



TOWN OF PEMBROKE

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

Tel: 603-485-4747

MINOR 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 – REQUIRED INFORMATION

- _____ A. The proposed use of land and buildings within the limits of the site plan;
- _____ B. The location of the building(s) and proposed expansion(s);
- _____ C. Location and plan of driveway entrances and exits;
- _____ D. Total square foot area of the existing building(s) and the proposed expansion(s);
- _____ E. Outdoor lighting of the area;
- _____ F. Landscaping features of the area, including buffers and screening;

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- _____ G. The location of property with respect to surrounding property and streets, and the names of adjoining streets;
- _____ H. The name, address and signature of the owner of the land to be developed. The name, address and seal of the land surveyor, engineer, architect, or other individual who may have assisted in the production of the plan;
- _____ I. If the presenter of the application is not the owner of record, provide a notarized letter from the owner of record stating that the presenter has the authority and permission of the owner of record to act on their behalf;
- _____ J. The date of the map, true north arrow and title of the development; and
- _____ K. 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

- _____ L. Any other information as required by the Planning Board.
- _____ M. 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.

NOTES:

- (1) The information required herein is to be construed as the minimum required for a minor 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 in Part A or inadequate information supplied by the applicant may constitute grounds for the application being considered incomplete and therefore not processed. Only the Planning Board has the authority to determine whether an application is complete.

