



TOWN OF HOOKSETT

APPLICATION # _____

DATE _____

SITE PLAN APPLICATION

Application for: _____ Completeness _____ Map and Lot No. _____

_____ Public Hearing

No. of Lots _____

LOCATION: _____
(Specify Street Address)

OWNER: _____ APPLICANT: _____

ADDRESS: _____ ADDRESS: _____

TEL: _____ TEL: _____

FAX: _____ FAX: _____

E-MAIL: _____ E-MAIL: _____

SIGNATURE: _____ SIGNATURE: _____

LAND SURVEYOR/ENGINEER/ARCHITECT: _____

ADDRESS: _____ TEL: _____

FAX: _____ EMAIL: _____

AFFIRMATION BY OWNER OR AUTHORIZED AGENT:

I, _____, do hereby depose, affirm and say under oath to the best of my knowledge and belief, that this application and all related materials attached hereto conform in each and every respect with all laws, ordinances and regulations; that I have personally completed the applicable checklist attached hereto (recognizing that the checklist is merely a summary of the highlights of some of the applicable regulations and is not intended to be all-inclusive); that this application and all related materials and information have been prepared in accordance with the recognized professional standards; and that all information called for in the ordinances, regulations and checklist is attached hereto. I recognize that failure to comply with these application procedures and/or failure to comply with all applicable laws, ordinances and regulations shall be grounds for summary disapproval of the application.

Date:

Signature

State of New Hampshire
County of Merrimack SS

On this the _____ day of _____, 20____ personally appeared before me _____ who under oath administered by me did execute, of his own free will, the foregoing affirmation.

My commission expires:

Notary Public

CHECKLIST FOR SITE PLAN REVIEW

This checklist is to be used as a guide for complying with the Town of Hooksett Site Plan Regulations. It is to be used for each individual site plan review application submitted. The items included in the following check lists shall be considered part of the regulations.

The following information shall be required for a **complete application**. The Hooksett Site Plan Regulations and Zoning Ordinance are available at Hooksett Town Hall or to download at: www.hooksett.org.

Plan Requirements

- | <u>Y</u> | <u>N</u> | |
|------------------------------|--------------------------|--|
| 1. <input type="checkbox"/> | <input type="checkbox"/> | Eleven (11) full size copies and twenty (20) 11” x 17” reduced size plans prepared by a registered Land Surveyor and Professional Engineer if engineering is shown on the site plan. |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | Scale is not smaller than one (1) inch per forty (40) feet. |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | Parcel tax map and lot number and total acreage. |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | Name of the proposed site plan. |
| 5. <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the owner of record. |
| 6. <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the applicant. |
| 7. <input type="checkbox"/> | <input type="checkbox"/> | Name and address of abutting land owners |
| 8. <input type="checkbox"/> | <input type="checkbox"/> | Deed reference(s). |
| 9. <input type="checkbox"/> | <input type="checkbox"/> | All existing and proposed dimensioned easements shown on the plan and copies of all written and recorded easements provided. |
| 10. <input type="checkbox"/> | <input type="checkbox"/> | Names, addresses and signature of every Engineer, Architect, Land Surveyor, Wetland Scientist or Soil Scientist whose professional seal appears on any site plan submitted to the Board. |
| 11. <input type="checkbox"/> | <input type="checkbox"/> | The signature block shall appear on the lower right hand corner of the plan under the title _____ block. The plan will not be signed if the signature block is not provided, generally as shown below: |

Approved: Town of Hooksett Planning Board

_____ **Chairman/Vice Chairman**

_____ **Date Approved**

_____ **Date Signed**

- | | | |
|------------------------------|--------------------------|---|
| 12. <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale. |
| 13. <input type="checkbox"/> | <input type="checkbox"/> | Location map at the scale of the municipal base map. |
| 14. <input type="checkbox"/> | <input type="checkbox"/> | Location, full design, including dimensions of all proposed signage. If in the Performance Zone, the signage shall be approved by the Board, before the application is approved and recorded. |

Y N

15. Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the mylar originals of the revised sheets. Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted.
16. Required on the plan shall be the following statement:
“Approval of this plan shall expire five (5) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested.
17. Fees paid to Town of Hooksett.
18. Properly completed application form.
19. Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), the location of the one hundred (100) year flood elevation line, and the source of this information. Subdivisions with any development within a SFHA shall submit evidence (construction drawings, grading and land treatment plans) so as to allow determination that (i) all such proposals are consistent with the need to minimize flood damage (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage and (iii) adequate drainage is provided so as to reduce exposure to flood hazards.

