SWANZEY PLANNING BOARD
P. O. Box 10009 Swanzey, NH 03446
Email: planner@swanzeynh.gov

SITE PLAN REVIEW APPLICATION FORM AND CHECKLIST

Date Received_____ By_____

APPLICATION PROCEDURE

1. This form and all required information must be filed with the Planning Office at least 21 days prior to the date at which it will be submitted to the Planning Board. Unless otherwise noticed, the Planning Board meets on the second and fourth Thursdays of every month.

2. Four (4) paper copies of the application shall be submitted, in addition to an electronic submittal in Portable Document Format (*pdf), either by email or on a CD or flash drive.

3. All projects must comply with the Town's Zoning Ordinance and other applicable regulations before being considered by the Planning Board. Any necessary approvals from the Zoning Board of Adjustment must be received prior to application to the Planning Board.

4. Included herein is the checklist of plat requirements that are part of a completed application. Please check the documentation that has been submitted, or items for which waivers are being requested. All requests for waivers must be submitted in writing at the time of application, and include the justification for the request.

5. Within 30 days after filing, or the next meeting for which notice can be given, the application will be placed on the Planning Board's agenda. At this meeting the Board will vote to accept or not accept the application as complete. Following a vote to accept, the Board will either move into public hearing or schedule a public hearing for a time and date certain. The Board will vote to approve or disapprove the application no later than 65 days from the vote of acceptance.

6. The required public notices and certified mailings are prepared and sent by the Planning Office. The applicant is responsible for all fees associated with filing and notification.

7. Within five (5) business days of the vote to approve or disapprove the application, 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.

1. Name and address of owner(s) of record:
   _____
   _____
   Preferred Telephone:_____ Email:_____
2. Name and address of applicant (if different):
   _____
   _____
   Preferred Telephone:_____ Email:_____
3. Name and address of surveyor or other professional whose name and seal appear on the plat:
   _____
   _____
   Preferred Telephone:_____ Email:_____
4. Street Address of Proposed Project:_____
5. Zoning District(s):_____ Tax Map#_____ Lot#(s)_____
6. Proposed Permitted Use (Per Zoning):_____
   _____
   _____
7. Project Name: _____
8. Area of Lot in Square Feet and Acres: _____
9. Traffic Volume on Adjacent Major Streets: _____
10. Projected Number of Vehicle Movements On and Off the Property Per Day: _____
11. Gross Floor Area of Existing Buildings (Square Feet): _____
12. Gross Floor Area of Additions (Square Feet): _____
13. Gross Floor Area of New Buildings (Square Feet): _____
14. Total Number of Employees: _____
15. Hours of Operation: _____

The following items must be submitted with the application:

1. Attach a separate sheet listing Town of Swanzey Tax Map and Lot #, name and mailing address of all abutters, including those across a street, brook or stream; any professional whose name and stamp appears on the plat; and any holders of conservation preservation, or agricultural preservation restrictions. Abutter names should be those of current owners as recorded in the tax records five (5) days prior to the submission of the application.
2. A completed checklist (see attached).
3. Payment of all applicable fees. Applicants will be billed prior to the hearing. The application will <u>not</u> be considered by the Planning Board until such time as all fees are paid. Please refer to the Swanzey Site Plan Review Regulations for the complete list of applicable fees.

The following affidavits must be signed and dated:

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 Swanzey in the final review process of the property shall be borne by the Applicant and/or owner.

_____ _____

Date Signature

I hereby authorize the Swanzey Planning Board and its agents to access my land for the purpose of reviewing the proposed site plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to ensure conformance of the on-site improvements with the approved plan and all Town of Swanzey ordinances and regulations. The Swanzey Planning Board and its agents will provide the applicant with at least three days' notice prior to accessing the property.

_____ _____

Date Signature

I hereby authorize_____ to act as my agent and represent me before the Swanzey Planning Board.

Signed (Owner):_____ Date:_____

Signed (Agent):_____ Date:_____

FEE SCHEDULE

1. Filing Fee (See Attached Fee Schedule): $_____
2. Public Notice Fee: Current rates for Keene Sentinel. $_____
3. Certified Mail: Current rate for mail. $_____

Total Application Filing Fees: $_____

FOR PLANNING BOARD USE ONLY

Comments:

The above application was ☐ approved ☐ denied by the Swanzey Planning Board.

Date:_____

PLAT SUBMISSION CHECKLIST

Please note that this checklist is for administrative efficiency. Please refer to the Swanzey Site Plan Review Regulations to ensure that all requirements are being met.

Item #	Submission Requirement:	Submitted		
		Yes	No	Waiver
1.	Name and address of owner.	☐	☐	
2.	Tax map and lot number.	☐	☐	
3.	North arrow, written and graphic scale of 1" = 30'.	☐	☐	
4.	Name and address of plat preparer.	☐	☐	
5.	Vicinity sketch.	☐	☐	
6.	Names and addresses of all abutting landowners.	☐	☐	
7.	Physical features and uses of land within 200 feet of the site.	☐	☐	
8.	Perimeter boundary lines and the lot area is square feet and acres.	☐	☐	
9.	The shape, size, height, location and use of existing structures on the site, and those that are proposed.	☐	☐	
10.	Location, name and widths of any existing and proposed roads on the property.	☐	☐	
11.	Identification of access from the site to public streets, sight distances from the access points, curb cuts and proposed changes (if any) to existing streets.	☐	☐	
12.	Location and number of parking and loading spaces.	☐	☐	
13.	Landscape Plan.	☐	☐	
14.	Location, type and nature of all existing and proposed lighting.	☐	☐	
15.	Natural features such as waterbodies, ledge outcropping, wetlands, etc.	☐	☐	
16.	Existing and proposed grades and topographic contours at 5-foot intervals.	☐	☐	
17.	The size and accurate location of all existing and proposed water mains, culverts, fire hydrants and fire ponds.	☐	☐	
18.	Means of providing water supply.	☐	☐	
19.	Surface drainage patterns.	☐	☐	
20.	Copy of certification by a licensed septic designer that the existing system is sufficient for existing and proposed use.	☐	☐	
21.	Location and type of proposed sewage disposal system.	☐	☐	
22.	Location of existing and proposed on-site well showing 75-foot radius.	☐	☐	
23.	Soil survey data from Cheshire County Soil Survey.	☐	☐	
24.	Location of any existing or proposed easements, deed restrictions and/or covenants.	☐	☐	
25.	Architectural Plans.	☐	☐	