

SITE PLAN REVIEW CHECKLIST #2

Tax Map #:		Project Name:	
	DESCRIPTION	✓	NOTES
4.2	FORMAL APPLICATION		
4.2.2	Exhibits Required at Time of Submission		
4.2.2.A	Completed Application for Site Plan Review.		
4.2.2.B	Names and addresses of the Applicant, all owners and Abutters, holders of conservation, preservation, or agricultural preservation restrictions, and all persons whose professional seal appears on any document submitted to the Board.		
4.2.2.C	Four (4) complete sets of the site plan		
4.2.2.C.1	Sheet size of 22" x 34" preferred, but a maximum of 24" x 36" allowed.		
4.2.2.C.2	Scale appropriate to size of project and consistent throughout.		
4.2.2.C.3	Signature block.		
4.3	Data Required		
4.3.1	Identifying Information		
4.3.1.A	Location of site, current names and addresses of developer, owners of record, and abutting land owners, zoning district, tax map and deed references.		
4.3.1.B	Name and address of person or firm preparing the plan, the scale of the plan, North arrow, date, and name and address of person or firm preparing other data and information if different from the preparer of the plan.		
4.3.2	Existing Conditions Data		
4.3.2.A	The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions and the lot area.		
4.3.2.B	Plan of the site showing existing natural features including watercourses and water bodies, trees and other significant vegetation, topographic features, and any other features which should be considered in the site design process.		
4.3.2.C	The existing grades, drainage systems, structures and topographic contours at intervals not exceeding two (2) feet with spot elevations where grade is less than three percent (3%).		
4.3.2.D	The shape, size, height and location of existing structures located on the site and within 200 feet of the site.		
4.3.2.E	All Easements and Rights of Way.		
4.3.2.F	Man-made features such as, but not limited to, existing roads, stone walls, landscaping features, and structures indicating which of such features are to be retained and which are to be removed or altered.		
4.3.2.G	Abutting properties with approximate location of structures thereon including access roads.		
4.3.2.H	The size and location of all existing utilities, including but not limited to, wells, sewage disposal systems and utility poles, located on the site and within 100 feet of the site and the location and size of existing utilities to which connection is planned.		

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4.3.2.I	A vicinity sketch (no smaller than one (1) inch equals 1000 ft.) showing the location of the site in relation to the surrounding public street system and the zoning districts and boundaries for the site and within 1,000 feet of the site. One hundred year flood elevation contour shall be included within floodplains.		
4.3.2.J	Soils map showing all soil types and delineating wetlands as defined by Tuftonboro Zoning Ordinance, Section XI.		
4.3.3	Proposed Plans		
4.3.3.A	Proposed grades, topographic contours at intervals not exceeding two (2) feet with spot elevations where the grade is less than three percent (3%).		
4.3.3.B	Plan view of the shape, size, height and location of the proposed structures, including expansion or other alterations of existing buildings.		
4.3.3.C	The location, size, direction of travel, if appropriate, curbing, paving and the radii of all streets, driveways, accessways, and sidewalks within the site and its relationship to the off-site street system.		
4.3.3.D	The size, location and layout of all on-site parking and loading facilities.		
4.3.3.E	The size and location of all public and private utilities including water lines, sewage facilities, gas lines, power lines, telephone lines, fire alarm connections, and other utilities.		
4.3.3.F	A storm drainage plan, performed by a Professional Engineer, registered in the State of New Hampshire, including a plan for the retention and slow release of storm water where necessary, together with supporting calculations.		
4.3.3.G	The location, type, and size of all proposed landscaping and screening as well as a plan for the retention of existing significant natural features (open spaces, green areas, etc.) on the site.		
4.3.3.H	The location, size, and design of proposed signs and other advertising or instructional devices.		
4.3.3.I	The location, type, and design of outdoor lighting.		
4.3.3.J	Surveyed property lines showing their bearings and distances and showing monument locations.		
4.3.3.K	Construction details, including but not limited to pavement, walks, steps, curbing, drainage structures, and erosion and sedimentation control techniques.		
4.3.3.L	Any other exhibits or data that the Planning Board may require in order to evaluate adequately the proposed development including, but not limited to: 1 Calculations relating to storm water runoff. 2 Information on the composition and quantity of wastewater generated. 3 Information on air, water, or land pollutants discharged. 4 Estimates of noise generation.		

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4.3.3.M	Traffic Impact Analysis - Planning Board may require the developer to provide a traffic impact analysis which shall address the following: 1. Traffic circulation and access 2. Pedestrian safety and access 3. Off-street parking and loading 4. Emergency vehicle access		
4.3.4	Other Permits		
	Driveway Permit; State or Town of Tuftonboro		
	NH DES Wetlands Bureau		
	Fire Department		
	NH DES Site Specific Permit		
	Other State Permits		
5.1	Access Design		
5.1.A	The Planning Board must give its approval of the design for a proposed access/egress point onto the public way.		
5.1.B	The Planning Board may require improvement of existing access/egress point(s).		
5.1.D	Off-site improvements may be required.		
5.1.E	Traffic circulation, pedestrian and bicycle access, parking and loading facilities, emergency and fire access shall be designed and located to ensure safety on the site.		
5.1.F	Parking areas and drives shall be paved if public use is intended; however, the Planning Board may waive or modify paving to reduce runoff.		
5.1.G	Access to public streets will meet the requirements of the State and/or the Town.		
5.2	Landscaping & Screening		
5.2.A	Landscaping and screening proposed.		
5.2.B	Buffer strips of at least twenty-five (25) feet minimum width, or more if required by the Zoning Ordinance, must be provided where a proposed nonresidential development abuts residential properties.		
5.2.C	A landscaping plan must be submitted and approved.		
5.3	Storm Drainage		
5.3.A	An adequate surface storm water drainage system must be provided.		
5.3.B	Storm sewers and drainage facilities must be based upon a design flow with a minimum return interval of a 10 year / 24 hour storm.		
5.4	Flood Control Provision shall be made to assure that the proposal is consistent with the need to minimize flood damage.		
5.5	Snow Storage Provision shall be made to store snow accumulation during the winter months and shown on the site plan.		
5.6	Solid Waste Disposal Screening The manner of waste disposal must be specified on the site plan and include areas for safe disposal.		

