

SITE PLAN REVIEW APPLICATION

DO NOT WRITE IN THIS SPACE

Case Number: _____

Date App. Rcvd: _____

Amount Rcvd: _____

Rcvd By: _____

Property Address: _____

Road Classification & Type: _____

Parcel: Map(s) _____ Lot(s) _____

Zoning District(s): _____

Name of Project: _____

Type of Application

<input type="checkbox"/> Change of Existing Use	Existing Use _____	Proposed Use _____
<input type="checkbox"/> New Construction	Existing Square Feet _____	Proposed Square Feet _____
<input type="checkbox"/> Addition to Existing Structure	_____	_____
<input type="checkbox"/> Expansion to Existing Size of the Use	_____	_____

Existing # of Employees: _____ New Employees Being Added: _____

Existing # of Parking Spaces: _____ New Parking Spaces Being Added: _____

Days and Hours of Operation: _____

Types of Proposed Development (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Commercial/Retail | <input type="checkbox"/> Condominium Ownership |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Multi-Family Structure (3+Units Attached) |
| <input type="checkbox"/> Multi-Use Building (2 or more Businesses) | <input type="checkbox"/> Multi-Family Development (2+Units Detached) |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Other: _____ |

Property Owner(s)

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Tel. #: _____	Tel. #: _____
Fax #: _____	Fax #: _____
Email: _____	Email: _____

Applicant

Name: _____

Address: _____

Tel. #: _____

Fax #: _____

Email: _____

Agent or Landowner's Legal Representative

Name: _____

Address: _____

Tel. #: _____

Fax #: _____

Email: _____

SIGNATURES

I, the Applicant or property owner's duly authorized agent, do hereby submit this plan for review as required by the Site Plan Review Regulations of the Town of Dunbarton, New Hampshire. I agree to be fully responsible for payment of all fees, costs, and expenses incurred with respect to this application. I understand that if I am not the owner of the property named above, this application must be signed by the owner(s) of the property showing recognition and approval of the site plan application and approval for the Applicant/duly authorized agent to represent the owner(s) in this site plan application. I further grant the Planning Board, Town Office Staff, and authorized agents the right to enter the premises at reasonable times for the purpose of gathering additional information during the review process and inspections of the project during its construction phase.

Applicant/Agent: _____

Owner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Owner: _____

Owner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Notary Signature*: _____

Date: _____

Notary Print Name: _____

**required if Applicant/agent is not the owner of the property*

INSTRUCTIONS AND INFORMATION

1. Applications are filed at the Planning Office during regular business hours. The filing deadline is no later than 30 days before the Board's meeting. The Planning Board Schedule with submission dates is available at the Planning Office. See the following Site Plan Review Regulations Checklist for details on what needs to be submitted.
2. All Applicants are encouraged to consult with the Planning Board designee prior to submitting an application. This is especially encouraged for Major or certain Minor Site Plans to ensure compliance with all the applicable regulations and for Applicants who are not familiar with the requirements or process. A Waiver from Site Plan Review may be requested of the Planning Board in conformance with **Section IV. E., Waiver from Site Plan Review** on Page 4. No fees are collected for a Waiver request.
3. Applicants are encouraged to undertake a non-binding Conceptual Consultation with the Planning Board at their regularly scheduled monthly business meetings prior to submitting an application. The requirements for a Conceptual Consultation and the Planning Board Schedule are available at the Planning Office.
4. All projects must comply with the Town's Zoning Ordinance before being considered for site plan review. Any approvals required from the Zoning Board of Adjustment should be obtained before submitting the Application for site plan review.
5. Enclosed you will find a Checklist of the requirements that need to be submitted as part of a completed application. As part of your application, please check off the documentation that has been submitted or items that you are requesting waivers for. Waivers may be granted if it is determined that they are consistent with the overall objectives of the Site Plan Review Regulations. All requests for waivers must be requested in writing at the time an application is submitted. **The Checklist is not comprehensive, and the Site Plan Review Regulations need to be consulted for more detail on what is required.**
6. This application will be formally reviewed by the Planning Board designee, and will be provided to the Planning Board for their use. The staff review will also be provided as a courtesy to the Applicant prior to the meeting so any missing items can be brought or issues can be addressed at the meeting.
7. The Planning Board will submit a set of preliminary plans to the Fire Department for review. The Fire Department will be checking for compliance with NH State Fire Codes. New Hampshire has adopted NFPA 1 and NFPA 101 through the NH Department of Safety State Fire Marshal's Administrative Rules (Saf-C 6000 State Fire Code). This code is State law per RSA 153:5 and 153:14. The Fire Department review will include adequacy of water supply, road details including width, grade, and vertical clearance, and other safety items. A set of preliminary plans will also be submitted to the Police Department, Road Agent, Conservation Commission, and Building Inspector for their review and comment.
8. Applicants for Major Site Plan Review are required to meet with the Site Plan Review Committee in accordance with **Section V. E. Site Plan Review Subcommittee**.

