

**SITE PLAN REVIEW REGULATIONS  
of  
DURHAM, NEW HAMPSHIRE**

*Attachment 1*

**APPLICATION FOR SITE PLAN REVIEW**

Note: This form and all required information must be filed at least 21 days before the date of the meeting at which it is to be submitted to the Board. Filing is to be done at the Planning Office, Durham Town Office Building or by mail to 15 Newmarket Road, Durham NH 03824.

1. Name, mailing address and telephone number of applicant

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2. Name, mailing address and telephone number of owner of record if other than applicant

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3. Location of Proposed Project \_\_\_\_\_

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Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_ Zoning District \_\_\_\_\_

4. Name of Proposed Project \_\_\_\_\_

5. Number of units for which approval is sought \_\_\_\_\_

6. Name, mailing address and telephone number of surveyor and/or agent

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7. Abutters: Attach a separate sheet listing the Durham Tax Map number, Lot number, name, and mailing address of all abutters, including those across a street, brook or stream. The list of abutters must also include any holders of conservation, preservation, or agricultural preservation restrictions in accordance with RSA 676:4(I)(d). Names should be those of current owners as recorded in the tax records five (5) days prior to the

submission of this application. *Note: Names submitted on the Request for Preapplication Review may not be current. No application shall be heard unless all abutters as described herein have been notified.*

8. Items on the attached Site Plan Review Application Submission Checklist

9. Payment of all applicable fees:

submittal fees	\$ _____
advertising/posting costs	_____
abutter notification (each)	_____
proposed road (per foot)	_____
administrative and technical review costs	_____
TOTAL	\$ _____

- 9 The applicant and/or owner or agent\*, certifies that this application is correctly completed with all attachments and requirements, and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Durham, in the site plan review process of this property, shall be borne by the applicant and/or owner.
- 10 Within five (5) business days of submitting a formal application, the applicant shall meet with the Director of Planning and Community Development to discuss issues related to completeness and acceptance of the application. If this review discloses that all requirements specified on the Site Plan Application Checklist have not been met, the applicant will be notified in writing what specific items are still needed.
- 11 Prior to the next regularly scheduled meeting of the Planning Board, the applicant, at the discretion of the Director of Planning and Community Development, shall meet with the appropriate Department Heads of the Town of Durham to discuss the implications the application will have on the various Departments of the town.
- 12 If this application is determined by the Planning Staff to be complete, it will be placed on the Planning Board agenda on \_\_\_\_\_ for acceptance.

**\*If the applicant is an agent of the owner, a separate signed letter from the owner of record is required which clearly states the authority of the agent or representative for this application. If the agent does not have the power of attorney of the owner, all documents shall be signed by the owner.**

"I hereby authorize the Durham Planning Board and its agents to access my land for the purpose of reviewing the proposed site plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to ensure conformance of the

on-site improvements with the approved plan and all Town of Durham ordinances and regulations.”

Date \_\_\_\_\_ Applicant, Owner, or Agent \_\_\_\_\_