

# Town of Dublin



## Planning Board

PO Box 277  
Dublin, NH 03444

APPLICATION NO. \_\_\_\_\_

### DUBLIN PLANNING BOARD APPLICATION FOR SITE PLAN REVIEW

This form and all required information must be filed at least 20 days prior to the meeting at which it is to be submitted to the Board. The application may be mailed or filed directly with the Planning Board Secretary, Town Clerk or Town Administrator. A completed application consists of the following information, in addition to a completed checklist (attached) and the payment of all applicable fees.

1. Name, mailing address, Email Address and telephone number of property owner.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Name, mailing address, Email address and telephone number of applicant if other than property owner.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Location of proposed development: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_
  
4. Name of proposed development: \_\_\_\_\_
  
5. Number of lots and/or units for which approval is sought: \_\_\_\_\_ Lots \_\_\_\_\_ Units
  
6. Water Supply and Pollution Control Division Approval No.:
  
7. Name, mailing address and telephone number of surveyor, architect, and/or engineer who has prepared the plat.

8.

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9. NOTICES: Attach a separate sheet listing the names, mailing addresses and tax map & lot numbers of all abutters, including those across a street, brook or stream; names and mailing addresses of all holders of conservation, preservation, or agricultural preservation easements; and all persons whose name or seal appear on the plat. Names of abutters should be taken from the Town tax records no longer than five (5) days prior to the application submission.
10. Items on the attached checklist.
11. Payment of all applicable fees (information to be provided by Secretary).

The property owner or agent certifies that this application is correctly completed with all required attachments, and that any additional costs for engineering or professional services incurred by the Planning Board or the Town for processing this application shall be borne by the owner or applicant.

"I hereby authorize the Dublin <sup>P</sup> Planning Board and its agents to access my land for the purpose of reviewing this site plan, performing <sup>P</sup> road inspections and any other inspections deemed necessary by the Board or its agents, to ensure conformance of on-site improvements with the approved plan and all Town ordinances and regulations."

Applicant and/or Owner or Agent \_\_\_\_\_  
(signature)

Date \_\_\_\_\_

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FOR PLANNING BOARD USE ONLY

Initial Application Filed \_\_\_\_\_  
(date) (initials)

Fees Paid \_\_\_\_\_  
(date) (initials)

Public Meeting on Completeness of Application \_\_\_\_\_  
(date) (initials)

Application Accepted/Rejected as Complete \_\_\_\_\_  
(date) (initials)

Public Hearing on Merits of Application \_\_\_\_\_  
(date) (initials)

Application Approved/Disapproved \_\_\_\_\_  
(date) (initials)

Letter Sent Notifying Applicant of Disapproval \_\_\_\_\_  
(date) (initials)

## PLANNING BOARD'S SITE PLAN REVIEW CHECKLIST

DOES THIS PROPOSAL CONSTITUTE A DEVELOPMENT HAVING REGIONAL IMPACT?

e      **YES**                            **NO**

The Plat shall contain or be accompanied by the following minimum information, unless written waiver from any of these items is requested by the applicant, and granted by the Planning Board.

I.      PLAT SUBMISSION ITEMS

SUBMITTED

Yes    No    NA    A. GENERAL

- |       |       |       |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Are there three paper copies of the plat and a mylar?  |
| _____ | _____ | _____ | 2. Is there a title block that shows:   |
| _____ | _____ | _____ | a. Name of the development or project?  |
| _____ | _____ | _____ | b. Name, address, and telephone number of owners of record or agent? (If agent, include letter of authorization from owner.)  |
| _____ | _____ | _____ | 3. Is the north arrow, date of plat, scale; name, address and seal of all persons preparing plat shown?   |
| _____ | _____ | _____ | 4. Is there a signature block for Planning Board endorsement?   |
| _____ | _____ | _____ | 5. Is the scale appropriate to the scope of the project?  |
| _____ | _____ | _____ | 6. Are the vicinity sketch and zoning district(s) shown?  |
| _____ | _____ | _____ | 7. Are the names and addresses of all abutters and all holders of conservation, preservation or agricultural easements provided (on the plat or on separate sheet)? |

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

B. ZONING

- |       |       |       |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Is the proposed use permitted in the zoning district; if not, has a zoning variance or special exception been granted? |
| _____ | _____ | _____ | 2. Is the total area of the parcel in acres and square feet shown and does this satisfy the minimum lot area requirement? |

SUBMITTED

Yes No NA

\_\_\_\_

3. Is the lot frontage shown and does it satisfy the zoning minimum frontage requirement?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. PROPERTY BOUNDARIES

\_\_\_\_

1 Are the boundary lines and approximate dimensions and bearings shown?

\_\_\_\_

2 Are the tax map and lot numbers shown?

\_\_\_\_

3. If this is an old survey, are the plans referenced, including page and book number at the Cheshire County Registry of Deeds, that were used in the compilation of bearings and distances?

\_\_\_\_

4. Are the locations and descriptions of any existing or proposed easements, deed restrictions, or covenants shown?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. PHYSICAL/NATURAL FEATURES

\_\_\_\_

1. Are physical features on the site and on abutting land within 200 feet of the site shown?

\_\_\_\_

2. Is the soil information, based on the Cheshire County Soil Survey shown, and are the soil type descriptions noted on the plat?