9. When all of the minimum application components are submitted, your project will be placed on the agenda within thirty (30) days or for the next available regular business meeting for acceptance of the Application. Working from the abutter's/notification list, the Planning Office will send written notification by certified mail of the time, date, purpose, and place of the meeting, at the Applicant's expense, to the Applicant, owner, abutters and every engineer, architect, land surveyor, or soil or wetlands scientist whose professional seal appears on the plan.
10. The Planning Board shall first make a determination at a properly noticed public meeting as to whether an application is complete or incomplete. If the Application is complete, the Board will approve or disapprove the Application within sixty-five (65) days of acceptance of the Application. When possible, the Board will take action during the same meeting that an application is determined by the Board to be complete.
11. The Applicant shall receive a notice of decision from the Planning Board which states the approval or disapproval of the Application along with any conditions.
12. After approval, mylar(s) and three 22"x34" and three 11"x17" paper copies of each final map shall be submitted to the Planning Office. All conditions of approval must be fulfilled before the project can commence. Be aware that approvals or permits may be necessary after the Planning Board process has ended.

SITE PLAN REVIEW APPLICATION FEES

Additional fees for professional consulting may be required after the Application has been received by the Planning Office. Additional funds may be necessary for any escrow accounts that may be established depending on what professional consulting is required by the Planning Board.

Fees	Qty	Cost	Total
Conceptual Review (with notice)		\$ 50	
Application Fee	-----	\$ 50	
Minor Modification to Approved Plan	-----	\$ 50	
Base Site Plan Review Application Fee (Base applications requiring multiple hearings for approval allow s up to three hearings.)	-----	\$250	
Additional Hearing		\$150	
Review/Approval Fee, per meeting		\$ 50	
Fee Per Dwelling Unit		\$ 75	
Fee for Commercial/Industrial, per sq. ft.		\$0.25	
Newspaper /Media Notice, Actual Cost			
Abutters, Applicants, Owners, Professionals Notice (from mailing label list) [per name]		\$6	
Engineering Escrow, Admin Cost	-----	\$100	
Bond/Letter of Credit Escrow, Admin Cost	-----	\$200	
File Documents at Registry, Admin Cost	-----	\$ 30	
File Documents at Registry, Actual Cost			
GRAND TOTAL			\$

WAIVER REQUEST FROM SITE PLAN REVIEW

Section IV. E., Waiver of Site Plan Review

Your proposed development must conform to the Zoning Ordinance.

Provide the following information to the Planning Office a minimum of 30 days in advance of the next regularly scheduled Planning Board meeting:

- 1) Complete Pages 1, 4, and 6 of the Site Plan Review Application.
- 2) Three (3) copies of names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing, submitted on mailing labels.
- 3) Three (3) copies of names and addresses of all holders of conservation, preservation or agricultural preservation restrictions submitted on mailing labels.
- 4) Letter of authorization from the owner, or owner signature below, if the Applicant is not the owner.
- 5) A narrative explaining the project, including map and lot number, location, existing and proposed uses utilizing the Zoning Ordinance's Table of Uses, hours of operation, number of employees, etc. The narrative must also contain the specific reasons why a waiver from site plan review is being requested.
- 6) Seven (7) paper copies of the 22"x34" plat or sketch plan drawn to scale, 15 paper copies of the 11"x17" plat or sketch plan drawn to scale, and one (1) paper copy of the 11"x17" plat or sketch plan drawn to scale for each abutter.
- 7) Payment to cover notification fees for a public hearing and notification of abutters.
- 8) Sign the following:

I have met with the Planning Board designee and I have also reviewed the above Waiver of Site Plan Review qualifications, which I feel that this project fulfills. I hereby request from the Planning Board a Waiver from Site Plan Review at their next regularly scheduled business meeting.

Applicant/Agent: _____

Owner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Owner: _____

Owner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

SITE PLAN REVIEW REGULATIONS CHECKLIST

This checklist is for purposes of administrative efficiency. **It does not take the place of the comprehensive requirements of the Site Plan Review Regulations, which need to be consulted for the complete requirements for your application.** All waiver requests must be submitted in writing clearly stating the reason why each waiver is being requested.

