



Town of Charlestown, New Hampshire
MAJOR SITE PLAN APPLICATION
 P.O. Box 385 CHARLESTOWN, NH 03603
 Tel: (603) 826-5368 Fax: (603) 826-3709
 www.charlestown-nh.gov

Map: _____	Lot: _____
Fee: _____	
Recv'd By: _____	

Application is due at noon on the date the agenda is closed (21 days prior to the hearing date).
 Any applications received after that time will be deferred until the following meeting's agenda.

Date _____ Project Location _____

Map # _____ Lot # _____ Zoning District(s) _____

Applicant Name _____ Telephone # _____

Address _____

Property Owner Name _____ Telephone # _____

Address _____

I/We hereby apply for site plan review and acknowledge I/we will comply with all of the ordinances of the Town of Charlestown, New Hampshire State Laws, as well as any stipulations of the Planning Board in development and construction of this project. I/We understand that if, any of the site plan review submittal requirements are incomplete, the application will be considered rejected.

Additionally, by the filing of this application, I/we hereby grant permission for any member of the Charlestown Planning Board or staff, the Conservation Commission, and any such agents or employees of the Town or other persons as the Planning Board may authorize, to enter upon the property which is the subject of this application at all reasonable times for the purpose of such examinations, surveys, tests and inspections as may be appropriate, and further to release any claim or right I/we may now or hereafter possess against any of the above individuals as a result of any examinations, surveys, tests and inspections conducted on my/our property in connection with this application.

Signature of Owner _____

Signature of Applicant _____

Application for site plan approval shall be accompanied by **13** copies of the narrative and **13** copies of the conceptual plan (a legible overview of the site) of the proposed Site Plan prepared by a New Hampshire licensed surveyor architect or engineer as applicable, including the following information:



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	Tax map and lot number; area of lot; location and gross area of buildings; off-street parking spaces; loading spaces; height of buildings; proposed use; front, side and rear setbacks; percentage of lot coverage; and indication as to whether or not located in the Drinking Water Protection District.
	A vicinity sketch showing the location of the site in relation to the surrounding public street system (suggested scale 1" equals 500'), including the legal limits of the right-of-way and the traveled surfaces of all fronting streets.
	The names and addresses of owners of record of the site and of the abutting properties, based on the current public inspection copy of property owners' list, available in the Selectmen's office, not more than five (5) days before the day of filing of the application. If the owner is not submitting the application, then the owner shall provide a written and signed authorization for the filing.
	The name and address of the preparer of the plan and names and addresses of persons or firm preparing other data and information different from the preparer of the plan.
	Certification of a currently valid boundary survey by a land surveyor licensed to practice in New Hampshire, including angles or bearings of lines, dimensions and the lot area.
	Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size, a cover sheet with a table of contents, and be bound on the left edge. In exceptional cases, the Board may allow larger plans. Such permission must be requested and granted in writing prior to submission of the application. Failure to obtain such permission shall be the basis for determination that the application is incomplete. The scale of one inch (1") equals forty feet (40') is suggested. The plan shall include a north arrow, Planning Board acceptance block, date and dates of any revisions. Lettering must be legible. LeRoy lettering or typewriting is acceptable. Any handwriting or lettering determined to be illegible shall be rejected forthwith and may be cause for an application to be deemed incomplete.
	The perimeter boundaries of the lot or lots of the proposed site, including compass bearings, distances, and lot areas.
	Zoning district designations, dimensional requirements and setbacks from water-bodies (per Sect. 8.4.8), under the Charlestown Zoning Ordinance, including their lines of demarcation, for the proposed site and for abutting properties within one-hundred feet (100') of the site;
	Width and location of any and all rights-of-way and easements, as determined by a property survey performed by a licensed land surveyor;
	Existing and proposed grades, drainage systems, structures, topographic contours and spot elevations and, at the Board's discretion, extending beyond the site plan boundary. Topographic information shall be shown at 2' contours and tied to recoverable bench-marks;
	Elevation views, conceptual plans and building foot-print layouts, indicating shape, size, height and location of the proposed structures, including expansion of existing buildings;
	The location of natural features such as streams, marshes, lakes, ponds, floodplains or wetlands, and man-made features such as existing roads and structures. The plan shall indicate those natural and man-made features which are to be removed, retained or altered;
	Proposed streets, driveways, parking spaces, and sidewalks, with indication of direction of travel and the inside radii of all curves. The width of the traveled way of all streets,



