/NO)** \_\_\_\_\_

If yes, Water and Sewer Superintendent must grant written approval for connection.  
If no, septic system must comply with W.S.P.C.C. requirements.

8. **LIST ALL MAPS, PLANS AND OTHER ACCOMPANYING MATERIAL SUBMITTED WITH THIS APPLICATION:**

	<u>ITEM:</u>	<u>NUMBER OF COPIES</u>
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____
F.	_____	_____

9. **ANY DEED RESTRICTIONS AND COVENANTS THAT APPLY OR ARE CONTEMPLATED (YES/NO)** \_\_\_\_\_ **IF YES, ATTACH COPY.**

10. **NAME AND PROFESSION OF PERSON DESIGNING PLAN:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PROFESSION:** \_\_\_\_\_ **TELEPHONE: ( \_\_\_\_ )** \_\_\_\_\_

11. **LIST ALL IMPROVEMENTS AND UTILITIES TO BE INSTALLED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**12. HAVE ANY SPECIAL EXCEPTIONS OR VARIANCES BEEN GRANTED BY THE ZONING BOARD OF ADJUSTMENT TO THIS PROPERTY PREVIOUSLY?**

IF YES, DESCRIBE BELOW. (Please check with the Planning Department Office to verify)

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**13. WILL THE PROPOSED PROJECT INVOLVE DEMOLITION OF ANY EXISTING BUILDINGS OR APPURTENANCES? IF YES, DESCRIBE BELOW.**

(Please note that any proposed demolition may require review by the Exeter Heritage Commission in accordance with Article 5, Section 5.3.5 of the Exeter Zoning Ordinance).

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**14. WILL THE PROPOSED PROJECT REQUIRE A “NOTICE OF INTENT TO EXCAVATE” (State of NH Form PA-38)? IF YES, DESCRIBE BELOW.**

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**NOTICE:** I CERTIFY THAT THIS APPLICATION AND THE ACCOMPANYING PLANS AND SUPPORTING INFORMATION HAVE BEEN PREPARED IN CONFORMANCE WITH ALL APPLICABLE REGULATIONS; INCLUDING BUT NOT LIMITED TO THE “SITE PLAN REVIEW AND SUBDIVISION REGULATIONS” AND THE ZONING ORDINANCE. FURTHERMORE, IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 15.2 OF THE “SITE PLAN REVIEW AND SUBDIVISION REGULATIONS”, I AGREE TO PAY ALL COSTS ASSOCIATED WITH THE REVIEW OF THIS APPLICATION.

DATE \_\_\_\_\_ OWNER’S SIGNATURE \_\_\_\_\_

ACCORDING TO RSA 676.4.I ( c ), THE PLANNING BOARD MUST DETERMINE WHETHER THE APPLICATION IS COMPLETE WITHIN 30 DAYS OF SUBMISSION. THE PLANNING BOARD MUST ACT TO APPROVE, CONDITIONALLY APPROVE, OR DENY AN APPLICATION WITHIN SIXTY FIVE (65) DAYS OF ITS ACCEPTANCE BY THE BOARD AS A COMPLETE APPLICATION. A SEPARATE FORM ALLOWING AN EXTENSION OR WAIVER TO THIS REQUIREMENT MAY BE SUBMITTED BY THE APPLICANT.



**ABUTTERS:** PLEASE LIST ALL PERSONS WHOSE PROPERTY IS LOCATED IN NEW HAMPSHIRE AND ADJOINS OR IS DIRECTLY ACROSS THE STREET OR STREAM FROM THE LAND UNDER CONSIDERATION BY THE BOARD. THIS LIST SHALL BE COMPILED FROM THE EXETER TAX ASSESSOR'S RECORDS.

