

# APPLICATION FOR SITE PLAN REVIEW

## CITY OF SOMERSWORTH, NEW HAMPSHIRE

Please be sure to submit your application per the deadlines posted in the Department of Development Services office or online at [www.somersworth.com](http://www.somersworth.com).

In general, the City of Somersworth does not require that the application or plan be prepared by professionals, except where specifically required by Site Plan Review Regulations. Although professional advice and assistance may not be required, past experience indicates that it is helpful in expediting your request.

Remember, the submission of an incomplete application will delay processing and approval of your proposal. If you are new to Somersworth's process of Site Plan review, we advise you to set up an appointment with the City Planner and/or Director of Development Services, prior to submission of your application.

Prior to submission of an application for Major Site Plan review, the applicant shall meet with the Site Review Technical Committee (SRTC). Said meeting(s) shall serve to assist the applicant in preparing a Site Plan proposal that technically conforms to all pertinent ordinances and regulations. Nine (9) folded paper copies of the Site Plan, at least 22"x34" in size, must be submitted for review prior to the meeting. Please check with the Department of Development Services for all deadlines.

Minor Site Plan applications as permitted in Section 6 of Chapter 22A of the Somersworth Site Plan Review Regulations, shall be reviewed and approved by the SRTC.

In order to be placed on the Planning Board or SRTC agenda, a complete application must be submitted to the Department of Development Services by noon on the day of the application deadline per the Planning Board/SRTC meeting schedule. The Planning Board meets the third Wednesday of each month. The applicant or a duly authorized representative must attend the Planning Board or SRTC meeting to present the application.

The Site Plan review process is described more fully in Chapter 22A of the Somersworth Site Plan Review Regulations, copies of which are available in the Department of Development Service or online at [www.somersworth.com](http://www.somersworth.com).

Please direct any questions to the Department of Development Services at City Hall, One Government Way, Somersworth, NH 03878, 603-692-9519.

# APPLICATION FOR SITE PLAN REVIEW

CITY OF SOMERSWORTH, NEW HAMPSHIRE

Date Received: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Case Number: \_\_\_\_\_

1. Location of property: \_\_\_\_\_

2. Assessor's Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Acreage/Sq ft \_\_\_\_\_

Zoning District: \_\_\_\_\_ Overlay District(s) \_\_\_\_\_

3. Property owner: \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

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

4. Applicant (if different than owner): \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

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

5. Contractor or Agent: \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

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

6. Type of application

\_\_\_\_\_ Amendment to Site Plan

\_\_\_\_\_ Multi-Family site plan

\_\_\_\_\_ Commercial Site plan

\_\_\_\_\_ Minor Site plan

\_\_\_\_\_ Condominium site plan  
(Subdivision application needed)

\_\_\_\_\_ Conceptual Review

6. Former use:

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7. Description of proposed site project (please be as complete as possible):

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8. Number of parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

9. Street Access: \_\_\_\_\_ City Street \_\_\_\_ State Highway \_\_\_\_

10. City Water Y N City Sewer Y N  
(Please be aware there is a separate City Water/Sewer Connection Permit and Fee)

11. Waiver Requests Sought:

- a) Section: \_\_\_\_\_  
Justification \_\_\_\_\_
- b) Section: \_\_\_\_\_  
Justification \_\_\_\_\_
- c) Section: \_\_\_\_\_  
Justification: \_\_\_\_\_

12. Estimated Cost of Project: \$ \_\_\_\_\_

13. Please attach a narrative description, which includes the project purpose, location, long-range plan and impact of traffic, schools, and utilities (Major Site Plan Applications only).

14. Nine (9) copies of the Site Plan, at least 22"x34" is size, are needed for Site Review Technical Review Committee (SRTC). After SRTC review, please check with the Department of Development Services for the number of copies to be submitted for Planning Board review. The Site Plan shall include the following items in the Site Plan checklist.

SITE PLAN CHECKLIST – To be completed by applicant prior to submission. Not needed for Change of use application only.

