

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 "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	Project	Project
Contact:	Contact Number:	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.

GENERAL ADMINISTRATIVE REQUIREMENTS	Confirmed By	
Checklist Item and Applicable Regulation Section Cite	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		
Other Administrative		
Plan Sets – Ask Staff for number of copies needed for initial review		
Electronic copy of application, plan and other related information		

STATE PERMITTING/APPROVALS (as needed)				
If a permit is pending please submit application paperwork				
NHDES Subdivision Approval				
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				
SUBDIVISION PLAN REGULATIONS				
For the complete language please refer to Plaistow Subdivision Plan Review	Regulations			
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All Plans	Applicant	Staff		
Name/Address of Firm Preparing Plan				
Title Block w/Project Description				
Title Block w/Project Address and Map/Lot Number				
Lot Size(s) in Square Feet and Acreage				
Planning Board Signature Block				
North Arrow				
Frontage (dimensions in feet)				
Existing Structures				
Existing/Proposed septic location				
Existing/Proposed well location with protective radius Existing/Proposed utilities				
Building Setback shown				
Scale of Plan				
Vicinity Sketch/Locus				
Location of Easements/Rights-of-way – existing and/or proposed – please				
provide any related easement language, if applicable				
Identify of all zoning districts and boundaries				
All licensed professionals contact info and stamp				
Condominium Plan				
Condominium Floor Plan				
Copies of all condominium documents – documents will be reviewed by				
Planning Board Legal Counsel, the cost of which is borne by the applicant				
(escrow)				
Ecorow				
Escrow				
Additional Notes:				
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