TAX MAP \_\_\_\_\_  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TAXMAP \_\_\_\_\_  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
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TAX MAP \_\_\_\_\_  
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TAX MAP \_\_\_\_\_  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

**Please attach additional sheets, if needed**



## **CHECKLIST FOR SITE PLAN REVIEW**

The checklist on the following page has been prepared to assist you in the preparation of your site plan. The checklist items listed correspond to the site plan requirements set forth in Section 7 of the “Site Plan Review and Subdivision Regulations”. Unless otherwise indicated, all section references within this checklist refer to these regulations. Each of the items listed on this checklist must be addressed by the applicant prior to technical review of the site plan by the Technical Review Committee (TRC) See section 6.5. of the “Site Plan Review and Subdivision Regulations”. This checklist **DOES NOT** include all of the detailed information required for site plan preparation and therefore should not be the sole basis for the preparation of these plans. For a complete listing of site plan requirements, please refer to Section 7 of the “Site Plan Review and Subdivision Regulations”. In addition to these required plan items, the Planning Board will review site plans based upon the standards set forth in Sections 8 and 9 of the “Site Plan Review and Subdivision Regulations”. As the applicant, it is **YOUR RESPONSIBILITY** to familiarize yourself with these standards and to prepare your plans in conformance with them.

Please complete this checklist by marking each item in the column labeled “Applicant” with one of the following: “X: (information provided); “NA” (not applicable); “W: (waiver requested). For all checklist items marked “NA”, a final determination regarding applicability will be made by the TRC. For all items marked “W”, please refer to Section 13 of the “Site Plan Review and Subdivision Regulations” for the proper request procedure to be followed. If waivers are requested, a justification letter for requested waivers is strongly suggested. All waiver requests will be acted upon by the Planning Board at a public hearing. Please contact the Planning Department office if you have any questions concerning the proper completion of this checklist.

All of the required information for the plans listed in the checklist must be provided on separate sheets, unless otherwise approved by the TRC.

**NOTE: AN INCOMPLETE CHECKLIST WILL BE GROUNDS FOR REJECTION OF YOUR APPLICATION.**



## SITE PLAN REQUIREMENTS

### 7.4 Existing Site Conditions Plan

Submission of this plan will not be applicable in all cases. The applicability of such a plan will be considered by the TRC during its review process as outlined in Section 6.5 Technical Review Committee (TRC) of these regulations. The purpose of this plan is to provide general information on the site, its existing conditions, and to provide the base data from which the site plan or subdivision will be designed. The plan shall show the following:

APPLICANT	TRC	REQUIRED EXHIBITS
<input type="checkbox"/>	<input type="checkbox"/>	7.4.1 Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.2 Location of the site under consideration, together with the current names and addresses of owners of record, of abutting properties and their existing land use.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.3 Title, date, north arrow, scale, and Planning Board Case Number.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.4 Tax map reference for the site under consideration, together with those of abutting properties.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.5 Zoning (including overlay) district references.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.6 A vicinity sketch or aerial photo showing the location of the land/site in relation to the surrounding public street system and other pertinent location features within a distance of 2,000-feet, or larger area if deemed necessary by the Town Planner.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.7 Natural features including watercourses and water bodies, tree lines, significant trees (20-inches or greater in diameter at breast height) and other significant vegetative cover, topographic features, and any other environmental features that are important to the site design process.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.8 Man-made features such as, but not limited to, existing roads, structures, and stone walls. The plan shall also indicate which features are to be retained and which are to be removed or altered.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.9 Existing contours at intervals not to exceed 2-feet with spot elevations provided when the grade is less than 5%. All datum provided shall reference the latest applicable US Coast and Geodetic Survey datum and should be noted on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.10 A High Intensity Soil Survey (HISS) of the entire site, or appropriate portion thereof. Such soil surveys shall be prepared by a certified soil scientist in accordance with the standards established by the Rockingham County Conservation District. Any cover letters or explanatory data provided by the certified soil scientist shall also be submitted.