Required			Submitted		Waiver Request
YES	NO		YES	NO	X
		Completed Application Form and Checklist (Section VI. A)			
		1. Three (3) copies of names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing submitted on typed mailing labels.			
		2. Three (3) copies of names, addresses and seal of all persons preparing the plat, as applicable submitted on typed mailing labels.			
		3. Three (3) copies of names and addresses of all holders of conservation, preservation or agricultural preservation restrictions submitted on typed mailing labels.			
		4. Seven (7) paper copies of the 22"x34" plat, 15 paper copies of the 11"x17" plat, and one (1) paper copy of the 11"x17" plat for each abutter/property owner/professional/easement holder, prepared according to the standards of the NH Land Surveyors Association and the Merrimack County Registry of Deeds, and according to VI. A.4.a-e.			
		5. Seven (7) paper copies of supplemental plans to support the Application as applicable, including those from Section VI. D., Other Plans, and E., Additional Engineering Plans/Data.			
		6. Seven (7) copies of supplemental studies to support the Application, as applicable, including those from Section VI. E., Additional Engineering Plans/Data.			
		7. Letter of authorization from the owner, if the Applicant is not the owner.			
		8. A narrative explaining the project, including map and lot number, location, existing and proposed uses utilizing the Zoning Ordinance's Table of Uses, hours of operation, number of employees, etc.			
		9. Payment to cover filing and notification fees.			
		10. Waivers to any of these regulations shall be submitted in writing, with a statement justifying the reason for the waiver request, with the Application.			
		11. ZBA Special Exception obtained for proposed commercial use.			

Required			Submitted		Waiver Request
YES	NO	Minor and Major Plan Plat Requirements (Section VI. B.)	YES	NO	X
		1. Surveyed property lines, utilizing the NH State Plane Coordinate System, showing their bearings and distances and showing monument locations every 1,000 feet.			
		2. Boundary survey with a maximum error of closure of 1 in 10,000. Distances shall be to the nearest 100th of a foot and bearings to the nearest 10 seconds.			
		3. Owner's name, address, telephone number, and signature. Name, address and telephone number of Applicant/developer, if different from owner.			
		4. Names and addresses, including Tax Map and Lot number, of the parcel and all abutting properties and owners.			
		5. Holders of existing conservation, preservation or agricultural preservation restrictions. Location of any existing or proposed easements, and notations of deed restrictions, easements, and covenants.			
		6. Names, addresses, telephone numbers, seals, and signatures of all professionals involved in the site plan design and certified in the State of New Hampshire.			
		7. Scale of the map/diagram, north arrow (true and magnetic) and date of plan.			
		8. Locus map displaying the location of the site within the Town shall be at a scale not greater than 1" = 1,000'.			
		9. Total area and the dimensions of the parcel and street frontage.			
		10. All proposed and existing uses occurring on the parcel.			
		11. Zoning boundaries, wetlands conservation and multi-family housing overlay district boundaries, wetland and building setbacks, buffers, building locations, Special Flood Hazard Areas (SFHA), the 100-year flood elevation line, and Base Flood Elevation (BFE) data, as required, referencing the latest Flood Insurance Study. Date and source of data shall be provided in the plan notes.			
		12. A signature block, including one for the date and for signatures of the Planning Board Chair and Secretary.			
		13. List of reference plans.			
		14. Date that the plans were first drafted and the succeeding dates and nature of each future revisions.			
		15. List of all approvals and permits, including date granted, on the plan.			
		16. Items changed from the initial Major Site Plan or last site plan before the Board.			
		17. Match lines on all plans requiring registration with a second sheet.			

