

**TOWN OF FREEDOM
FREEDOM, NH 03836**

FREEDOM PLANNING BOARD

**SITE PLAN REVIEW
APPLICATION**

FEE: \$15.00 per abutter, payable to the Town of Freedom

**PLANNING BOARD
TOWN OF FREEDOM, NH**

SITE PLAN REVIEW APPLICATION

☐ **Design Review**

☐ **Final Review**

FOR OFFICE USE ONLY

Case # _____

Fee _____

Date filed _____

Rec'd by _____

Name of Applicant(s) _____ Telephone _____

Mailing Address _____

Property Owner(s) _____ Email: _____

Physical Street Address of Property _____

Tax Map# _____ Lot# _____ Zoning District _____

Please give a brief explanation of the proposed development:

Does this request include a request for any Subdivision or Lot Line Adjustments? Yes / No

Applicant's Certification Applicant hereby certifies and acknowledges that: (1) This application has been completed in accordance with Freedom Site Plan Regulations. (2) All information on the Submission Requirements Checklists is provided or requested waiver(s) indicated. (3) Payment of all requisite fees is provided in accord with the Town's adopted Rate & Fee Schedule. (4) If the site plan subject to this application is approved, it will be fully carried out in substantial conformity to the approved plans, approval conditions, and the applicant's representations at public hearing.

Authorization to Enter Subject Property Members of the Freedom Planning Board and other pertinent Town Departments and boards are hereby authorized to enter these properties for the purpose of evaluating this application. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signed: _____ Date: _____

Owner (If owner has appointed an agent, the owner must provide a signed agent appointment form. **See page xx**)

I hereby acknowledge receipt of this application (to be signed by town employee upon receipt):

Signed: _____ Date: _____

REGULATIONS

This application follows the site plan regulations (updated July 20, 2023) as posted on the town of Freedom website (townoffreedom.net). Before submitting your application, please review the four phases of site plan regulations Section 5 Plan Procedures for more information on the Board process. You may choose to have a pre-application review. The other three plan phases are mandatory.

5.2 Plan Phases. There are four phases to Plan's application procedure. They are used to provide guidance in order to minimize the cost for changes in preparing the final Plan.

5.2.1 Pre-application Consultation and Review/Informal Discussion allows the applicant to submit a preliminary sketch showing any preliminary information s/he desires to the Board for discussion of the concept in general terms for the limited purpose of familiarizing the Board with the location and type of development and the applicant with general requirements of the Board as set forth in the Regulations. It will be listed on the planning board agenda but does not require notice to abutters.

5.2.2. Design Review (RSA 676:4, II(b), (c)) The purpose of design review is for the board to thoroughly review and understand the essential characteristics of the site and specific requirements of local regulations and for the applicant to understand the concerns of board members, abutters, and the general public before the final design is prepared. It also gives the Planning Board the opportunity to determine whether or not the development has the potential for regional impact under RSA 36:54. Unless the board votes to waive the requirement, a third-party review of the preliminary layout of every application as provided by RSA 676:4-b will be required.

5.2.3. Completed Application. The purpose of this phase is to determine if the application is complete. If so, the Board will take jurisdiction over the application and proceed to 5.2.4 Final Plan Approval. Applicant must provide the Board with the information required in provided checklist (Section 6 Site Plan Review Requirements)

5.2.4. Final Plan Approval. This phase determines if the application is compliant with regulations and sets conditions, when necessary, for further changes or additions to ensure compliance.

SUBMISSION REQUIREMENTS

5.2.1 Requirements for a pre-application consultation and review/Informal discussion:

This phase is optional. If you would like to have a pre-application consultation, fill out page 2 of this packet and send to the town office 21 days before the meeting at which you would like to appear:

Hand deliver to 33 Old Portland Road, Freedom, NH 03836

Mail to PO Box 227, Freedom, NH 03836

Email to office@townoffreedom.net

The Board will post the meeting on its agenda but notice to abutters and other parties is not required.