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	driveways, and sidewalks, and the total number of parking spaces shall be shown. Loading spaces and facilities used in connection with any structures on the site shall be shown;
	The size and location of all existing and proposed public and private utilities including water supply, wells, water supply pipes, fire protection, power and telephone poles and lines. Layout of sewage disposal system shall include septic tanks(s), leach field(s) and associated piping. Applicant shall obtain and furnish a letter stating agreement by the public utilities providers to serve the site. This shall include the size and location of existing public utilities that are off-site with which connections are planned or located within one-hundred feet (100') of the site. Applications may not be submitted that rely on the use of utilities planned or under construction unless the proposed utilities are part of the application;
	The location and design of exterior lighting and signs;
	The one-hundred (100)-year flood elevation and floodway location shall be included where applicable;
	A proposed landscaping plan shall show existing landscaping, plantings to be installed and natural cover to be retained, in accordance with Section 5.7.3;
	All existing and proposed surface and subsurface storm drainage facilities, including municipal storm drainage facilities located immediately adjacent to the site. Plans for retention, slow release of storm water and treatment, where necessary, shall be provided. The site plan shall include drainage plans prepared by a professional civil engineer licensed by the New Hampshire Board of Engineers. One set of calculations and a drainage area plan shall be submitted to support the drainage plan;
	Plans for snow removal and storage (Section 5.7.7, L);
	A circulation plan of the interior of the lot, showing provisions 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 site development;
	Additional construction drawings including but not limited to pavements, walks, steps, curbing and drainage structures;
	Location of existing and proposed waste disposal facilities, including any screening or fencing of such facilities;
	Potential noise generators and decibel levels at the point of generation;
	For multi-family structures, show on-site recreational facilities, if provided (Section 5.7.7 G);
	Plans for fire protection where site is not connected to municipal water main (Section 5.7.5);
	A written description of proposed operations on the site to include: <ol style="list-style-type: none"> 1. a statement of proposed hours and days of operations; 2. an estimate of the normal customer/business traffic, including truck deliveries; 3. a description of the proposed uses and associated building area, including type of occupancy for each use; 4. the number of employees and estimated growth rate; the demand for utility service by type; quantitative and qualitative information on material inputs, emissions, effluent flows and methods of mitigation, storage, use and/or disposal. Of concern are hazardous materials designated under section 101(14) of the Comprehensive