Required		Submitted	Waiver Request		
YES	NO		YES	NO	X
		Additional Site Plan Plat Requirements as Applicable or Identified by Board (Section VI. B.)			
		18. Existing and proposed topographic contours based upon the USGS topographical data, with spot elevations where necessary, and finished grade elevations. Contour intervals shall be no greater than two (2) feet for the developed portion of the site and ten (10) feet elsewhere.			
		19. Soil and wetland delineation by professionals certified in the State of New Hampshire.			
		20. Features such as existing water courses, water bodies, trees, landscaping, existing foliage lines, other vegetation, rock ledges, stonewalls, and any other human made or natural features, in accordance with Section VII. A., Design of the Development.			
		21. Location of all buildings and structures within one hundred (100) feet of the parcel and the location, dimensions, and height of existing and proposed buildings and structures on the parcel.			
		22. Lines, names, classification, and width of all existing and proposed abutting streets, lanes, ways or easements intended to be dedicated for public use within two hundred (200) feet of the parcel.			
		23. Location of all existing and proposed driveways and parking areas, including sight distance at the access points from the centerline for all approaches.			
		24. Location of 4,000 square-foot septic area with any applicable setback lines per the ZONING ORDINANCE, Article 4. B. Dimensional Regulations and Article 5 .F.2. Specific Provisions, and location of percolation tests and test results, in accordance with <i>Section VII. N., Sewage Disposal.</i>			
		25. Location of existing and proposed well, with 75-foot radius on its own lot per the Zoning Ordinance, Article 4.6.d Private Residential Wells, in accordance with <i>Section VII. U, Water Supply.</i>			
		26. Location of existing and proposed utility tanks (propane, oil, etc), utility poles and lines including telephone, gas, cable, fiber optic, water and sewer lines, and necessary screening, in accordance with <i>Section VII. G., Groundwater, N., Sewage Disposal, R., Surface Waters and Wetlands Resources and T., Underground Fuel Storage Tanks.</i>			
		27. The location, size and the design of existing and proposed exterior lighting and signs and other advertising or instructional devices in accordance with the Town of Dunbarton Sign Ordinance, <i>Section VII. D., Exterior Lighting Standards, and O., Signs.</i>			
		28. The total number of employees for Home Occupations exceeding 1 nonresident, and for all commercial enterprises and residential developments.			

Required			Submitted		Waiver Request
YES	NO	Additional Site Plan Plat Requirements as Applicable or Identified by Board (<i>Section VI. B.</i>)	YES	NO	X
		29. Location and type of solid waste disposal facilities and snow storage areas and necessary screening, in accordance with <i>Section VII. L., On-site Waste Storage and Disposal.</i>			
		30. Location and total number of parking spaces, loading spaces and other similar facilities associated with the use, in accordance with <i>Section VII. K., Off-street Parking and Loading Requirements.</i>			
		31. Estimated number of vehicle trips per day generated by the proposed use or Home Occupation utilizing the most recent edition of <i>Trip Generation</i> in accordance with <i>Section VII. S., Traffic.</i>			
		32. Location of and distance to any fire hydrants, cisterns, and/or fire ponds in accordance with <i>Section VII. E., Public Safety.</i>			
		33. Exterior lighting standards in accordance with <i>Section VII. D., Exterior Lighting Standards.</i>			
		34. List names, contacts, addresses, and telephone numbers of all public or private utilities servicing the site, with a Note verifying connection on the final plat.			
		35. For Major Site Plans, list of all studies, reports or documents on sheet 1, submitted as a requirement of approval. (E.g. – Endangered Species, Historic/ Archaeological, Traffic, Storm Water Management, Environmental Impact studies, etc. as provided in <i>Section VI. E., Additional Engineering Plans/Data.</i>)			
		36. For Major Site Plans, any additional information required by the Planning Board to make an informed decision, including documentation as stated in <i>Section VI. D., E, F, and H.</i> and in <i>Section VIII. B., Submission Requirements,</i> as applicable.			

Required		Submitted	Waiver Request		
YES	NO		YES	NO	X
		Other Plans (Section VI. D.)			
		1. Existing conditions plan of all natural, geographic, topographic, and built conditions.			
		2. Section plan (vertical view) of all buildings with their use, size, location and first-floor elevation indicated, indicating their height, bulk, and materials.			
		3. Specification plan providing details, drawings, and notes on sewer/water separation, pumping stations, catch basins, inlet protections, entrance sign details, temporary silt fencing, planting specifications, road access and grade, road cross-sections, etc.			
		4. Landscape plan, describing the number, location, types, materials, and size of all existing and proposed landscaping and screening in accordance with Section VII. I., Landscaping Standards and M., Screening and Buffer Strips .			
		5. Architectural plan(s) drawn to scale that meets the requirements of the Board in accordance with Section VII. B., Building Orientation and Architectural Design Standards .			
		6. Lighting plan in accordance with Section VII. D., Exterior Lighting Standards , with photographs and/or illustrations of the proposed fixtures and pole, manufacturer, lumens, and model number provided.			