- \_\_\_ A. Title Block, including:
  - a. Title of project;
  - b. Name and address of owner of record and that of agent, if applicable;
  - c. The data the plan was prepared from and the date and description of subsequent revisions;
  - d. Scale of the plan, not to exceed 1" = 50";
  - e. Name, address and seal of the preparer of the plans, if applicable;
- \_\_\_ B. North Arrow;
- \_\_\_ C. Scale Bar;
- \_\_\_ D. Location Plan with a 3000' radius of the site to the surrounding area, which shall show:
  - a. Property lines of the parcel to be developed;
  - b. Names and locations of existing adjacent City streets including the nearest intersection of said streets;
  - c. Names and locations of existing watercourses and waterbodies;
  - d. Zoning district designations and boundaries;
- \_\_\_ E. Exact dimensions and size (in square feet) of the parcel(s);
- \_\_\_ F. Names of current abutters;
- \_\_\_ G. All notes from the plan;
- \_\_\_ H. Existing zoning districts and special overlay districts, district boundaries, and a list of the applicable zoning provisions including the setback regulations;
- \_\_\_ I. A list of all variances and/or special exceptions granted by the Zoning Board of Adjustment for the subject parcel and the dates granted;
- \_\_\_ J. Existing and proposed grade contours (two foot intervals). Upon request contours delineating the existing surface shall be extended one hundred feet (100') beyond the limits of the project site and shall be related to the United States Geological Survey provided that the benchmarks exist within one-half (1/2) mile of the boundary of the project site;
- \_\_\_ K. Identification and classification of the extent and type of soils using the USDA Soil Conservation system, specifically identifying those soils recognized as poorly or very poorly drained;
- \_\_\_ L. Location of existing stone walls;
- \_\_\_ M. Location of natural features such as watercourses, flood areas, wetlands, rock outcroppings, and other essential physical features; natural features to be preserved shall be identified on the plan. Wetlands and riparian buffer areas shall be clearly delineated on the plans and quantified;
- \_\_\_ N. Location of existing and proposed treelines;

- \_\_\_ O. Identification and species of existing trees with greater than a twelve-inch (12") caliper;
- \_\_\_ P. Location, dimensions, square-footage, proposed use, and floor elevation of existing and proposed buildings. Existing buildings should be identified as such;
- \_\_\_ Q. Locations and dimensions of parking and loading areas, access points and roadway right-of-ways;
- \_\_\_ R. Location and description of any known environmental hazards;
- \_\_\_ S. Locations, dimensions, and materials of pedestrian access ways;
- \_\_\_ T. Locations and dimensions of all existing and proposed easements and right-of-ways;
- \_\_\_ U. Locations, dimensions, detail, and materials of all existing and proposed water, including hydrants and sanitary sewerage systems, with all necessary engineering data;
- \_\_\_ V. Locations, dimensions, details, and material of all existing and proposed stormwater management practices with all necessary engineering data;
- \_\_\_ W. Locations and dimensions of all other public service connections including gas lines, power lines, telephone lines and fire alarm connections and locations, indicating whether overhead or underground;
- \_\_\_ X. Type and locations of existing and proposed solid waste disposal systems;
- \_\_\_ Y. A landscape plan showing the location, types and sizes of plantings and screenings;
- \_\_\_ Z. The location, type and specifications of existing and proposed outdoor lighting, including street lighting and security lighting;
- \_\_\_ AA. Location, size and design of proposed signs and other advertising or instructional devices;
- \_\_\_ BB. Colored architectural elevations of all sides of the proposed structure(s) and/or colored photographs of all sides of existing structures; and,
- \_\_\_ CC. A Boundary Plan stamped by a Licensed Land Surveyor.

15. The following fee schedule shall apply to Site Plan applications:

Staff review fee:	\$2.50 per \$1,000.00 of total project cost, with a minimum fee of \$100.00. Conceptual Review only \$75.
Advertising fee:	\$85.00 or current rate (for meeting notice in a newspaper of general circulation).
Abutter notification fee:	Current USPS cost of certified mail with return receipt per each direct abutter. Current USPS cost of first class mail per each indirect abutter (within two hundred feet (200')).

I hereby apply for Site Plan Review and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. The City of Somersworth Planning Board, Site Review Technical Committee and/or city employees are authorized to enter the property(ies) for purposes of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal. I understand that if any of the Site Plan Application specifications are incomplete, the application will be considered rejected.

Signature of Owner (required to file application): \_\_\_\_\_

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

Signature of Applicant (required to file application if applicant is different from owner):

\_\_\_\_\_

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