SUBMISSION REQUIREMENTS 5.2.2 Design Review and 5.2.3. Completed Application

SUBMISSION REQUIREMENTS CHECKLIST

☐ **APPLICATION SUBMITTED BY 1 pm** three weeks before the meeting date

Payment of filing fee

☐ **\$15 per abutter, \$50 minimum**

☐

☐

☐

☐ **FIVE copies of full-size plan set** (no larger than 24" x 36") Scale at a minimum of 1 inch = 100 feet and signed by a NH licensed land surveyor
For Design review, stamp all materials "Design Review"

☐ **ONE electronic copy** of the full-size plan set sent to office@townoffreedom.net

☐ **TEN copies of file-size plan sets** (11" x 17")

☐ **TEN copies of the following COLLATED with the file-size plans**

☐ This **checklist** – completed by the applicant

☐ **Page 2 of this application** - completed by the applicant, signed by the owner **OR** accompanied by an agent appointment form signed by the owner.

NOTICE REQUIREMENTS

Phases 2, 3, and 4 will be conducted in a public hearing requiring notice to the following parties. The notification list shall include the names and mailing addresses of the parties and be drafted not more than FIVE days prior to filing.

☐ Owners of the subject property

☐ Applicant (if different from the owner of the subject property)

☐ Abutting property owners

☐ Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan

☐ All holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:45

☐ The preparer of the plan

☐ For properties under a condominium or other collective form of ownership, a list of the officers of the collective or association is acceptable. When the officers are not known, each individual condominium owner must be listed.

**** Failure to provide accurate information may result in hearing delays ****

5.2.1 Pre-application consultation and review/Informal discussion:

If you would like to have a pre-application consultation, provide the Board with a sketch plan only showing the location and type of the proposed development, with additional information such as general topography including prominent natural features of the tract and how the concept conforms with the Master Plan. Presentation of a detailed plan will require postponement and notice to abutters.

Submit the sketch and complete page 2 of this packet. Send to the town office 21 days before the meeting at which you would like to appear:

Hand deliver to 33 Old Portland Road, Freedom, NH 03836

Mail to PO Box 227, Freedom, NH 03836

Email to office@townoffreedom.net

The Board will post the meeting on its agenda but notice to abutters and other parties is not required.

5.2.2 Design Review

The purpose of the design review:

- The Planning Board reviews the essential characteristics of the site and specific requirements of local regulations
- The applicant understands the concerns of board members, abutters, and the general public before the final design is prepared
- The Planning Board determines whether or not the development has the potential for regional impact under RSA 36:54.
- The Planning Board decides whether to require a third-party review of the application.

Information Required: In order to provide the information needed for third-party review and to identify other studies will be required, the applicant shall provide the following:

- A site location map placing the parcel in the larger context of the community;
- Location of all existing and proposed commercial development of the site (buildings, roads, other structures)
- A site survey showing pertinent features of the site;
- A topographic map of the area;
- Any soils information, such as permeability or boring data, which has been gathered; and features and easements, and lot measurements
- A sketch showing streets, and recreation areas; watercourses; natural features and easements.

Please stamp all material presented during this phase “design review.” Any information not modified or changed may be filed as part of the formal application and the notation may be changed accordingly.

At the conclusion of the Design Review Phase, the Board shall submit in writing its recommendations and reservations with respect to the proposed site plan. The Board shall determine what additional information shall be required to be included with the final application.

Examples of additional studies that the Board may require include:

Additional Plats. The Board can also require additional plats if necessary. Examples of additional plats are as follows: Erosion Control Plan, Landscape Plan, and Profiles and cross-sections on roadways and bridges
Graphic Presentation. The Board can require the applicant to provide photo simulation, photomontage, or drawings that depict the built conditions of the site.

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.

These additional studies may be requested at the end of the Design Review Phase or when the Board is reviewing the final application materials.

5.2.3. Completed Application. The purpose of this phase is to determine if the application is complete. If so, the Board will take jurisdiction over the application and proceed to 5.2.4 Final Plan Approval

Information Required: A completed Plan application shall fulfill all the requirements of Section 6 Application Requirements. Please fill out the checklist below to indicate that the application meets the requirements. If there are multiple sheets, indicate the sheet number in the “provided” column. If requesting a waiver, use the form show on page