Required		Additional Engineering Plans/Data (<i>Section VI. E.</i>)	Submitted		Waiver Request
YES	NO		YES	NO	X
		1. Road construction plan in accordance with the provisions contained in the Dunbarton SUBDIVISION REGULATIONS.			
		2. Construction sequencing plan outlining the construction processes for all improvements.			
		3. A Stormwater Management and Sedimentation Erosion Control Plan may be required, in compliance with Environmental Protection Agency (EPA) guidelines, as required in accordance with <i>Section VII. P. Stormwater Management</i> .			
		4. Calculations relating to storm-water runoff/drainage based on a two (2), ten (10), twenty-five (25), or one hundred (100) storm frequency for a 24-hour duration or as otherwise specified by the Board or as applicable for the site.			
		5. Road profiles, center line stationing and cross sections.			
		6. Information on composition and quantity of wastewater to be generated.			
		7. Data on air, water or land pollutants to be discharged, including standards, quantity, treatment and/or controls.			
		8. A traffic impact analysis may be required as deemed necessary by the Planning Board due to the proposal's size, location or traffic generating characteristics. In such cases, the Applicant shall fund the cost of modeling the projected traffic increases, internal circulation patterns and bicycle/pedestrian plans.			
		9. Endangered Species & Archaeological/Historical Studies, as necessary.			
		10. Estimates of noise generation. This may include pre- and post-construction data collection, as necessary.			
		11. Inventory of hazardous materials anticipated.			
		12. Offsite improvement plans.			

Required			Submitted		Waiver Request
YES	NO		YES	NO	X
		Other Documents, Approvals, and Permits (<i>Section VI. F., Section IX. Performance Guarantee</i>)			
		1. State subdivision approval for septic systems; septic design approval where applicable; or certification by a New Hampshire licensed septic designer of adequacy of existing system.			
		2. Alteration of Terrain Permit from NH Department of Environmental Services.			
		3. State/Town driveway or curb-cut permit, as applicable.			
		4. Copies of Zoning Board variances, special exceptions, Planning Board conditional use permits, or notices of decision.			
		5. Report from the Fire Chief, Police Chief, Road Agent, Building Inspector, and Conservation Commission.			
		6. Any deed restrictions; and all deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to Town Counsel.			
		7. Any other state and/or federal permits.			
		8. Copies of all applicable approvals and permits required for expansion, alteration or change of use of the site.			
		9. Copies of any license or government certifications required by a business.			
		10. An impact analysis may be required.			
		11. Copies of applicable condominium documentation, including the declaration, bylaws, site plan, floorplan, and its registration.			
		12. Any additional reports or studies deemed necessary by the Board to make an informed decision.			
		Performance Guarantee in accordance with <i>Section IX. Performance Guarantee</i> .			

Required			Submitted or Addressed		Waiver Request
YES	NO		YES	NO	X
		General Standards (Section VII.)			
		A. Design of the Development			
		B. Building Orientation and Architectural Design Standards			
		C. Drive Through Facilities			
		D. Exterior Lighting Standards			
		E. Public Safety			
		F. Flood Hazard Area			
		G. Ground Water			
		H. Impervious Surfaces			
		I. Landscaping Standards			
		J. Noise			
		K. Off-street Parking and Loading Requirements			
		L. On-site Waste Storage and Disposal			
		M. Screening and Buffer Strips			
		N. Sewage Disposal			
		O. Signs			
		P. Stormwater Management			
		Q. Road Construction Standards			
		R. Surface Waters and Wetlands Resources			
		S. Traffic			
		T. Underground Fuel Storage Tanks (USTs)			
		U. Water Supply			

Required			Submitted or Addressed		Waiver Request
YES	NO		YES	NO	X
		Requirements for Residential Site Plans (Section VIII.)			
		A1. & B1. Major Site Plan Application and all relevant information required.			
		B2. Residential Site Plan Plat containing all design criteria contained within <i>Section VIII.</i> and the Dunbarton SITE PLAN REVIEW REGULATIONS.			
		B3. Other Plans (existing conditions, section, landscaping, architectural, specification, lightning, etc.) as indicated in <i>Section VI. D., Other Plans.</i>			
		B4. Additional Engineering Plans/Data (road profile, road construction, construction sequencing, stormwater management, sedimentation/erosion control, off-site improvement plans, etc.; stormwater, drainage, water usage, and wastewater calculations; endangered species, archaeological/historical, noise generation, pollutants, and hazardous materials studies, etc.) as indicated in <i>Section VI. E., Additional Engineering Plans/Data.</i>			
		B5. Condominium Documentation (declaration, homeowners' association documentation, bylaws, floorplan, covenants, cooperative agreements, etc.) in accordance with <i>Section VI. F. 11.</i>			
		B6. Easement Documentation (right-of-way, drainage and slope, water, fire cistern, utility, open space or dedications, etc.)			
		B7. Traffic Impact Analysis (over 20 lots or units)			
		B8. School Impact Analysis (over 20 lots or units)			
		B9. Community Services Impact Assessment (20 lots or units)			
		B10. Environmental Impact Assessment (over 20 lots or units)			
		B11. Archaeological/Historical Studies (over 20 lots or units)			
		B12. Other Studies such as noise generation (over 20 lots or units), hazardous materials assessment (over 50 lots or units), and/or pollution study (over 50 lots or units)			
		B13. Where not otherwise specified in <i>Section VIII., Section VII. General Standards</i> shall be applied.			

