

Site Plan Review Plat Requirements

5.1 General. A letter of intent detailing the proposed development along with a list of names and addresses of all abutters to the site, as defined by R.S.A. 672:3 as may be amended, who own property not more than five (5) days before the day of filing, as shown in the Town Records and signed by a Town Official shall be submitted to the Planning Board.

5.2 Site Plan Plat.

5.2.1 Copies. The applicant shall submit five copies, 24" x 36" of the plat.

5.2.2. Scale. The scale shall be at a minimum scale of 1-inch equals 100 feet.

5.2.3. Preparation. A land surveyor, an engineer, or an architect shall prepare the plat.

5.2.4. Content. The Plat shall contain the following:

	Provided	Waiver Request
1) A location plan at a minimum scale of one inch equals one thousand feet <ul style="list-style-type: none"> • showing property lines of parcels being developed in relation to surrounding areas; • names and locations of town streets; names and locations of proposed streets; • names of water courses and water bodies on and adjacent to the site; • and area of the entire parcel in acres and square feet. 		
2) A title block with title; <ul style="list-style-type: none"> • owners name and address; • name of agent; • scale of plan; and • name, seal, and address of preparer. 		
3) <ul style="list-style-type: none"> • North arrow and • bar scale. 		
4) Surveyed property lines of the parcel showing their bearings and distances.		
5) Names of all abutting property owners, showing book and page as shown in the Carroll County Registry		
6) Location and layout of existing and proposed structures and buildings.		
7) Existing and proposed contours at five-foot intervals for the entire site being considered for development. Where grade is proposed, existing contours shall be dotted lines and finished elevations solid.		
8) Area of entire parcel in acres and square feet.		
9) Zoning and special district boundaries.		
10) Deed reference and tax map number.		
11) Location width, curbing and paving of access ways, egress ways, and streets within the site.		
12) Location and layout of all on-site parking and loading facilities.		
13) 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 locations of well and septic systems.		

14) Type and location of solid waste disposal facilities.		
15) Location, elevation, and layout of catch basins and other surface drainage features.		
16) Location of all physical/natural features including: <ul style="list-style-type: none"> • water bodies, • water courses, • wetlands, • vegetation/foliage lines, • soil types, • railroads, • rock outcroppings, and • stone walls. 		
17) Dimensions and area of all property to be dedicated for public use of common ownership.		
18) For all site plans that involve and designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP) assure all necessary permits required under Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.		
19) For site plans that involve land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP), proposals for development of greater than fifty (50) lots or five (5) acres (whichever is the lesser), must include Base Flood Elevation (BFE) data (i.e., floodplain boundary and 100-year flood elevation).		
20) Date and permit number of all required state and federal permits.		
21) Location of all buildings, wells, and leach fields within one hundred and fifty feet of the parcel.		
22) Dimensions, area, and minimum setback requirements on all existing and proposed lots.		
23) Proposed landscaping including size and type of plant material.		
24) Pedestrian walks providing circulation through the site.		
25) Location and size of proposed and existing signs, walls, and fences.		
26) Location, widths, and purposes of any easement or right-of-way.		
27) Total on-site square footage of impervious surfaces.		
28) Snow storage requirements.		

5.3 Additional Plats. The Board can require additional plats if necessary. Examples of additional plats are as follows: *Erosion Control Plan, Landscape Plan, Building Elevation Plan, and Profiles and cross-sections on roadways and bridges*

5.4 Graphic Presentation. The Board can require the applicant to provide photo simulation, photomontage, or drawings that depict the built conditions of the site.

5.5. Additional Documentation. At the request of the Board additional documents may be required. Examples of additional documentation include: *Drainage studies, Traffic studies, Wetland studies, and Environmental, and fiscal impact studies.*