Site Plan Checklist

For formal applications – for both residential and nonresidential plans
Town of Durham Planning Department
To be filled out by the applicant/agent

Project Name: _____ Map:_____ Lot:_____ Date:_____

Applicant/agent: _____ Signature: _____

Please see the Durham Site Plan Regulations for more information, in particular, Section 2.2 Formal Application Content. Note that various items may be submitted later.

General items	**Yes**	**No**	**N/A**	**Waiver Requested**	**Comments**
Application fee including fee for notices	☐	☐	☐	☐	_____
15 copies of completed application	☐	☐	☐	☐	_____
15 copies of letter of intent	☐	☐	☐	☐	_____
3 sets of full-size plans	☐	☐	☐	☐	_____
15 sets of 11 X 17 reductions, including one sheet of site plan in color	☐	☐	☐	☐	_____
Electronic version of materials via email	☐	☐	☐	☐	_____
Completed abutters list (See Karen)	☐	☐	☐	☐	_____
Copy of existing covenants, easements, and deed restrictions	☐	☐	☐	☐	_____

Plan Information

Basic information including: ☐ ☐ ☐ ☐ _____

- Title sheet and index, when applicable
- Title block
- Name of Project
- Date of preparation
- North arrow
- Scale
- Legend
- Revision block
- Acreage and square footage of site
- Vicinity sketch/location plan - not less than 1" = 1,000'
- Aerial photo showing the site and proposed building footprint

Name and address of developer/applicant ☐ ☐ ☐ ☐ _____

	Yes	No	N/A	Waiver Requested	Comments
Name, stamp, and NH license # of surveyor, engineer, and/or architect	☐	☐	☐	☐	_____
Town tax map & lot #'s	☐	☐	☐	☐	_____
Street(s) and street name(s)	☐	☐	☐	☐	_____
Approval block (for signature by staff attesting to Planning Board approval)	☐	☐	☐	☐	_____
Deed information and references to related plans and subdivisions	☐	☐	☐	☐	_____
Surveyed property lines including: • existing and proposed bearings • existing and proposed distances • pins, stakes, bounds • monuments • benchmarks	☐	☐	☐	☐	_____
Information on abutting properties: • owner name • owner address • tax map and lot # • approximate building footprints • use	☐	☐	☐	☐	_____
Locations, widths, and types of easements	☐	☐	☐	☐	_____
Zoning					
Zoning designations of subject tract and in vicinity of tract	☐	☐	☐	☐	_____
Zoning requirements for district: • frontage • lot size and dimensions • all setbacks • lot coverage	☐	☐	☐	☐	_____
Zoning overlay districts, including Wetland, Shoreland, Aquifer, and Historic districts	☐	☐	☐	☐	_____
Existing Topographic Features:					
Contour lines (not to exceed two-foot Intervals, except on steep slopes) and spot elevations	☐	☐	☐	☐	_____

	Yes	No	N/A	Waiver Requested	Comments
Soil types and boundaries	☐	☐	☐	☐	_____
Soil test pit locations, profiles, and depth to water table and ledge	☐	☐	☐	☐	_____
Percolation test locations and results	☐	☐	☐	☐	_____
Water features (ponds, streams)	☐	☐	☐	☐	_____
Wetlands, including name of certified wetlands scientist	☐	☐	☐	☐	_____
Statement whether located in flood area, And, if so,100 year flood elevation	☐	☐	☐	☐	_____
Delineation of trees and open areas	☐	☐	☐	☐	_____
Overview of types of trees and vegetation	☐	☐	☐	☐	_____
Stone walls and archaeological features	☐	☐	☐	☐	_____
Locations of trails, paths, fences, and walls	☐	☐	☐	☐	_____
Other natural/cultural resources (significant trees, farmland, habitats, rock outcrops, historic structures, etc.)	☐	☐	☐	☐	_____

Building Information

Existing buildings/structures including square footage and use	☐	☐	☐	☐	_____
Proposed buildings/structures including • square footage • grades at foundation • first floor elevation • use • # bedrooms and beds per unit if residential	☐	☐	☐	☐	_____
Architectural renderings of proposed buildings and structures: • Showing all four sides • Drawn to scale with dimensions • Showing height • Showing exterior materials • Showing exterior colors • Name of architect/designer	☐	☐	☐	☐	_____