\_\_\_\_

3. Are all natural features such as streams, ponds, wetlands, etc. shown?

\_\_\_\_

4. Are the existing and proposed grades and contours shown, and base flood elevations, where appropriate?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED

Yes No NA

E. BUILDINGS

1. Are the locations shown of all:

\_\_\_ \_\_\_ \_\_\_

a. Proposed (solid lines) and existing (dotted lines) buildings and structures on the site?

\_\_\_ \_\_\_ \_\_\_

b. Existing buildings and structures within 100 feet of the site?

\_\_\_ \_\_\_ \_\_\_

2. Is the shape, size, height, location and use existing and proposed structures on the site shown?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. ROADS AND ACCESS POINTS

\_\_\_ \_\_\_ \_\_\_

1. Are the access points adequate in number, size, locations and design?

\_\_\_ \_\_\_ \_\_\_

2. Is the access to the site clearly shown, with location and width of existing and proposed driveways?

\_\_\_ \_\_\_ \_\_\_

3. Is there adequate sight distance at the access point(s)?

\_\_\_ \_\_\_ \_\_\_

4. Are all access points located so as to avoid possible turning movement conflict with other drivers or driveways?

\_\_\_ \_\_\_ \_\_\_

5. Has a driveway permit been granted from either the NH DOT or the Town of Dublin? (Both may be needed.)

\_\_\_ \_\_\_ \_\_\_

6. Is all street frontage other than access points curbed or otherwise blocked from vehicular entry?

\_\_\_ \_\_\_ \_\_\_

7. Is vehicular entry restricted to a designated point?

\_\_\_ \_\_\_ \_\_\_

8. Are the locations, names, right-of-way and ~~travel~~ widths of any existing and proposed roads on the property and within 200 feet of the site?

\_\_\_ \_\_\_ \_\_\_

9. Are the final road profiles and cross sections for any new roads shown?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED

Yes No NAG

G. PARKING AND PEDESTRIAN SAFETY

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Are the locations, number and size of parking and loading areas shown, and are they adequate for the proposed use? |
| ___ | ___ | ___ | 2. Are the locations and widths of existing and proposed sidewalks shown?   |

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. INTERNAL TRAFFIC PATTERN

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Is the internal traffic pattern safe and adequate for the proposed use?                                  |
| ___ | ___ | ___ | 2. Is the traffic circulation pattern indicated for both pedestrian and vehicular traffic?                  |
| ___ | ___ | ___ | 3. Do emergency vehicles have easy, unimpeded access with adequate turn-around space?                       |
| ___ | ___ | ___ | 4. Is adequate provision made for service vehicles?   |
| ___ | ___ | ___ | 5. Are areas provided for snow removal or storage without impeding traffic circulation or affecting safety? |

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. UTILITIES AND DRAINAGE

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Are the locations and sizes of all electric and telephone lines on the site shown?   |
| ___ | ___ | ___ | 2. Is the location and type of existing and proposed wastewater disposal shown (including 4,000 square-foot for leach field area)?                              |
| ___ | ___ | ___ | 3. Are test pits and record of percolation tests indicated?   |
| ___ | ___ | ___ | 4. Have the septic plans been approved by the NH DES or has the existing system been certified by a licensed septic designer as sufficient?                     |
| ___ | ___ | ___ | 5. Is the type and location of existing and proposed water supply systems shown? If an on-site well, indicate a 75-foot radius around the well on the property. |

SUBMITTED

Yes No NA

\_\_\_ \_\_\_ \_\_\_

6. Are existing and proposed fire hydrants and/or fire

\_\_\_ \_\_\_ \_\_\_

7. Are the existing and proposed methods of handling stormwater runoff shown, and the direction of the flow indicated by arrows?

\_\_\_ \_\_\_ \_\_\_

8. Are the sizes and locations of all stormwater drainage lines, catch basins, drywells, drainage ditches, retention basins, and culverts shown?

\_\_\_ \_\_\_ \_\_\_

9. Are engineering calculations to determine drainage requirements provided based upon a 25-year storm frequency? (Required if the existing drainage pattern is being altered significantly.)

\_\_\_ \_\_\_ \_\_\_

10. Are plans for soil erosion and sediment control indicated?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. LANDSCAPING, SIGNS, LIGHTING

\_\_\_ \_\_\_ \_\_\_

1. Are the location types, and sizes of all existing and

\_\_\_ \_\_\_ \_\_\_

2. Are abutting residential properties adequately buffered from the proposed use?

\_\_\_ \_\_\_ \_\_\_

3. Is the proposed signage shown, and does it comply with the Town of Dublin sign regulations?

\_\_\_ \_\_\_ \_\_\_

4. Is the location, type and nature of all existing and

\_\_\_ \_\_\_ \_\_\_

5. Is all exterior lighting facing downward so that it does not glare on abutting properties or out toward traffic?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED

Yes No NA

OTHER

\_\_\_\_

A. Are any federal, state or local permits required (such as Wetlands, Alteration of Terrain, Floodplain, etc.)?

\_\_\_\_

B. Is an Impact Analysis required?

\_\_\_\_

C. Are copies of any proposed or existing deed restrictions, easements, or covenants included in the application?

\_\_\_\_

D. Is there any other information deemed necessary by the Board to make an informed decision?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. FEES

\_\_\_\_

A. Have fees for abutter and newspaper notification, administrative costs and any independent consulting services required by the proposal been paid?

\_\_\_\_

B. Have performance bonds or other securities been

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

