

APPLICATION FOR A SITE PLAN APPROVAL

Date.....

File No.....

To the Planning Board of the Town of Hillsborough, NH:

The undersigned, owner or the owner’s legal representative of the property listed below, requests approval for a site plan for property located on

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(See Map No....., Lot No.....)

Signed.....

Address.....

Phone No.....

If the Owner is a Partnership or Corporation, the application must be signed by an Officer of that Corporation or Partnership.

List the names and addresses of all persons who have an interest of 10% or more in this property.

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On a separate sheet to be attached to this application list all abutters and their addresses. Three sets of mailing labels for the abutters, including applicant and engineer/surveyor, are required. “Abutter” means any person who owns property adjoining or directly across the street or stream from the parcel under consideration.

The applicant must satisfy the Board that all relevant items on the Site Plan Review Checklist have been addressed. The application shall be rejected if this checklist has not been completed.

Receipt of this Application and additional information is hereby acknowledged:

Signed..... (Agent for Hillsborough Planning Board)

Date..... Amount..... Check No.....

A. The planning Board recommends that prior to a formal submission of a site plan the Applicant asks for an INFORMAL HEARING. At an informal hearing only a sketch of the proposed plan needs to be submitted. This hearing is for discussion only and the Board can explain procedures and requirements for a FORMAL hearing. It can save time and unnecessary delays.

B. The following check list of requirements for a FORMAL Site Plan Application reflects requirements set forth in the Hillsborough Town Code under Par. 135.

C. Three (3) sets of site plan maps. The Board may require a licensed surveyor or engineer to prepare the site plan maps.

The following information must be on these maps:

- 1 --- Location of the site.
- 2 --- Town tax lot number.
- 3 --- Name and address of owner of record.
- 4 --- Names and addresses of abutters.
- 5 --- Name and address of person or firm who prepared the map.
- 6 --- Name and address of person (s) or firm(s) who did not prepare the map but who prepared data and information which are on the map ..
- 7 --- Scale (1 inch = 40 ft is recommended for large projects).
- 8 --- North arrow.
- 9 --- Date of preparation of the map .
- 10 --- Boundary lines of the site which include angles or bearings of the lines, dimensions and lot area.
- 11 --- Existing grades, drainage systems, structures and topographic contours at intervals not exceeding two (2) ft. Spot elevations are required where the grade is less than five tenths percent (0.5 %).
- 12 --- Shape , size, height, and location of existing structures located on the site and of those outside the site but within 50 ft from its boundaries.
- 13 --- Natural features such as streams, springs, marshes, lakes and ponds; man-made features such as but not limited to existing roads and structures. The map shall indicate which of such features are to be retained and which are to be removed or altered.
- 14 --- Depth of high water table if relevant.
- 15 --- Size and location of all public and private utilities and present landscaping , including location and size of public utilities off -site but planned to be connected .
- 16 --- Vicinity sketch (suggested scale 1 inch = 500 ft) showing the location of the site in relation to the existing public street and any prominent natural feature.
- 17 --- Zoning district.
- 18 --- One hundred year flood elevation line if applicable.
- 19 --- Proposed grades, drainage systems, structures and topographic contours at intervals not exceeding two (2) ft.
- 20 --- Shape, size, height and location of each proposed structure, including expansion of existing buildings.
- 21 --- Proposed streets, driveways, parking spaces and sidewalks, with indication of direction of travel for one-way streets and driveways, and inside radii of all curves. Width of each street, driveway and sidewalk shall be shown. Loading spaces and facilities associated with the structure (s) on the site shall be shown.
- 22 --- Size and location of all proposed public and private utilities such as water, sewer, telephone, electric lines and distances to fire hydrants.
- 23 --- Proposed landscaping and screening.
- 24 --- Exterior lighting and proposed signs.
- 25 --- Storm drainage plan, including plan for retention and slow release of storm water where

- necessary.
- 26 --- Plan for snow removal and storage.
 - 27 --- Circulation plan on the site showing provisions for both vehicular and pedestrian circulation.
 - 28 --- Plan showing access and egress to the site and proposed changes to public streets including any traffic control devices necessary in conjunction with the site development .
 - 29 --- The development shall meet all other relevant requirements of the Hillsborough Town Code.
 - 30 --- The Board may require additional information as it deems necessary .

 - 31 --- Fee(s) paid.

If some of the above relevant information is not on the maps, a statement with explanation shall be included.

D. The applicant may request waiving of certain requirements and/or of supporting data if the lot is less than one acre (43,560 sq ft).