

**ANTRIM PLANNING BOARD**  
P. O. Box 517  
Antrim, New Hampshire 03440  
Phone: 603-588-6785 FAX: 603-588-2969



**APPLICATION FORM AND CHECKLIST FOR  
MINOR OR MAJOR SITE PLAN REVIEW**

File # \_\_\_\_\_ Date Received \_\_\_\_\_ By \_\_\_\_\_

**APPLICATION PROCEDURE**

1. A Minor Site Plan is one that meets the definition of Section III, A. 6 of the Town of Antrim Subdivision and Site Plan Review Regulations. All other site plans are considered to be Major.
2. This form and all required information must be filed with the Planning Department at least 21 days prior to the date at which it will be submitted to the Planning Board.
3. Eight (8) copies of the application must be submitted. Applications longer than 10 pages shall be submitted in binders with dividers. The complete application shall be submitted on physical media in Portable Document Format (\*.pdf).
4. All projects must comply with the Town's Zoning Ordinance and any other applicable regulations before being considered by the Planning Board. Any necessary approvals from the Board of Adjustment must be received prior to application to the Planning Board.
5. Included herein is the checklist of plat requirements that are a part of a completed application. Please check off the documentation that has been submitted, or items for which you are requesting waivers. All requests for waivers must include the justification for the waiver and must be submitted in writing at the time of application filing.
6. Within 30 days after filing, or the next meeting for which notice can be given, the application will be placed on the Planning Board agenda for the next regularly-scheduled Board meeting. At this meeting the Board will first vote to accept the application as complete. Following a vote of completeness, the Board will move into public hearing on the merits of the proposal and will approve or disapprove of the application within 65 days of the vote to accept as complete.
7. Public notice for all meetings/hearings is prepared and sent by the Planning Department. The applicant is responsible for all fees associated with the filing and notification.
8. Following an approval, the mylar is provided, along with four (4) paper copies of the plat, that shall include the final written decision and any conditions of approval for recording in the Hillsborough County Register of Deeds.
9. Within five (5) business days of the vote to approve or disapprove, the applicant will receive a written Notice of Decision. In the event of disapproval, the Notice will include the reasons for the decision and state what corrective action needs to be taken by the applicant.

**Type of Application:**

**Minor Site Plan**

**Major Site Plan**

1. Name & address of owner(s) of record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name & address of applicant (if other than owner): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Location of the site: \_\_\_\_\_

4. Zoning District(s): \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Lot #(s): \_\_\_\_\_

5. Name & address of surveyor or other professionals whose name and seal appear on the plan, if applicable: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

6. Purpose of the application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following items must be submitted with the application:**

7. Attach a separate sheet listing the Town of Antrim tax map, lot number, name & mailing address of all abutters, including those across from a street, brook, or stream. Names should be those of current owners as recorded in the tax records no more than five (5) days prior to the submission of this application.
8. The appropriate checklist for the particular application. All items are to be provided upon filing of the application. A waiver request in writing must be submitted for items not provided.
9. Payment of all applicable fees.
10. For Major or Minor Site Plan Review, a copy of the deed of the properties involved.

**The following affidavits must be signed and dated:**

11. The applicant and/or owner or agent certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Antrim in the final review process of this application shall be borne by the applicant and/or owner.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

12. I hereby authorize the Antrim Planning Board and/or its agent to access my land for the purpose of reviewing this application and other inspections deemed necessary by the Board or its agents to insure conformance with all Town of Antrim Ordinances and Regulations.

Signed (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

13. I hereby authorize \_\_\_\_\_ to act as my agent and represent me before the Antrim Planning Board.

Signed (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICATION FEES

- |   |                                   |                    |
|---|-----------------------------------|--------------------|
| 1. Minor Site Plan:   |                                   | \$_____ filing fee |
| \$___ per square footage  | =                                 | \$_____            |
| Total   | =                                 | \$_____            |
|   |                                   |                    |
| 2. Major Site Plan :  |                                   | \$_____ filing fee |
| \$___ per square footage  | =                                 | \$_____            |
| Total   | =                                 | \$_____            |
|   |                                   |                    |
| 3. Notification of Abutters, licensed professional(s) whose name and seal appear on the plan, and any holder of conservation easements: | \$10.00 per notification x _____= | \$_____            |
|   |                                   |                    |
| 4. Newspaper Notification:  |                                   | \$90.00            |
|   |                                   |                    |
| <b>Total Application Filing Fees:</b>   |                                   | <b>\$_____</b>     |
|   |                                   |                    |
| 5. Filing Fees for the Hillsborough County Register of Deeds:   |                                   |                    |
| a. Plan Recording – Payable to the Town of Antrim   | \$40/sheet =                      | \$_____            |
| b. Notice of Decision   |                                   | \$40.00            |
| c. Surcharge for Land and Community Heritage Investment Program – Payable to the Hillsborough County Treasurer                          | =                                 | \$25.00            |
| <b>Total Plan Filing Fees:</b>  |                                   | <b>\$_____</b>     |

