



TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

MAJOR SITE PLAN REVIEW CHECKLIST & WAIVER REQUEST

This checklist has been included as part of the Board's operating rules to assist the applicant. However, the applicant is responsible for reviewing the Town's Site Plan Review Regulations and Zoning Ordinance to ensure that all required information is submitted or addressed. At a minimum, the application must contain all of the information described in this section either on the site plan or provided in a narrative letter dated and signed by the applicant.

Layout of the site plan will include dimensions, will be to scale, will include zoning setbacks and buffers, and will include wetlands and water bodies. The site plan shall be of sufficient size and detail to clearly show the proposed development and/or changes.

The checklist must be completed and submitted as part of the application. Issues not included on the checklist may be raised during the review process.

Waivers to any of these requirements must be requested by indicating a "W" in the checkbox and must be accompanied by a written explanation justifying why the waiver should be granted. If any waiver request is not granted by the Planning Board, the application may be deemed incomplete and not accepted by the Board. If the application is incomplete due to waivers not being accepted, it could result in resubmission of required materials and application fees.

PART A – GENERAL INFORMATION

Most of the information described in this section must appear on the plat. The rest of the information may appear on the plat or in separate documents.

- _____ A. Proposed use of land and buildings within limits of the site plan;
- _____ B. A site plan as detailed in Part B;
- _____ C. The construction drawings as detailed in Part C;
- _____ D. Vehicle usage of area - state the daily total for 7 days:
 - (1) Passenger vehicles
 - (2) Commercial vehicles – delivery trucks, buses

(3) Heavy trucking – longer than twenty-five (25) feet or a weight greater than 10,000 lbs.

(4) Vehicle storage (parking area, fenced areas, inside areas)

(5) Traffic flow pattern and volumes for the area, including intersection with public way

_____ E. Location and plan of driveway entrances and exits;

_____ F. Total square foot area of each building and of each floor of any building;

_____ G. Exterior height of each building;

_____ H. On site or other type of burglar and fire alarm system;

_____ I. Storage locations within the site plan for any flammable or hazardous type liquid gases, solid materials;

_____ J. Provisions for trash and refuse storage and removal;

_____ K. Protective measures of potential hazards such as high voltage, water holes, machinery, materials, etc., that could be placed on the area in accordance with RSA 147-A, Hazardous Waste Management;

_____ L. Multifamily housing;

(1) Estimate number of dwelling units for the elderly;

(2) Facilities provided for the handicapped; and

(3) Estimate the number of children school aged (6-17) for the development.

_____ M. Outdoor lighting of the area;

_____ N. Landscaping features of the area, including buffers and screening;

_____ O. That the applicant has or will review building plans with the Fire Chief of the Town of Pembroke; and

(1) The applicant shall be responsible for securing a statement from the Fire Chief concerning fire safety of the proposed site plan, if requested; and

(2) Provision shall be made for access to water for fire protection on the premises, if needed.

- _____ P. That the applicant has or will review utility needs such as water, sewer, gas, electricity, etc., with the responsible agency. If requested, the applicant shall secure a statement from one or more agencies servicing the area. Whenever permits such as Water Supply & Pollution Control, driveway, etc., are needed, the applicant shall be responsible for submitting the applications.
- _____ Q. List each chemical, provide an MSDS for each chemical, and provide a notification letter with a brief synopsis of how each chemical is intended to be used, stored and disposed of for all chemicals stored in aggregate of one gallon or more or if the yearly use is five gallons or more. This requirement shall exclude operable motor vehicles, as defined by RSA 236:111 and RSA 236:112, parked on site.
(Added 1-13-15).

PART B – SITE PLAN INFORMATION

- _____ A. The site plan shall be prepared by a land surveyor, engineer or architect licensed in the State of New Hampshire. A scale of one (1) inch equals fifty (50) feet (max.) shall be used and each sheet shall be prepared in ink and done in a workmanship manner. Sheets shall be numbered in sequence if more than one sheet is used and shall be no larger than 22"x34" inches.
- _____ B. Features.
- _____ (1) The location of property with respect to surrounding property and streets, the names of all abutters and the names of adjoining streets.
- _____ (2) The location, bearing to the nearest minute, and dimensions of all boundary lines of the property to be expressed in feet and hundredths of a foot.
- _____ (3) The area of the parcel including the area used to meet the seventy percent (70%) contiguous buildable land requirement.
- _____ (4) The location of the existing streets, easements, water bodies, streams, and other pertinent features such as wetlands, railroads, buildings, parks, cemeteries, drainage ditches and bridges.
- _____ (5) The location and width of all existing and proposed streets and other public ways, and easements and proposed streets rights-of-way and building set-back lines.
- _____ (6) The locations, dimensions, and footing area of all proposed buildings.