	Yes	No	N/A	Waiver Requested	Comments
Circulation and Parking Plan					
Existing and proposed driveways and access points including: • Width of opening • Turning radii • Cross section of driveway	☐	☐	☐	☐	_____
Pavement, curbing & edge treatment	☐	☐	☐	☐	_____
Traffic control devices, if appropriate:	☐	☐	☐	☐	_____
Number of parking spaces • required by ordinance • proposed	☐	☐	☐	☐	_____
Parking layout and dimensions of spaces	☐	☐	☐	☐	_____
Handicap spaces and signage	☐	☐	☐	☐	_____
Loading area	☐	☐	☐	☐	_____
Pedestrian circulation plan (including existing sidewalks in vicinity, if any)	☐	☐	☐	☐	_____
Bicycle racks, locations and design	☐	☐	☐	☐	_____
Buffers, landscaping & screening	☐	☐	☐	☐	_____
Snow storage areas and plan	☐	☐	☐	☐	_____
Proposed porous pavement	☐	☐	☐	☐	_____
Utilities					
Show all pertinent existing and proposed profiles, elevations, materials, sizes, and details					
Water lines/well (with protective radius)	☐	☐	☐	☐	_____
Sewer lines/septic and leaching areas	☐	☐	☐	☐	_____
Pump stations	☐	☐	☐	☐	_____
Fire hydrant location(s) and details	☐	☐	☐	☐	_____
Electric, telephone, cable TV	☐	☐	☐	☐	_____
Gas lines	☐	☐	☐	☐	_____
Fire alarm connections	☐	☐	☐	☐	_____

	Yes	No	N/A	Waiver Requested	Comments
Treatment of solid waste/dumpsters	☐	☐	☐	☐	_____
Stormwater Management					
Stormwater Checklist, unless deemed unnecessary by Town Engineer	☐	☐	☐	☐	_____
Stormwater management system: pipes, culverts,, catch basins detention/ retention basins, swales, rip rap, etc.	☐	☐	☐	☐	_____
Drainage study with calculations, impact analysis, and mitigation plan	☐	☐	☐	☐	_____
Grading (existing and proposed grades)	☐	☐	☐	☐	_____
Erosion and sedimentation plan	☐	☐	☐	☐	_____
Landscaping Plan					
Demarcation of limits of construction, clear delineation of vegetation to be saved, and strategy for protecting vegetation	☐	☐	☐	☐	_____
Proposed ground cover, shrubbery, and trees including: • botanical and common names • locations and spacing • total number of each species • size at installation	☐	☐	☐	☐	_____
Planting plan (size of holes, depth of planting, soil amendments, etc.)	☐	☐	☐	☐	_____
Irrigation plan and details	☐	☐	☐	☐	_____
Protection of landscaping from vehicles (Curb stops, berm, railroad ties, etc)	☐	☐	☐	☐	_____
Specification of all finished ground surfaces and edges (greenspace, mulch, asphalt, concrete, etc.)	☐	☐	☐	☐	_____
Fencing/screening	☐	☐	☐	☐	_____
Signage					
On-site traffic-control signs:	☐	☐	☐	☐	_____

	Yes	No	N/A	Waiver Requested	Comments
Location and type of advertising signs: • Attached to building • Freestanding • Directional, if appropriate	☐	☐	☐	☐	_____
Dimensions of signs: • Height • Area • Setback	☐	☐	☐	☐	_____
Elevation drawings with colors & materials	☐	☐	☐	☐	_____
Type of Illumination, if proposed	☐	☐	☐	☐	_____
Outdoor Lighting					
Locations	☐	☐	☐	☐	_____
Height of fixtures	☐	☐	☐	☐	_____
Wattage	☐	☐	☐	☐	_____
Type of light (high pressure sodium, etc)	☐	☐	☐	☐	_____
Design/cut sheets of fixtures	☐	☐	☐	☐	_____
Illumination study, if appropriate	☐	☐	☐	☐	_____
Other Elements					
Construction management plan	☐	☐	☐	☐	_____
Energy checklist (may be submitted later)	☐	☐	☐	☐	_____
Traffic study, if appropriate	☐	☐	☐	☐	_____
Proposed covenants, easements, and deed restrictions, if any	☐	☐	☐	☐	_____
Fiscal impact study, if requested	☐	☐	☐	☐	_____
System for addressing buildings and units	☐	☐	☐	☐	_____

Additional Comments:

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