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5.7	Sidewalks Sidewalks may be required for pedestrian traffic.		
5.8	Illumination		
5.8.2	Outdoor Lighting Design Factors		
5.8.2.A	Any Luminaire more than 1800 Lumens and all flood or spot lights rated at a total of more than 900 Lumens shall not emit any direct light above a horizontal plane.		
5.8.2.B	Any Luminaire rated at a total of more than 1800 Lumens and all flood or spot lights rated at a total of more than 900 Lumens shall be mounted at a height equal to or less than the value $3 + (D/3)$ where D is the distance in feet to the nearest property boundary. Maximum height not to exceed 20 feet.		
5.8.2.C	Any Luminaire rated at 1800 Lumens or less and all flood or spot lights rated at 900 Lumens or less may not be directed toward residential buildings on adjacent or nearby land or create glare at pedestrians or persons operating motor vehicles on public ways.		
5.8.2.D	All hazard warning luminaires required by State or Federal regulatory agencies are exempt from these requirements.		
5.8.2.E	New outdoor lighting installations and expansions to outdoor lighting installations (including expansion of luminance) shall be designed to avoid harsh contrasts in color and/or lighting levels.		
5.8.2.F	Electrical service to outdoor lighting fixtures shall be underground.		
5.8.2.G	Outdoor lighting shall be kept to the minimum required for sign illumination and safety and security of the property.		
5.8.2.H	All light sources shall be shielded so that they will not create a nuisance or hazard.		
5.8.2.I	Moving, fluttering, blinking, or flashing lights or signs shall not be permitted. Signs may be illuminated only by continuous white light.		
5.9	Parking Areas & Access Drives		
5.9.A	Loam and/or yielding material must be removed to a depth of no less than fourteen (14) inches below finished grade.		
5.9.B	A bank run gravel sub-base of six (6) inches followed by a six (6) inch base of crushed gravel, compacted and rolled true to grade lines.		
5.9.C	The minimum grade for parking areas shall be one percent (1%); the maximum grade shall be five percent (5%).		
5.9.D	Finish Course:		
5.9.D.1	A one (1) inch binder course and a one (1) inch wearing surface of bituminous concrete pavement must be installed OR		
5.9.D.2	If appropriate, permeable pavement may be used which would promote groundwater replenishment and minimize dust, erosion, and runoff conditions.		
5.10	Water & Sewer Service In areas of the Town where municipal water and sewer is not provided, water supply and sewage disposal systems must be sized to meet the needs of the proposed use.		

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5.11	Fire Protection Buildings to be used as Dwelling Units or by the public must contain an adequate fire alarm/warning system reviewed and approved by the Fire Chief.		
5.12	Erosion & Sediment Plans A plan must be provided to the Planning Board showing methods to control erosion and sedimentation:		
5.12.A	Provision must be made to accommodate the increased runoff caused by changed soil and surface conditions during and after development.		
5.12.B	The control plan must show measures both during and after construction.		
5.12.C	The Site Plan must identify, locate and show elevation, grades and/or contours at intervals of not more than two (2) feet for the existing and proposed drainage ways, drainage easements, drainage structures and water bodies.		
5.12.D	Stripping of vegetation, re-grading or other development shall be done in such a way that will minimize soil erosion.		
5.12.E	A timing schedule shall be submitted.		
5.13	Street Construction		
5.13.1	Design The Applicant shall submit data explaining the design of the proposed streets. (See A – H)		
5.13.2	Curbing The Planning Board may require the installation of curbing on Streets.		
5.13.3	Sidewalks The Planning Board may require the Applicant to install a sidewalk.		
5.13.4	Drainage Improvements The Planning Board may require the Applicant to provide engineering studies to determine the effect of the project on adjacent properties and/or the existing downstream drainage facility(ies) outside the project boundaries.		
5.14	Off Street Parking All new structures and developments as well as additions to or changes in use of existing structures shall be provided with off-street parking spaces in accordance with the Tuftonboro Zoning Ordinance.		
8.5	Off-Site Capital Improvements The Planning Board, as a condition of site plan approval, may require the developer to pay proportionally for necessary off-site capital improvements to roads and/or utilities required by the Development.		
9.1	Site Review Agreement As a condition of the Planning Board's approval, the Applicant must execute a legal agreement which specifies the terms and conditions, and the understandings between the parties with respect to these Regulations.		
9.2	Performance Guarantees		
9.2.1	Financial Guaranty (See Subdivision Regulations Section 3.4)		
9.2.2	Maintenance Bond		

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