## SITE PLAN REVIEW APPLICATION CHECKLIST

### PER SECTION VI, A, B, C & D OF THE TOWN OF ANTRIM SUBDIVISION AND SITE PLAN REVIEW REGULATIONS

Note that items on this checklist may not include the complete language of the submission requirements contained in the Regulations. For both Minor and Major Site Plans, the items checked are considered to be the minimums; the Board may request additional information if deemed necessary to make an informed decision.

<b>MINOR SITE PLAN</b>				
<b>Item #</b>	<b>Requirement</b>	<b>Satisfied</b>	<b>Waived</b>	<b>Comments</b>
1	Location of the site, zoning district, tax map and lot numbers.			
2	Name and addresses of the owners of record, of the applicant, and abutting landowners.			
3	Name, location and classification of all abutting streets.			
4	Shape and dimensions of the interior area to be used.			
5	Location and type of buildings.			
6	Area to be used for commercial purposes			
7	Any additions or changes to be made in plumbing or electrical wiring.			
8	Any changes in the sewage disposal system.			
9	The shape and dimensions of the proposed parking area(s).			
10	Driveways and flow of traffic entering and exiting the site.			
11	Location, size and character of all signs and exterior lighting.			
12	Provisions for storage and removal of rubbish.			
13	Additions to inns, hotels and restaurants shall have handicap access if the enlargement has a value in excess of twenty five percent (25%) of its current value.			

<b>MAJOR SITE PLAN</b>				
<b>Item #</b>	<b>Requirement</b>	<b>Satisfied</b>	<b>Waived</b>	<b>Comments</b>
1	A plan or plat drawn at a scale no greater than 1 inch = 100 feet. A scale of 1 inch = 50 feet may be required if all details cannot be shown clearly at the greater scale. All plans shall be 22 x 34 inches.			
	<b>Existing Conditions:</b>			
2	Name, address, seal and signature of the person(s) or firm(s) preparing the plan.			
3	A vicinity sketch showing the location of the site in relation to the surrounding public street system.			
4	North arrow, scale, date of original drawing and revision block.			
5	Blocks for the endorsement by the owner, the Chair, and the Secretary of the Planning Board.			
6	Current zoning classification (including overlaying districts) and district requirements as a note on the plan.			
7	Tax map and lot number of the property and location of any district boundaries if located within the site including the 50-foot intrusion into a less restrictive district.			
8	Area of the parcel in square feet and acres, and street frontage clearly delineated.			
9	Property boundary lines, distances, and bearings of such plotted to scale.			
10	Names of all current abutting property owners with deed book and page numbers.			
11	Names, location and classification of all abutting streets.			
12	Location of all buffers and setbacks for buildings, wetlands, parking and loading required by the Zoning Ordinance by use of dashed lines.			
13	Location of all existing buildings and structures on the parcel.			
14	Location of all intersecting roads or driveways and other features such as cemeteries, rock ledges, or drainage ditches within 200 feet of the parcel.			
15	Location of wetlands.			
16	Location of waterbodies, streams, rock ledges, cemeteries, drainage ditches and bridges if applicable or a note if there are none.			
17	Identification of a one hundred year flood elevation line (or a note if not applicable), including the source of 100-year flood line, i.e. FEMA community/ panel #.			
18	Location of all easements on record as of the date of the preparation of the plan if applicable or a note if there are none.			
19	All existing utilities.			

