

CONCEPTUAL CONSULTATION APPLICATION CHECKLIST

Date:

Name of Applicant:

Location of Property:

Tax Map and Lot Number:

Name of Plan:

The submission must contain, at a minimum, the following information unless a waiver has been granted pursuant to Section 5.02 A. 3:

_____ Eighteen copies of a completed request form including the following:

- _____ The names, addresses, and phone numbers of the record owner(s) and the applicant,
- _____ The names and addresses of all consultants working on the project,
- _____ A list of the names and addresses of all the abutters, as shown in town records not more than five (5) days before the day of filing; and a list of all holders of conservation, preservation, or agricultural preservation restrictions on the subject property and abutting parcels, and
- _____ Evidence of right, title, or interest in the property

_____ Eighteen (18) copies of a Site Context or Locus Map drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties, and to allow the Board to locate the subdivision within the municipality. The location map shall show:

- _____ Existing subdivisions in the proximity of the proposed subdivision.
- _____ Locations and names of existing streets.
- _____ Boundaries and designations of zoning districts.
- _____ An outline of the proposed subdivision and any remaining portion of the owner's property if the formal application will cover only a portion of the owner's entire contiguous holding.

- _____ Three (3) copies of an accurate scale Site Inventory Plan of the parcel at a scale of not more than fifty (50) feet to the inch plus fifteen (15) legible, reduced size copies (11"X17") showing as a minimum:
 - _____ The proposed name of the development, north arrow (True Meridian), date, and scale.
 - _____ The boundaries of the parcel based upon a standard boundary survey prepared by a registered land surveyor and giving the bearings and distances of all property lines.
 - _____ Existing restrictions or easements on the site (if none, so state).
 - _____ The topography of the site at an appropriate contour interval depending on the nature of the use and character of the site as determined by the Director of Planning and Community Development.
 - _____ The *major* natural features of the site and within five hundred (500) feet of the site, including wetlands, vernal pools, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats, scenic views or areas, significant geological features, or other important natural features. Wetlands on the site shall be identified and delineated by a New Hampshire Certified Wetlands Scientist and shall be certified by the person performing the delineation. Information on adjacent properties may be from published sources.
 - _____ The soils on the site through a high intensity soil survey (HISS). The Planning Board may allow the submission of a medium intensity soils survey if it determines that a HISS is not required to determine that the proposed density of development conforms to the zoning requirements or to evaluate the appropriate use of the property.
 - _____ Vegetative cover conditions on the property according to general cover type.
 - _____ Watershed and sub-watershed boundaries.
 - _____ Existing buildings, structures, or other improvements on the site including streets, driveways, stone walls, fences, trails, graveyards, and cemeteries (if none, so state).
 - _____ Locations of all culturally, historically or archaeologically significant buildings, features, or sites .
 - _____ The location and size of existing utilities or improvements servicing the site (if none, so state).
 - _____ Any potential sources of fire protection water supply within one half mile of the site including public water mains, existing fire ponds, or possible sources of water supply.

- _____ Three (3) copies of a Site Analysis Map at the same scale as the inventory plans (see C. above) plus fifteen (15) legible, reduced size copies (11"X17") highlighting the opportunities and constraints of the site in a bubble

diagram or annotated format. This plan should enable the Planning Board to determine: which portions of the site are unsuitable for development or use (Primary Conservation Areas); which areas of the site have potential conservation or open space value (Secondary Conservation Areas) that should be addressed in the subdivision plan; which portions of the site are unsuitable for on-site sewage disposal if public sewerage is not available; which areas of the site may be subject to off-site conflicts or concerns (noise, lighting, traffic, etc.); and which areas are well suited for the proposed use.

- _____ Eighteen (18) copies of a Site Analysis Narrative describing the existing conditions of the site, the constraints and opportunities created by the site, the open space conservation potential of the site, and the proposed development. The narrative must include a calculation of the "Usable Area" of the site based upon a High Intensity Soil Survey in accordance with Section 175- 55 of the Zoning Ordinance and the maximum number of units that can be included in the subdivision based upon this calculation and the dimensional requirements of the zone. This submission should include a narrative description of the existing road system that will provide access to the project and any issues related to traffic capacity, safety, sight distances, or other traffic considerations together with any preliminary studies done relative to the site including wetland delineations, traffic studies, market studies, or other information that will help the Board understand the project.

- _____ Three (3) copies of a Sketch Plan, drawn at the same scale as the site analysis plan, and in a form that allows it to be overlain on the site analysis plan, plus fifteen (15) legible, reduced size copies (11"X17") showing the general concept for land conservation and development, the location of identified Primary and Secondary Conservation Areas, and the conceptual layout of lots and roads in accordance with the four step design process set forth in Section 9.08.