

# Town of Greenville, New Hampshire

## Planning Board

### Site Plan Review Checklist

This checklist is intended to aid both the Applicant and the Planning Board. This checklist details those items that will be reviewed by the Planning Board. It is provided for the information of the Applicant to assure that information necessary for the Planning Board's review is provided in the site plan or accompanying documents. It is not a complete reiteration of all elements and requirements in the Site Plan Regulations for the Town of Greenville. A copy of the Site Plan Review Regulations may be obtained from the Selectmen's Office.

#### I GENERAL

- Application completed and signed including payment of fees.
- Names and addresses of all abutters and all holders of conservation, preservation, or agricultural preservation easements.
- Four (4) copies of the site plan with scale not more than fifty (50) feet/inch
- Title block on plat must include;
  - Name of development or project
  - Names and addresses of owners of record
  - Tax map and lot number
  - North arrow, date of plat, scale
  - Name, address and seal of person preparing plat
  - Signature block
- Key map sketch showing the site location in the town at a scale equivalent to the town tax maps (1"=400')
- Description of proposed use, days & hours of operation, and number of employees?
- Soil types and soil boundaries shown and certified by either a registered engineer or the NRCS?

#### II ZONING

- Is the proposed use permitted in the zoning district? If not has a zoning variance been granted?

- The total area of the parcel, lot coverage by buildings & paved areas, and area of open space, must be shown and satisfy the zoning minimum lot size and maximum coverage requirements.
- The lot frontage must be shown and satisfy the zoning minimum lot frontage requirement.

### **III PROPERTY BOUNDARIES**

- Boundary lines, approximate dimensions and bearings shown; lot area in acres and square feet.
- Physical features and use of abutting land within 200 feet of the site. If this is a new survey, name of the surveyor and date of the survey must be shown on plat.
- If this is an old survey, plans referenced, including book & page number at the Registry of Deeds, used in the compilation of bearings and distances must be shown on plat.

### **IV BUILDINGS**

- Shape, size, height, location and use of existing and proposed structures located on the site and within 50 feet of the site.
- Location and name of any existing roads within 200 feet of the site.
- Fire safety, prevention & control provisions (e.g. fire ponds) shown and described.
- Plans for construction phase erosion control must be included
- Are preliminary building elevation views and floor plans available?

### **V ACCESS POINTS**

- Location of any existing or proposed easements, deed restrictions, covenants.
- Adequate number, size, location, and design of access points.
- Adequate all season safe sight distance in both directions from each proposed access point. The minimum on Class 1 and 2 roads is four hundred (400) feet.
- If required, State Highway Department approval must be granted for new access points on state highways.
- All street frontage, other than access points, must be curbed or otherwise blocked to vehicular entry.

### **VI PARKING**

- Location of existing and proposed sidewalks and driveways, with indication of travel for both pedestrian and vehicular traffic.
- Access to the site, sight distance at access point(s), curb cuts and any proposed changes to existing streets; copy of driveway permit.
- Location and number of parking spaces; loading spaces

## **VII INTERNAL TRAFFIC PATTERNS**

- The internal traffic pattern must be safe and adequate for the proposed use.
- Emergency vehicles must have easy, unimpeded, access to all buildings with adequate turn around space.
- Areas provided for snow piling without impeding traffic circulation or safety.

## **VIII UTILITIES AND DRAINAGE**

- Size and location of all existing and proposed water mains, sewers, culverts, and distances to existing fire hydrants and/or fire ponds.
- If public sewer is not available and will not be extended you must have the approval from the following agencies for your septic system plans;
  - New Hampshire Water Supply and Pollution Control Commission
  - Board of Health
- Existing and proposed methods of handling storm water run-off must be shown with the direction of flow indicated by arrows.
- Provide engineering calculations to determine drainage requirements based on a ten (10) year storm.
- Show locations of all utility poles, existing and proposed.

## **IX LANDSCAPING, SIGNS, LIGHTING**

- Location, types, and size of all existing and proposed landscaping and screening.
- Location, type and nature of all existing and proposed exterior lighting and signage.
- Surface water, rock ledges, stone walls, existing and proposed foliage lines; open space to be preserved; other natural features.

## **X ENVIRONMENT**

- Existing and proposed grades and contours shown at two (2) foot intervals or five (5) foot intervals for areas with a slope in excess of 5%.
- All watercourses, wetlands, drainage, and one hundred (100) year flood line, if applicable, must be shown.
- Indicate all changes to existing grade, drainage and culverts.
- Provisions made to minimize any fumes, smoke, noise, or odor that are created which could affect neighboring uses.
- Property lines should be buffered by landscaping or other means to reduce intrusion on any neighboring uses.