Item #	Requirement	Satisfied	Waived	Comments
20	The existing grades, drainage systems and topographical contours at intervals not exceeding 5 feet, with spot elevations where the grade is less than 2%. All low points, high points, and other areas needing spot elevations shall be shown using dashed lines. Contour lines are to be field run or photogrammetric and not interpolations of USGS maps. The source of such data shall be shown.			
21	Ground Control clearly indicated as such.			
22	A cover sheet showing the entire project whenever it cannot be shown at the required scale on a single plan of 22" x 34".			
23	A note on the plan stating if a variance or special exception was granted, what is was for and the date and case number of the variance or special exception.			
	<b>Proposed Development:</b>			
24	The shape, size, height and location of the proposed structures, including any expansion or changes of existing structures, with typical elevations and floor plans.			
25	Location and width of streets, driveways, parking spaces and sidewalks, with indication of the direction of travel for one-way streets, and drives and inside radii of all curves.			
26	The location of all points of access to town roads and State highways.			
27	Street centerlines and rights-of-way lines and locations of adjacent streets and other public property within at least 100 feet of the site. Street names, bearing and distances along centerlines.			
28	Street, sidewalk and bikeway cross sections and profiles, location of handicap ramps for all sidewalks, engineering specifications for paved areas, bridges and/or culverts as required.			
29	A circulation plan of the interior of the lot showing provision for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public streets including any traffic control devices necessary in conjunction with the proposed site development plan.			
30	A utility plan showing:			
31	Water supply showing location and size of water mains, fire hydrants and valves.			
32	Location of the existing effluent disposal area(s).			
33	The location, size, grade and invert elevation of sanitary and/or storm sewers.			
34	Storage tanks: location, size, type and protective barriers.			
35	Location of utility poles and a layout indicating how the site will be served by electric, telephone, and any other public utility.			

Item #	Requirement	Satisfied	Waived	Comments
36	Exterior lighting plan and proposed signs or instructional devices to be located on the site, including sign orientation, size, height and elevation view.			
37	Provisions for storage and removal of rubbish.			
38	Plans for snow removal and storage.			
39	Existing and proposed topography of the site at a 5-foot interval of 2-foot contour if major changes to the existing topography are being proposed.			
40	Provisions for control of erosion and sedimentation both permanent and temporary (during construction).			
41	A storm water drainage plan.			
42	A plan for the disposal of waste generated on the site during development.			
43	Construction drawings including but not limited to roads, walks, steps, curbing and drainage structures.			
44	A general landscaping plan and planting schedule, including the treatment of buffer areas and the location and types of trees and vegetation to be planted.			
45	The location, type and size of other screening, including fences and walls.			
46	The location of any common lands and/or dedication of land for public or common ownership.			
47	Provisions for fire safety, prevention and control.			
48	The location of easement, deed restrictions, dedications and covenants, with the following additional requirements:			
49	Where the topography is such as to make difficult the inclusion of any facilities mentioned above within the public ways so laid out, the submitted layout shall show the boundaries of proposed permanent easements over or under private property. Easements shall not be less than 15 feet in width and shall have satisfactory access to existing or proposed public ways or as determined by the Board.			
50	Existing or proposed easements shall be shown by a fine dashed line and clearly labeled and identified on the plan. If an easement shown on the plan is already on record, its recorded reference must be shown.			
51	The plan shall contain an accurate outline of all property that is offered for dedication for public use with the purpose indicated thereon, and of all property that may be reserved by deed restrictions or protective covenant in the deed for the common use of the property owners in the subdivision. Tracts offered for dedication other than for streets or easements should be designated by letter or number.			
	<b>Other:</b>			
52	An estimate of the time required to complete the project, and the phasing of project construction, if staged.			

Item #	Requirement	Satisfied	Waived	Comments
53	Written Approval by the NH DES Subsurface Systems Bureau for any additions to any existing septic system or the construction of any new septic systems.			
54	Written Approval of the New Hampshire Department of Transportation or the Antrim Road Agent for siting driveways & curb cuts.			
55	Written approval of the Antrim Planning Board for a Special Use Permit to disturb the 25' wetland buffer.			
56	Written Approval from the Antrim Sewer and Water Department.			
57	Written recommendation of the Fire Safety Officer.			
58	Site Specific Permit as specified by the NH DES Water Division.			
59	For Major site plan applications, the following must be submitted:			
60	Copies of deed restrictions or protective covenants for each definitely restricted section and boundaries of such shall be accurately presented on the submitted plan if applicable or a note if there are none.			
61	If requested by the Planning Board per section IV, the following additional requirements may be required of a Major Site Plan:			
62	Community Facilities Impact Analysis.			
63	Soil Erosion and Sediment Control Plan.			
64	Site Specific Soil Survey.			
<b>Final Plan Submission:</b>				
65	A request for final approval of a plat or plan shall be accompanied by a final plan of such proposal legibly and clearly drawn as follows:			
66	The plan shall show all items required in the preliminary layout.			
67	The plan shall have a revision block giving the date and nature of all revisions since the date of the original plan submitted to the Planning Board.			
68	One Mylar and four (4) dark line copies must be submitted.			
69	Additional Approvals—Copies of all state and town approvals and permits:			
70	Written Approval of the NH DES Wetlands Bureau for relocation, filling, dredging or re-channeling of any natural or manmade drainage area, river, stream, pond, wet area, etc.			