



Town of Plaistow

Office of the Planning Board & Planning Department

145 Main Street, 2nd Floor • Plaistow, New Hampshire, 03865 • Tel. 603-382-5200 X202 • Fax. 603-382-7183

PLAISTOW SITE PLAN REVIEW CHECKLIST

Please use this checklist for all SITE PLAN and AMENDED SITE PLAN applications.

Please request separate checklist for Subdivision, Special Event and/or Condominium Conversion Projects

Date:	Applicant Name:	Applicant Mailing Address:
Project Address:	Applicant Email:	
	Applicant Telephone:	
Project Contact:	Project Contact Number:	Project Contact Email:

SITE PLAN CHECKLIST REVIEW

Updated February 2019

NOTE: If a specific checklist item is not proposed to be part of your plan you must submit a written waiver request with justification. Please indicate WR (Waiver Requested) in the Applicant review box.

All regulation citations are from the Chapter 230 Plaistow Site Plan Review Regulations (SPRR). All ordinance citations are from the Plaistow Zoning Ordinances (PZO) Chapter 220. Full text can be found on the Planning Department page of Town of Plaistow Website www.plaistow.com

<u>GENERAL ADMINISTRATIVE REQUIREMENTS</u> <i>Checklist Item and Applicable Regulation Section Cite</i>	Confirmed By	
	Applicant	Staff
Completed Application Form (§230-14.1.A)		
Payment of All Application Fees (§230-14.1.B)		
Owner's Authorization Letter/Signature (§230-14.1.C)		
Copy of Deed and any related Deed Restrictions (§230-14.1.D)		
Current Abutters List (Name, Mailing Address, Map & Lot) (§230-14.1.E)		
Mailing Labels 3 sets required (Avery 8160, 5160 or equal) (§230-14.1.E)		
Escrow Account Initial Deposit (§230-14.1.F)		
Location of Easements/Rights-of-way – existing and/or proposed (§230-14.1.G) – please provide any related easement language, if applicable		
Copy of Rights-of-Way – existing and/or proposed (§230-14.1.G)		
List of Waiver Request(s) w/section cite and justification (§230-14.1.H)		

<i>Other Administrative</i>		
Drainage Plan (if applicable)		
Conforms with Master Plan		
Plan Sets – Ask Staff for number of copies needed for initial review		
Electronic copy of application, plan and other related information		
<i>STATE PERMITTING/APPROVALS (as needed)</i>		
<i>If a permit is pending please submit application paperwork</i>		
NHDES Subsurface (Septic) Construction Approval		
NHDES Site Specific Approval		
NHDES Alteration of Terrain Approval		
NHDES Wetlands Approval		
NHDES Water Supply Approval (Community Water Supply)		
NHDOT Driveway Permit		
<i>SITE PLAN REGULATIONS (and related section number)</i>		
<i>For the complete text of each section please refer to the Plaistow Site Plan Review Regulations</i>		
	Confirmed By	
<i>Checklist Item and Applicable Regulation Section Cite</i>	Applicant	Staff
Name/Address of Firm Preparing Plan (§230-14.1.I)		
Title Block w/Project Description (§230-14.1.J)		
Title Block w/Project Address and Map/Lot Number (§230-14.1.K)		
Lot Size(s) in Square Feet and Acreage (§230-14.1.L)		
Planning Board Signature Block (§230-14.1.M)		
North Arrow (§230-14.1.N)		
List of ZBA Requirements for Planning Board to review (§230-14.1.O)		
All Information submitted to NHDES for site-specific app. (§230-14.1.P)		
Separate sheet showing area of project disturbance area (§230-14.1.Q)		
Building Setback and frontage (dimensions in feet) (§230-14.1.R)		
Scale of Plan (§230-14.1.S)		
Vicinity Sketch/Locus (§230-14.1.T)		
Identify of all zoning districts and boundaries (§230-14.1.U)		
Note indicating if in the Aquifer Protection District (§230-14.1.V)		
Location of flood zone or note indicating if in the flood zone (§230-14.1.W)		
Identify the one-hundred-year flood elevation line (§230-14.1.X)		
Boundary lines, including angles or bearing of the lines and dimension (§230-14.1.Y)		
Topography/Contours (Datum shall be NAVD88) (§230-14.1.Z)		
Existing/Proposed grades, drainage systems, siltation/erosion controls, structures and/or features (§230-14.1.AA)		
Existing/Proposed structures on site/abutting (§230-14.1.BB)		
Existing/Proposed septic systems and well on site/abutting that are within 100 linear feet of the subject property (§230-14.1.CC – see exceptions a) and b) in the Plaistow SPRR		
Public or private utility information (§230-14.1.DD)		
Existing/Proposed roads, driveways, pavement, etc. (§230-14.1.EE)		
Loading/Unloading area/bay information in compliance with SPRR §230-13. (§230-14.1.FF)		
Existing natural and man-made features (§230-14.1.GG)		