Existing Conditions Plan and Abutting Property Information

20. The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions and the lot area.
21. The existing grades, drainage systems, structures and topographic contours at intervals not exceeding two (2) feet with spot elevations where grade is less than five (5) percent, otherwise not exceeding five (5) contour intervals.
22. A vicinity sketch (suggested scale 1 inch equals 500 feet) showing the location of the site in relation to the surrounding public street system. The Zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown. One hundred year flood elevation line shall be included where applicable.
23. The names and addresses of all abutting property owners (with one set of prepared envelopes, certified mail receipts and certified mail cards) as indicated in the Town records not more than five (5) days before the date of filing.
24. Use of abutting properties.

Y N

- 25. Shape, size, height and location of existing buildings within two hundred (200) feet of the site.
- 26. Location of special feature, natural or man-made, affecting the subdivision or giving it character, such as bodies of water, streams and water courses, swamps and marches, wooded areas, stone walls, foundations, houses, barns, shacks, rock outcrops, and other significant features.
- 27. Wetlands, hydric A soils and vernal pools and their associated buffers; delineated by a Certified Wetland Scientist, showing square feet of each wetland.
- 28. Soils information delineated by a Licensed Soil Scientist utilizing the most recent criteria governing "Site Specific Soil Mapping".
- 29. Location and description of existing easements within one hundred (100) feet of the site.
- 30. Location of existing private or public trails within one hundred (100) feet of the site.
- 31. Location of existing roads (including class designation), scenic roads and/or driveways within two hundred (200) feet of the site.
- 32. The size and location of all existing landscaping within 100 feet of the site.
- 33. Location of existing septic system leach fields within two hundred (200) feet of the site.
- 34. Location of existing utilities within one hundred (100) feet of the site.
- 35. Location of existing water supply wells or springs within two hundred (200) feet of the site.

Proposed Site Plan Information

- 36. Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line.
- 37. Location of all building setback lines.
- 38. Topography with the contours at two (2) foot intervals, with spot elevations where grade is less than five (5) percent.
- 39. Unique features such as large trees, scenic points, historic resources, existing landscaping and other community assets.
- 40. Location and description of any zoning district and municipal boundaries.

Y N

- 41. Shape, size, height and location of all existing and proposed buildings. The Planning Board may require building elevation plans.
- 42. Size, slope, material and invert elevation of all existing and proposed drainage structures.
- 43. Location and description of any existing and proposed easements.
- 44. Location of any permanent monuments found, set or proposed.
- 45. Location and dimensions of all existing and proposed streets, driveways, sidewalks, parking spaces, bicycle parking, loading areas and other facilities associated with the proposed use.
- 46. Location and size of existing and proposed utilities.
- 47. Design and location of all existing and proposed wells, septic tanks and leach field systems, or methods of waste water disposal.
- 48. Location, type and size of all existing and proposed landscaping and screening including fences and walls.
- 49. Exterior lighting plan and proposed signs to be located on site, including sign orientation, size, height, and elevation view.
- 50. Storm drainage plan in accordance with the “Drainage Design Criteria” of these Town Regulations, and plans for snow removal and storage.
- 51. Pedestrian and automobile circulation plan. 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 plan.
- 52. Construction drawings for pavements, walks, steps, curbing, drainage and other structures associated with the proposed use.
- 53. Temporary and permanent erosion control measures.
- 54. Location of any common lands and/or public lands.
- 55. Phasing, if any.
- 56. Supporting documents, including deeds, maintenance, condominium agreements, etc.
- 57. Location and type of fire protection.
- 58. Design rendering of all proposed structures, in color, from street view.

Other (as applicable)

Y N

59. New Hampshire Water Supply and Pollution Control Commission Site Specific Approval (permit # to be noted on the plan).
60. New Hampshire Wetlands Board Dredge and Fill Approval (permit # to be noted on the plan).
61. Army Corp. of Engineers Dredge and Fill Approval (permit # to be noted on the plan).
62. New Hampshire Department of Transportation Curb Cut Approval (permit # to be noted on the plan).
63. Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.
64. EPA NOI/SWPPP noted on the plan.
65. Letters from the Water and Sewer departments indicating that there is adequate capacity for (and that the departments have reserved capacity for) the proposed development.
66. As required, Off-Site Improvements Plan.