<u>Item</u>	<u>Provided</u>	<u>Waiver/NA</u>
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 		
2. North arrow and bar scale.		
3. A title block with title; <ul style="list-style-type: none"> • owners name and physical address (and mailing address, if different); • name of agent; • scale of plan; and • name, seal, and address of preparer. 		
4. Surveyed property lines of the parcel showing their bearings and distances.		
5. Area of entire parcel in acres and square feet		
6. Deed reference and tax map number		
7. Names of all abutting property owners, showing book and page as shown in the Carroll County Registry		
8. Zoning and special district boundaries.		
9. Dimensions, area, and minimum setback lines <u>shown</u> on all existing and proposed lots. (Do not use a table to show setback requirements.)		
10. Location and layout of existing and proposed structures and buildings.		
11. 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.		
12. Total on-site square footage of impervious surfaces		
13. Location and size of proposed and existing signs, walls, and fences		
14. Location, widths, and purposes of any easement or right-of- way.		
15. Location width, curbing and paving of access ways, egress ways, and streets within the site.		
16. Location and layout of all on-site parking and loading facilities.		
17. 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.		
18. Type and location of solid waste disposal facilities.		
19. Location, elevation, and layout of catch basins and other surface drainage features.		

<u>Item</u>	<u>Provided</u>	<u>Waiver/NA</u>
20. 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. 		
21. Location of all buildings, wells, and leach fields within one hundred and fifty feet of the parcel.		
22. Proposed landscaping including size and type of plant material.		
23. Snow storage requirements		
24. Date and permit number of all required state and federal permits.		
25. Dimensions and area of all property to be dedicated for public use of common ownership		
26. Pedestrian walks providing circulation through the site.		
27. 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		
28. 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).		
29. For projects in the shorefront district, drainage studies showing the current runoff and the runoff from the site caused by proposed improvements.		
30. Plans and elevations of all new and renovated buildings proposed as part of the application. These plans must show all current life safety code requirements and will be reviewed by the fire chief.		

5.2.4. Final Plan Approval. This phase determines if the application is compliant with regulations and sets conditions, when necessary, for further changes or additions to ensure compliance.

Information Required: None.

Review of Final Application: The Board will review the completed application for compliance with Section 8 of these regulations Design Standards and Required Improvements.

Action of the Board: The Board will approve the application as is or with conditions. The Board will specify which conditions must be met before work on the proposed project(s) may begin. If the Board finds that the application is not sufficiently compliant with the regulations, it can deny the application.

Upon completion of any Board required actions, the Plan may be approved for Building Permit.

SECTION 8 DESIGN STANDARDS AND REQUIRED IMPROVEMENTS

The goal of the work of determining the application is complete is to provide the Planning Board with the information needed to evaluate whether the application meets the design standards in Section 8 of the Freedom Site Plan Review regulations updated 07.20.2023. The applicant is responsible for meeting all design standards. The Board will review the application for compliance with the standards during a public hearing. Please see the details of these standards on pages 6-11 of the regulations and provide a brief summary of the way the application meets the requirements. For example, the Board will review the parking areas shown on the plans for compliance with the provisions of Section 8:15, items 1 through 9.

Not all applications will be subject to every standard. In that case, please indicate the standard is not applicable (N/A)

Design Standard	Application meets the requirements
8.1 Architectural/Building Height	
8.2 Bridge and Road Construction.	
8.3 Sedimentation and Erosion Control	
8.4 Storm Water Drainage.	
8.5 Flood Hazard Plan	
8.6 Water Quality.	
8.7 Dust, Fumes, Vapors, Gases, and Odors.	
8.8 Lighting	
8.9 Glare	
8.10 Noise.	
8.11 Sewage	
8.12 Utilities	
8.13 Signs	
8.14 Equipment and Service Areas.	
8.15 Parking.	
8.16 Access Management and Multi-modal.	
8.17 Landscaping.	
8.18 Fencing, Walls, and Buffers.	

APPLICATION FOR WAIVER OF SITE PLAN REVIEW REQUIREMENT (Complete one form for each waiver request.)

To the Chairman and Members of the Freedom Planning Board: On _____, 20____, I submitted a plan for (subdivision/site plan review) approval to the Board, entitled _____ prepared by _____ and hereby request a waiver from Article _____ Section _____ of the regulations.

In support of such request:

(1) Strict conformity would pose an unnecessary hardship and waiver would not be contrary to the spirit and intent of the regulations because:

(2) or Specific circumstances relative to the (subdivision/site plan review), or conditions of the land in such (subdivision/site plan review), indicate that the waiver will properly carry out the spirit and intent of the regulations because:

Respectfully submitted: _____

Date: _____