Note stating that the plan will conform with the Town's landscaping regulation SPRR Article III or separate landscape plan) (§230-14.1.HH)		
Note stating that the plan will conform with the Town's lighting regulation SPRR Article II or a separate lighting plan (§230-14.1.II)		
Proposed fire protection features (cisterns) (§230-14.1.JJ)		
Parking requirements w/calculations (include HCA) (§230-14.1.KK)		
On-site circulation plan with arrows, signs, etc. (§230-14.1.LL)		
Access and egress points (§230-14.1.MM)		
Location of fire lanes (§230-14.1.NN)		
Location of snow storage (§230-14.1.OO) Note: If it is deemed that the snow storage shown on the proposed plan is not adequate the Planning Board may require a note stating "If snow cannot be reasonably stored in the designated locations it must be removed from the site."		
All NHDOT driveway permit information/correspondence (§230-14.1.PP)		
NHDES wetlands dredge and fill approval (if applicable) (§230-14.1.QQ)		
Cross section of proposed driveways/streets (§230-14.1.RR)		
Test pit location and data (§230-14.1.SS)		
Type, size and location of fences (§230-14.1.TT)		
Location, names and widths of existing abutting streets (§230-14.1.UU)		
Note on Plan stating: "Change of use requires review and/or approval of the Planning Board" (§230-14.1.VV)		
Lot Coverage: SF and % (building, pavement total) (§230-14.1.WW)		
Location of Dumpster (on pad) (§230-14.1.XX)		
Architectural rendering/elevations of building (§230-14.1.YY)		
Licensed professional(s) contact info and stamp (§230-14.1.ZZ)		
Wetlands Boundaries/Buffers (§230-14.1.AAA)		
Hours of Operations Note, see PZO §220-11.1 (§230-14.1.BBB)		
Note Stating "Construction hours shall be in accordance with Plaistow Zoning Ordinance §220-11." (§230-14.1.CCC)		
Note Stating "Additional information, not included on this Amended Site Plan, can be found on Plan # _____, recorded at the Rockingham County Registry of Deeds." (Amended Plans Only) (§230-14.1.DDD)		
Note Stating "This Plan amends Plan # _____ recorded at the Rockingham County Registry of Deed." 2019 RCRD requirement (Amended Plans Only) – any amended site plan without this note will be assessed a \$25.00 LCHIP fee.		
<u>ZONING ORDINANCE REGULATIONS</u>		
<i>For the complete text of each section please refer to the Plaistow Zoning Ordinances</i>		
	Confirmed By	
<i>Checklist Item and Applicable Ordinance Article Cite</i>	Applicant	Staff
Is the use a permitted use in the specific district? (Article V)		
Compliance with Wetlands Ordinance (Article IV)		
Compliance with Access Management Ordinance (Article VIIA)		
Compliance with Floodplain Development (Article XII)		
Compliance with all Storm Water Ordinances (Articles XVI, XVII, XIX)		
Compliance with Aquifer Protection District Ordinance (Article XIX)		
Compliance with applicable project-specific ordinances such as Small Wind Energy Systems (Article XV) and Telecommunications Facilities		

[illegible]