


# 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: 121 Tech Site Maintenance Improvements Map: 204 Lot: 2 Date: 07/11/2023

Applicant/agent: Shawn Smith, RJ Kelly Co., Inc 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.*

<u>General items</u>	Yes	No	N/A	Waiver Requested	Comments
Application fee including fee for notices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>15</b> copies of completed application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>15</b> copies of letter of intent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>3</b> sets of full-size plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>15</b> sets of 11 X 17 reductions, including one sheet of site plan in color	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electronic version of materials via email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Completed abutters list (See Karen)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Copy of the current deed, covenants, Easements, and deed restrictions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Plan Information</u></b>					
Basic information including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> <li>• Title sheet and index, when applicable</li> <li>• Title block</li> <li>• Name of Project</li> <li>• Date of preparation</li> <li>• North arrow</li> <li>• Scale</li> <li>• Legend</li> <li>• Revision block</li> <li>• Acreage and square footage of site</li> <li>• Vicinity sketch/location plan - not less than 1" = 1,000'</li> <li>• Aerial photo showing the site and proposed building footprint</li> </ul>					
Name and address of developer/applicant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver Requested	Comments
Name, stamp, and NH license # of surveyor, engineer, and/or architect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Town tax map & lot #'s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Street(s) and street name(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Approval block (for signature by staff attesting to Planning Board approval)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Deed information and references to related plans and subdivisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Surveyed property lines including: <ul style="list-style-type: none"> <li>• existing and proposed bearings</li> <li>• existing and proposed distances</li> <li>• pins, stakes, bounds</li> <li>• monuments</li> <li>• benchmarks</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Information on abutting properties: <ul style="list-style-type: none"> <li>• owner name</li> <li>• owner address</li> <li>• tax map and lot #</li> <li>• approximate building footprints*</li> <li>• use*</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ *Waiver requested for buildings and use
Locations, widths, and types of easements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>Zoning</u></b>					
Zoning designations of subject tract and in vicinity of tract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning requirements for district: <ul style="list-style-type: none"> <li>• frontage</li> <li>• lot size and dimensions</li> <li>• all setbacks</li> <li>• lot coverage</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning overlay districts, including Wetland, Shoreland, Aquifer, and Historic districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____ non-locus
<b><u>Existing Topographic Features:</u></b>					
Contour lines (not to exceed two-foot Intervals, except on steep slopes) and spot elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver Requested	Comments
Soil types and boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>No proposed improvements affecting soils.</u>
Soil test pit locations, profiles, and depth to water table and ledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Percolation test locations and results	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No septic/infiltration proposed</u>
Water features (ponds, streams)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Wetlands, including name of certified wetlands scientist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Brendan Quigley, Gove Environmental</u>
Statement whether located in flood area, And, if so, 100 year flood elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Floodplain non-locus</u>
Delineation of trees and open areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
Overview of types of trees and vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Not important for scope</u>
Stone walls and archaeological features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Locations of trails, paths, fences, and walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Other natural/cultural resources (significant trees, farmland, habitats, rock outcrops, historic structures, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
<b><u>Building Information</u></b>					
Existing buildings/structures including square footage and use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Proposed buildings/structures including <ul style="list-style-type: none"> <li>• square footage</li> <li>• grades at foundation</li> <li>• first floor elevation</li> <li>• use</li> <li>• # bedrooms and beds per unit if residential</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Loading docks only</u>
Architectural renderings of proposed buildings and structures: <ul style="list-style-type: none"> <li>• Showing all four sides</li> <li>• Drawn to scale with dimensions</li> <li>• Showing height</li> <li>• Showing exterior materials</li> <li>• Showing exterior colors</li> <li>• Name of architect/designer</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Previously provided/presented</u>

	Yes	No	Waiver		Comments
			N/A	Requested	
<b><u>Circulation and Parking Plan</u></b>					
Existing and proposed driveways and access points including: <ul style="list-style-type: none"> <li>• Width of opening</li> <li>• Turning radii</li> <li>• Cross section of driveway</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pavement, curbing & edge treatment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Traffic control devices, if appropriate:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Number of parking spaces <ul style="list-style-type: none"> <li>• required by ordinance</li> <li>• proposed</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Parking layout and dimensions of spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Handicap spaces and signage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loading area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pedestrian circulation plan (including existing sidewalks in vicinity, if any)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bicycle racks, locations and design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing racks to remain _____
Buffers, landscaping & screening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Snow storage areas and plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large Existing lot will be used for snow _____
Proposed porous pavement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Utilities**

Show all pertinent existing and proposed profiles, elevations, materials, sizes, and details

Water lines/well (with protective radius)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sewer lines/septic and leaching areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pump stations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Fire hydrant location(s) and details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electric, telephone, cable TV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gas lines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire alarm connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver Requested	Comments
Treatment of solid waste/dumpsters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>no changes proposed</u>
<b><u>Stormwater Management</u></b>					
Stormwater Checklist, unless deemed unnecessary by Town Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>To be completed by HSI</u>
Stormwater management system: pipes, culverts,, catch basins detention/retention basins, swales, rip rap, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Drainage study with calculations, impact analysis, and mitigation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
Grading (existing and proposed grades)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Erosion and sedimentation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>To be implemented as req'd by site contractor</u>
<b><u>Landscaping Plan</u></b>					
Demarcation of limits of construction, clear delineation of vegetation to be saved, and strategy for protecting vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
Proposed ground cover, shrubbery, and trees including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
<ul style="list-style-type: none"> <li>• botanical and common names</li> <li>• locations and spacing</li> <li>• total number of each species</li> <li>• size at installation</li> </ul>					
Planting plan (size of holes, depth of planting, soil amendments, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
Irrigation plan and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
Protection of landscaping from vehicles (Curb stops, berm, railroad ties, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
Specification of all finished ground surfaces and edges (greenspace, mulch, asphalt, concrete, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Fencing/screening	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
<b><u>Signage</u></b>					
On-site traffic-control signs:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>

	Yes	No	N/A	Waiver Requested	Comments
Location and type of advertising signs: <ul style="list-style-type: none"> <li>• Attached to building</li> <li>• Freestanding</li> <li>• Directional, if appropriate</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>New sign proposed over main entry per renderings</u>
Dimensions of signs: <ul style="list-style-type: none"> <li>• Height</li> <li>• Area</li> <li>• Setback</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Will provide as a part of signage applications</u>
Elevation drawings with colors & materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Previously presented renderings</u>
Type of Illumination, if proposed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>TBD</u>
<b><u>Outdoor Lighting</u></b>					
Locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>New bollard lighting at main entry, reuse existing</u>
Height of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
Wattage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
Type of light (high pressure sodium, etc)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>TBD</u>
Design/cut sheets of fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>TBD</u>
Illumination study, if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
<b><u>Other Elements</u></b>					
Construction management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>_____</u>
Energy checklist (may be submitted later)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Sent previously with Building Permit Application</u>
Traffic study, if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Proposed covenants, easements, and deed restrictions, if any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Fiscal impact study, if requested	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
System for addressing buildings and units	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>_____</u>
Subject to NH Rivers Management Program RSA 483 or Shoreland Act 483B? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					

**Additional Comments:**