



**TOWN OF DURHAM**  
15 NEWMARKET RD  
DURHAM, NH 03824-2898  
603/868-8064 603/868-8065  
FAX 603/868-8033  
[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

## **SITE PLAN REVIEW APPLICATION CHECKLIST**

Date:

Name of Applicant:

Location of Property:

Tax Map and Lot Number:

Name of Plan:

\_\_\_\_\_ a letter of intent detailing the proposal

\_\_\_\_\_ 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 listing of all holders of conservation, preservation, or agricultural preservation restrictions on the subject property

\_\_\_\_\_ Copies of the current deed, purchase and sale agreement, and copies of all easements, deed restrictions, rights-of-ways, or other encumbrances currently affecting the property.

\_\_\_\_\_ five copies, 24" x 36" and ten additional copies at 11" x 17" of the plat.

The Plan shall show:

\_\_\_\_\_ Title Block with title, owner's name and address, date, scale and name, address and seal of the preparer of the plan

\_\_\_\_\_ names of owners of abutting properties

\_\_\_\_\_ North Arrow and bar scale

\_\_\_\_\_ locus plan at a minimum scale of one (1) inch equals one thousand (1,000) feet showing required information

\_\_\_\_\_ Surveyed property lines of the parcel showing their bearings;

\_\_\_\_\_ Location and layout of existing and proposed structures and buildings;

\_\_\_\_\_ Existing and proposed contours at two (2) foot intervals for the entire site. Where a change in grade is proposed, existing contours shall be dotted lines and finished elevations solid;

\_\_\_\_\_ Area of entire parcel in acres and square feet;

\_\_\_\_\_ Zoning and special district boundaries;

\_\_\_\_\_ Deed reference and tax map number;

\_\_\_\_\_ Location width, curbing and paving of access ways, egress ways and streets within the site;

\_\_\_\_\_ Location and layout of all on-site parking and loading facilities;

- \_\_\_\_\_ Location and size of all municipal and non-municipal utilities and appurtenances including: water, sewer, electric, telephone, gas lines and fire alarm connections, indicating whether overhead or underground, and the location of wells and septic systems;
  - \_\_\_\_\_ Type and location of solid waste disposal facilities;
  - \_\_\_\_\_ Location, elevation and layout of catch basin and other surface drainage features;
  - \_\_\_\_\_ Location of all physical/natural features including: water bodies, watercourses, wetlands, vegetation/foilage lines, soil types, railroads, rock outcroppings and stone walls;
  - \_\_\_\_\_ Dimensions and area of all property to be dedicated for public use of common ownership;
  - \_\_\_\_\_ Location of 100 year flood hazard boundaries;
  - \_\_\_\_\_ Date and permit numbers of all required state and federal permits.
  - \_\_\_\_\_ Location of all buildings, wells and leach fields within one hundred and fifty (150) feet of the parcel;
  - \_\_\_\_\_ Dimensions, area and minimum setback requirements on all existing and proposed lots;
  - \_\_\_\_\_ Proposed landscaping plan including size and type of plant material;
  - \_\_\_\_\_ Pedestrian walks providing circulation through the site;
  - \_\_\_\_\_ Location and size of proposed and existing signs, walls and fences;
  - \_\_\_\_\_ Location and type of lighting for outdoor activities; and
  - \_\_\_\_\_ Location, widths and purposes of any easements or rights-of-way.
  - \_\_\_\_\_ Total on-site square footage of impervious surfaces.
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- \_\_\_\_\_ Streets and Access meet Section 9.02 of the Site Plan Review Regulations for the Town of Durham.
  - \_\_\_\_\_ Storm Water Drainage meets Section 9.03 of the Site Plan Review Regulations for the Town of Durham.
  - \_\_\_\_\_ Water Supply meets Section 9.04 of the Site Plan Review Regulations for the Town of Durham.
  - \_\_\_\_\_ Sewerage meets Section 9.05 of the Site plan Review Regulations for the Town of Durham.
  - \_\_\_\_\_ Non-Municipal Utilities meets Section 9.06 of the Site Plan Review Regulations for the Town of Durham.
  - \_\_\_\_\_ Signs meet Section 9.07 of the Site Plan Review Regulations for the Town of Durham.
  - \_\_\_\_\_ Special Flood Hazard Areas meet Section 9.09 of the Site Plan Review Regulations for the Town of Durham.
  - \_\_\_\_\_ Independent Studies and Investigations meet Section 10 of the Site Plan Review Regulations for the Town of Durham.
  - \_\_\_\_\_ Applicant has met with neighbors to discuss project and concerns.

**Written waivers from these requirements may be requested with specific justification to the requirements of Section 12.02 of the Site Plan Review Regulations for the Town of Durham.**