- _____ (7) The locations, dimensions, and area of all property proposed to be set aside for park or playground use, open space, or other public or private reservation, with designation of the purpose thereof, and conditions, in any, of the dedication or reservation.
- _____ (8) The name, address and signature of the owner of land to be developed, and the name, address and seal of the land surveyor, engineer, or architect.
- _____ (9) The date of the map, true north point, and magnetic north point, scale and title of the development.
- _____ (10) The location and type of all proposed and existing monuments.
- _____ (11) Names of all new proposed streets subject to approval by the Board of Selectmen.
- _____ (12) Indication of the use of the lot and all uses proposed by the applicant and where permitted by the Zoning Ordinance.
- _____ (13) A title block shall be located in the right hand corner of the site plan and shall show development name, date of preparation, scale, and the Town of Pembroke tax map number.
- _____ (14) Form for endorsement by the Planning Board shall be located in the lower right hand corner of the site plan above the title block and shall state as follows:
- Under the provisions of RSA 674:43, the Town of Pembroke Planning Board, in accordance with the Board vote dated _____, approval of this site plan is limited to alterations, improvements, and buildings as shown: _____
- Chairperson
- _____ (15) The plat must include a vicinity map depicting the location of the property with respect to the surrounding property and streets. It must show the names of adjoining streets and any zoning district lines on this or adjacent property.
- _____ (16) The proposed location of all soil test pits, test borings, and percolations test pits.
- _____ (17) All information and certification of approval required by any State or Municipal agency.

- _____ (18) Existing topography of the land to be developed at the following intervals:

<u>Grade</u>	<u>Contour Interval</u>
0-2%	2 foot plus spot elevations
2+%-5%	2 foot
5+%	10 foot

Also all low points, high points and other areas needing spot evaluations should be shown. Existing contours shall be shown with dashed lines and proposed contours shall be shown with solid lines.

- _____ (19) Soil types and boundaries based upon an on site survey, US Geological Survey, or other common source and the source date. Soil boundaries shall be shown by dotted lines.
- _____ (20) Full legal descriptions of the drainage easements, site easements, rights-of-way, covenants, reservations, or other restrictions shall accompany the site plan with notations of each on the site plan.
- _____ (21) Locations, sizes, elevations and slopes of all existing sewer, water, and drainage pipes within the site plan area.

NOTES:

- (1) The information required herein is to be construed as the minimum required for a major site plan. The Planning Board may require additional information in order to evaluate the proposal.
- (2) The lack of any information under any item specified herein or inadequate information supplied by the applicant may constitute grounds for the disapproval of the site plan.

PART C – CONSTRUCTION PLAN SUBMITTAL INFORMATION

Construction plans shall be prepared for all required improvements whether private or public improvements. Map sheets shall be no larger than 22" x 34". The following shall be shown:

- _____ A. Plans – Plans of all areas to be disturbed for construction of streets, drainage ways, and structures, sewer, water and electric lines, erosion and sediment control structures, and other areas to be disturbed for the construction of improvements shall be made showing existing topography shown in dashed lines and proposed contours shown in solid lines at a contour interval no greater than two (2) feet plus spot elevations, soil types and boundaries shown in dotted lines, existing tree lines and proposed trees and all other plantings, edge of all paved areas, location and size of all structures, piping and other materials, center line stationing of all proposed roads at fifty (50) foot intervals, and the location of all lot lines with the lot numbers. Plans shall be drawn at a scale of not more than one (1) inch equals fifty (50) feet.
- _____ B. Profiles – Profiles of all proposed roadways, showing existing and proposed elevations along the center lines of all proposed roads, and all structures, piping, and other materials. Profiles shall be drawn at a scale of one (1) inch equals fifty (50) feet horizontal scale and one (1) inch equals five (5) feet vertical scale.
- _____ C. Cross-Sections – Cross-sections of all proposed roadways at one (100) foot stations and at all catch basins or culverts showing the roadway and all areas to be disturbed for the construction of all proposed roadways, existing grades, proposed sub-grades, proposed final grades, and all utilities and other structures. Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet, both the horizontal and vertical scales shall be the same.
- _____ D. Details – Construction details of all roadways, curbing, sidewalks, drainage structures, sediment and erosion control structures and any other required improvements shall be shown at a convenient scale.
- _____ E. Erosion and Sediment Control – Plans and other information indicating how increased runoff, sedimentation, and erosion shall be controlled during and after construction or required improvements.
- _____ F. Impact from Site – Potential impact to abutting lots including but not limited to drainage, access, traffic, noise shall be described in plan Notes and offer mitigation options as appropriate for Board consideration.

