



Town of Plaistow

Office of the Planning Board & Planning Department

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PLAISTOW “OTHER” PLAN REVIEW CHECKLIST

Please use this checklist for all Condominium Conversion, Lot Line Adjustment and Special Event Applications
Please request separate checklist for Site Plans, Amended Site Plans and/or Subdivision Plans

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

“OTHER” 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.

<u>GENERAL ADMINISTRATIVE REQUIREMENTS</u> <i>Checklist Item and Applicable Regulation Section Cite</i>	Confirmed By	
	Applicant	Staff
Completed Application Form		
Payment of All Application Fees – See Planning Board Fee Schedule		
Owner’s Authorization Letter/Signature		
Copy of Deed(s) and any related Deed Restrictions		
Current Abutters List (Name, Mailing Address, Map & Lot		
Mailing Labels 3 sets required (Avery 8160, 5160 or equal)		
Escrow Account Initial Deposit (Condominium Conversions Only)		
Location of Easements/Rights-of-way – existing and/or proposed – please provide any related easement language, if applicable		
List of Waiver Request(s) w/section cite and justification		
<i>Other Administrative</i>		
Plan Sets – Ask Staff for number of copies needed for initial review		
Electronic copy of application, plan and other related information		