Required		Submitted or Addressed	Waiver Request		
YES	NO		YES	NO	X
		Design Standards for Residential Site Plans (Section VIII.)			
		C. Design Standards (building code, building and site design, relationship to adjacent properties, building height, proximity to single-family residences, building orientation, building materials and sound suppression, façade/footprint/roof articulation, building entries, etc.)			
		D. Roads, Parking, and Pedestrian Facilities (common driveway, private roads, Town roads, pedestrian circulation, parking lot location and design, distribution of parking spaces, emergency vehicles access, etc.)			
		E. Landscaping and Buffer (landscape design, perimeter buffer, etc.)			
		F. Common Areas, Recreational Areas, and Services (common area/open space, recreational areas and structures, other services, etc.)			
		G. Utility and Other Design Standards (lighting, stormwater management, solid waste containers, underground utilities, community septic systems, community water systems, others in accordance with <i>Section VII. General Standards</i>)			

ZONING ORDINANCE

All site plan projects must conform to the Zoning Ordinance of the Town of Dunbarton.

Provisions to consult when developing your site plan application include, but are not limited to:

- Article 4. Use and Dimensional Regulations
- Article 5. Wetlands Conservation District
- Article 6. Planned Residential Development
- Article 7. Extraction Regulations
- Article 8. Personal Wireless Service Facilities
- Article 9. Multi-Family Residential Housing District
- Article 10. NH Floodplain Development Ordinance

This is not a complete list of zoning provisions to consult. It is the Applicant's responsibility to ensure that the project fully conforms to the Zoning Ordinance, and/or to provide a variance or special exception from the Zoning Board of Adjustment if necessary.

MASTER PLAN

All projects should be designed in accordance with the Town of Dunbarton Master Plan, 2004.

DEVELOPMENTS OF REGIONAL IMPACT

THIS SECTION FOR TOWN USE ONLY

DOES THE PROJECT:	YES	NO
1. Increase the housing stock by more than 10%		
2. Anticipate emissions (light, noise, etc.) that could transcend town boundaries?		
3. Locate on the border of another community?		
4. Have the potential for regional traffic impacts?		
5. Affect natural resources that cross town boundaries?		
6. Call for shared public facilities?		

Memo

To: Fire Department Chief
 Police Department Chief
 Road Agent
 Conservation Commission
 Building Inspector

From: _____

Date: _____

RE: Planning Board Application for your Review

Case:

The Planning Board would like to make you aware of this application that has been submitted to the Board. It will be considered at the Board's upcoming meeting on _____. A full plan set is included, as well as the project narrative. The file is available at the Planning Office for your review.

At this time, the Planning Board does not have specific questions of you, but invites you to provide your comments or concerns prior to the meeting if possible. During the review process, the Board may request specific input from your Department or Commission. You will be notified if there is a site walk on the property. Feel free to contact me _____ at _____. Thank you for your assistance.

Please return this page to the Planning Office with the appropriate box(es) checked:

- No Comments at This Time
- Comments Enclosed
- Will Provide Comments to the Board on _____
- Would Like More Information before Commenting (specify: _____)
- Would Like to View the Site at a Site Walk

Signature: _____

Print Name: _____

Status of the Site Plan Application

Submission Date: _____

Conceptual Meeting Date: _____

Completeness Meeting Date: _____

First Revisions Submission Date: _____

Public Hearing Date: _____

Second Revisions Submission Date: _____

Continued Hearing Date: _____

Third Revisions Submission Date: _____

Continued Hearing Date: _____

Approved/Disapproved by Board Date: _____

Mylar Signed Date: _____

Mylar Registered Date: _____

Conditions of Approval Expire Date: _____