<input type="checkbox"/>	<input type="checkbox"/>	7.4.11 State and Federally designated wetlands, setback information, total wetlands proposed to be filled, other pertinent information and the following wetlands note: "The landowner is responsible for complying with all applicable local, state, and federal wetlands regulations, including any permitting and setback requirements required under these regulations."
<input type="checkbox"/>	<input type="checkbox"/>	7.4.12 Surveyed property lines including angles and bearings, distances, monument locations, and size of the entire parcel. A professional land surveyor licensed in New Hampshire must attest to said plan.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.13 The lines of existing abutting streets and driveway locations within 200-feet of the site.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.14 The location, elevation, and layout of existing catch basins and other surface drainage features.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.15 The shape, size, height, location, and use of all existing structures on the site and approximate location of structures within 200-feet of the site.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.16 The size and location of all existing public and private utilities, including off-site utilities to which connection is planned.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.17 The location of all existing easements, rights-of-way, and other encumbrances.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.18 All floodplain information, including the contours of the 100-year flood elevation, based upon the Flood Insurance Rate Map for Exeter, as prepared by the Federal Emergency Management Agency, dated May 17, 1982.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.19 All other features which would fully explain the existing conditions of the site.
<input type="checkbox"/>	<input type="checkbox"/>	7.4.20 Name of the site plan or subdivision.



### 7.5 Proposed Site Conditions Plan (Pertains to Site Plans Only)

The purpose of this plan is to illustrate and fully explain the proposed changes taking place within the site. The proposed site conditions plan shall depict the following:

APPLICANT	TRC	REQUIRED EXHIBITS
<input type="checkbox"/>	<input type="checkbox"/>	7.5.1 Proposed grades and topographic contours at intervals not to exceed 2-feet with spot elevations where grade is less than 5%. All datum provided shall reference the latest applicable US Coast and Geodetic Survey datum and should be noted on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.2 The location and layout of proposed drainage systems and structures including elevations for catch basins.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.3 The shape, size, height, and location of all proposed structures, including expansion of existing structures on the site and first floor elevation(s). Building elevation(s) and a rendering of the proposed structure(s).
<input type="checkbox"/>	<input type="checkbox"/>	7.5.4 High Intensity Soil Survey (HISS) information for the site, including the total area of wetlands proposed to be filled.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.5 State and Federally designated wetlands, setback information, total wetlands proposed to be filled, other pertinent information and the following wetlands note: "The landowner is responsible for complying with all applicable local, state, and federal wetlands regulations, including any permitting and setback requirements required under these regulations."
<input type="checkbox"/>	<input type="checkbox"/>	7.5.6 Location and timing patterns of proposed traffic control devices.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.7 The location, width, curbing and paving of all existing and proposed streets, street rights-of-way, easements, alleys, driveways, sidewalks and other public ways. The plan shall indicate the direction of travel for one-way streets. See Section 9.14 – Roadways, Access Points, and Fire Lanes for further guidance.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.8 The location, size and layout of off-street parking, including loading zones. The plan shall indicate the calculations used to determine the number of parking spaces required and provided. See Section 9.13 – Parking Areas for further guidance.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.9 The size and location of all proposed public and private utilities, including but not limited to: water lines, sewage disposal facilities, gas lines, power lines, telephone lines, cable lines, fire alarm connection, and other utilities.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.10 The location, type, and size of all proposed landscaping, screening, green space, and open space areas.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.11 The location and type of all site lighting, including the cone(s) of illumination to a measurement of 0.5-foot-candle.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.12 The location, size, and exterior design of all proposed signs to be located on the site.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.13 The type and location of all solid waste disposal facilities and accompanying screening.



<input type="checkbox"/>	<input type="checkbox"/>	7.5.14 Location of proposed on-site snow storage.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.15 Location and description of all existing and proposed easement(s) and/or right-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.16 A note indicating that: "All water, sewer, road (including parking lot), and drainage work shall be constructed in accordance with Section 9.5 Grading, Drainage, and Erosion & Sediment Control and the Standard Specifications for Construction of Public Utilities in Exeter, New Hampshire". See Section 9.14 Roadways, Access Points, and Fire Lanes and Section 9.13 Parking Areas for exceptions.
<input type="checkbox"/>	<input type="checkbox"/>	7.5.17 Signature block for Board approval

**OTHER PLAN REQUIREMENTS (See Section indicated)**

- 7.7 Construction plan
- 7.8 Utilities plan
- 7.9 Grading, drainage and erosion & sediment control plan
- 7.10 Landscape plan
- 7.11 Drainage Improvements and Storm Water Management Plan
- 7.12 Natural Resources Plan
- 7.13 Yield Plan