

Conditional Use Checklist ***for WCOD and SPOD applications***

**To be filled out by the applicant/agent and returned with the application*

Address or location of property: _____

Applicant/agent: _____

Owner, if different from applicant: _____

Map: _____ Lot: _____ Date: _____

The following items must be included in a conditional use application for activity within the Wetland Conservation Overlay District (WCOD) and the Shoreland Protection Overlay District (SPOD). Please mark the items below and return this form to the Planning Department.

General items and documentation:

- _____ Conditional use application
- _____ This conditional use checklist
- _____ A letter of intent/narrative describing the project
- _____ A narrative addressing the 8 general conditional use criteria
- _____ A narrative addressing the 4 specific criteria for activity within the WCOD and SPOD
- _____ An electronic/pdf version of the plan (below)
- _____ Application and notice fees. Please coordinate with Tracey Cutler, Admin. Assistant.
- _____ Abutters list including properties within 300 feet of the subject lot. Please coordinate with Tracey Cutler.
- _____ Letter or email from property owner authorizing agent to submit the application or represent them, if applicable
- _____ Photograph(s) of the site showing where the proposed activity will occur
- _____ Confirmation that the applicant will install a sign on the property about the public hearing once the hearing date with the Planning Board is set
- _____ Confirmation that the applicant has seen the documents *Considerations for Potential Impacts on Wetlands* and *Wetland and Shoreland Resources for Applicants*. No action is required in regard to these documents; rather applicants are simply encouraged to review and consider information contained in the documents.
- _____ Confirmation that the applicant has discussed their project with the Town Planner
- _____ Is a permit through the New Hampshire Division of Environmental Services required?
- _____ Is the site subject to review under the New Hampshire Rivers Management Program, RSA 483 or the Shoreland Protection Act, RSA 483B? (over)

Information that may be needed on the plan:

The function of the plan is to convey very clearly the nature and pertinent details of the project. Some of these items may not be needed depending on the character and scope of the proposal. Please check with the Town Planner with any questions. The Town Planner can advise the applicant about which items he believes may not be needed in order to save the applicant expense. However, the Conservation Commission and Planning Board make their own determination about particular items that are necessary to conduct their review. If the timeframe for the project is tight, the applicant is encouraged to provide more information up front to reduce the chances of the review being continued to an additional meeting allow for additional information to be submitted.

- _____ A plan drawing to scale prepared by a surveyor, engineer, or other qualified professional
- _____ A title block with title, owner's name, address of the property, date, and name, address and seal of the person preparing the plan
- _____ A north arrow and a bar scale. A legend if applicable
- _____ A locus plan showing the location of the subject lot at an appropriate scale (such as 1" = 500 feet or 1" = 1,000 feet)
- _____ Names of owners of abutting lots
- _____ Property lines and location of the proposed activity within the lot. Where the proposed activity is close to a property line and on larger, more significant projects inclusion of surveyed property lines may be needed.
- _____ Existing buildings, structures, driveways, parking areas, utilities, drainage structures, water bodies, and other salient features in the vicinity of the proposed activity
- _____ The wetland and edge of wetlands in the WCOD and the waterbody and reference line in the SPOD delineated by a qualified professional. Please show these lines in color.
- _____ The buffer/setback line from the edge of wetlands or reference line. Please show these lines in color.
- _____ All proposed activity within the buffer/setback area and in the vicinity of the buffer/setback area clearly delineated
- _____ On larger or more significant projects existing and proposed contours in the vicinity of the proposed activity
- _____ Erosion and sedimentation control measures, if applicable
- _____ Restoration plan, if applicable
- _____ Landscaping plan, if applicable