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	Environmental Response, Compensation and Liability Act (CERCLA); any chemical the facility is required to report pursuant to the Emergency Planning and Right to Know Act, Section 313, that have the potential to be released with storm water discharges; and any other descriptive information which will clarify the proposal to the Board.
	A general description of the use of abutting properties on the date of application within one-hundred feet (100') of the site boundary, and roads, streets, and driveways within two-hundred feet (200') of the site boundary;
	The Planning Board, at its discretion, may require impact studies for municipal services, vehicular traffic, environmental factors, or any other impact which it considers contrary to the purposes of Section 5.2 of this Site Plan Review Regulation;
	An estimated timetable for construction and completion of buildings, parking facilities, and landscaping;
	If the proposed development requires an approval from the Zoning Board of Adjustment, a copy of the approval shall be attached and made a part of the application (see Section 5.5.8 - Procedure When Approvals from the ZBA Are Required);
	<p>A list of all applicable permits required by local, State of New Hampshire, and Federal regulatory agencies. With regard to such permits, final approval of the Board shall be in accordance with the provision of Section 5.5.7 E. Such permits shall include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Sewage disposal system approval from New Hampshire Water Division (NHWD) or approval from the Charlestown Water and Sewer Commissioners, if connecting to municipal system; 2. Erosion Control Permit for alteration of terrain, per RSA 485-A:17, from NHWD, when soil is disturbed; 3. Water supply for over 15 units from New Hampshire Water Division; 4. Dredge and Fill permit from New Hampshire Wetlands Bureau; and 5. Access permit from the New Hampshire Department of Transportation.
	Additional information and Waiver or Modification - The Board may require such additional information as may be reasonably necessary to accomplish the purpose of these Regulations. In the event additional information is so required, and if the Board's request is not made to the applicant prior to the public hearing, the Board shall adjourn the public hearing to a specified date. The Board, upon written request, may waive or modify submission requirements in those cases where the information is not essential to the review of the site plan and for which the applicant would incur a substantial expense; and
	The site plan shall show the location and general extent of human and natural resources that are protected by all applicable Federal, State and local regulations, ordinances (especially Section 8.4.9 of the Charlestown Zoning Ordinance), executive orders and policies. These may include, but are not limited to, rare, threatened and endangered species; historic resources; wetlands, floodplains, exemplary natural communities, protected river corridors, banks, buffers, water courses, prime farmland, community water supplies and drinking water protection area



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LIST OF ABUTTERS

List all of the names and addresses of any persons whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration in this application.

Subject Property: Map _____ Lot _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

MAP _____ LOT _____ Name _____

Address _____

I hereby certify that the names and the addresses as listed reflect the state of the record title as of a date not more than five (5) days before the date the application is submitted.

Applicant Signature: _____ Date: _____

**Town of Charlestown
Planning Board
SCHEDULE OF PLANNING BOARD FEES**

No Application will be considered complete until all fees are paid in full. All checks, except recording fees, should be payable to the Town of Charlestown.

Applicant Information Subdivision _____ Site Plan _____ Other _____
 Name _____ Project Location _____ Tax Map _____ Lot _____
 Address _____ City/State _____ Zip _____

A. APPLICATION FEE

All Formal Applications (except Sign Permit) \$100.00 \$ _____

B. SUBDIVISION APPLICATIONS

Pre-application Review
 Preliminary Conceptual Consultation N/C \$ -0-
 Design Review (Notification Costs Only) \$ -0-
 Formal Application
 Two Lots \$150.00 \$ _____
 _____ Additional lots @ \$80.00 each \$ _____
 Lot Line Adjustment \$50.00 \$ _____

Upon final approval of a subdivision the applicant will be required to submit the Registry fee for recording of the mylar. Checks should be payable to Sullivan County Registry of Deeds.

The current fees are as follows but are subject change at the discretion of the Registry:

 17" x 22" \$16.00
 22" x 34" \$26.00

Plus separate LCHIP surcharge (separate check) \$25.00

C. SITE PLAN REVIEW APPLICATIONS

Pre-application Review
 Preliminary Conceptual Consultation N/C \$ -0-
 Design Review (Notification Costs Only) \$ -0-
 Formal Application
 Use Change or Home Occupation only \$50.00 \$ _____
 Exterior alteration \$100.00 \$ _____
 New Construction < 2500 sf \$200.00 \$ _____
 > 2500 sf \$400.00 \$ _____
 Sign Permit \$40.00 \$ _____

D. NOTIFICATION COSTS (for all applications)

Applicant + _____ Abutters X \$10.00 each = \$ _____
 (Include surveyor, engineer and all other consultants)

E. OTHER: Copies of Town Regulations - _____ copies @ \$ 10.00 \$ _____
 Zoning Map @ \$ 3.00 \$ _____

TOTAL AMOUNT DUE \$ _____