

**TOWN OF NORTHFIELD
MAJOR SITE PLAN REVIEW CHECKLIST**

Applicant Name: _____

Date of Application: _____

Submittal Requirements: Please check N/A if an item is truly Not Applicable. Otherwise, a waiver request will be required, in writing, for any items not submitted as part of the application. The waiver request must be made at the time the application is made at the Town Offices. This checklist provides guidance regarding minimum requirements for **Major** Site Plan Review. Other information and documentation may be required within the Town of Northfield Site Plan Review Regulations and at the discretion of the Planning Board.

General

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. On a completed Site Plan Application form completed and endorsed by the property owner(s) and his/her agent.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Include an attached statement authorizing the agent, if any, to act on behalf of the property owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Include a fee in accordance with the fee schedule in Section 12 of the Regulations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Include six (6) black or blue-line copies of a site plan as described in Section 6 of the Regulations and six (6) copies of each other required plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Include ten (10) sets of reduced pans not larger than eleven by seventeen (11 x 17) inches.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Include the names and addresses of all abutters.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Include all required State and Federal permits or evidence that the permit has been applied for.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Include a statement describing the development including the use or uses to conducted on the lot, or change of an existing use, or augmentation of an existing use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Include an impact statement in narrative form addressing the proposed projects purpose, scope of operation, and impact on the immediate area and the town (see Section 5.3 of the Regulations).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Include written notification of a building permit denial outlining the reasons for such a denial. This notification is available on a form completed by the Selectmen, or their Authorized Agent (Building Inspector).

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Include a written request for required waivers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. If the development is to be in stages or phases, include a description of the projects in terms of such stages or phases.

Site Plan Requirements

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A completed Site Plan prepared by a licensed land surveyor or certified engineer registered in the State of New Hampshire.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. A completed Site Plan must be drawn to scale of not less than one (1) inch equals fifty (50) feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Plan size (margin to margin) shall be a minimum size of 8 ½ x 11 inches, and a maximum size of 22 x 34 inches. Appropriate lines shall be used for plans exceeding the maximum limit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Include a Title Block which includes: <ul style="list-style-type: none"> a) Title of plan; b) Owner's name and address, and that of any agent; c) Date the plan was prepared and dates of subsequent revisions; d) Scale of the plan; e) Name, address, and seal (if applicable) of the preparer of the plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A North Arrow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. A Bar Scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. An approval block containing the statement "Approved by the Northfield Planning Board," and two lines for the signatures of the Planning Board Chairman and the Secretary, and a blank date line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. A 2 x 1 ½ inch (approximate) space adjacent to the approval block containing the following statement: <p style="text-align: center;">PURSUANT TO THE SITE PLAN REVIEW REGULATIONS OF THE NORTHFIELD PLANNING BOARD, THE SITE PLAN APPROVAL GRANTED HEREON EXPIRES ONE YEAR FROM THE DATE OF APPROVAL.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Boundary lines of the entire parcel showing bearings, distances and monument locations, and be stamped by a licensed land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Distances of all existing buildings and structures from boundary lines and all existing/proposed buildings or structures.

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Distances of all proposed buildings and structures from boundary lines and all existing/proposed buildings or structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Names of all abutting property owners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Location and layout of existing and proposed buildings, structures, and signs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Existing and proposed contours at two (2) foot intervals for the area of work and five (5) foot intervals for the remaining area. Where a change in grade is proposed, existing contours shall be dotted lines and finished elevations solid lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Area of entire parcel in acres and square feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Zoning and Special District boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Deed reference and tax map number.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Location, width, curbing, and paving of access ways, egress ways, and streets within the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Location and layout of all the on-site parking and loading facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Location and size of all municipal and non-municipal utilities appurtenances including: water, sewer, electric, telephone, gas lines and fire alarm connections, indicating whether overhead or underground. The Plan is also to include profiles of water, sewer, and drainage. If not serviced by municipal utilities, the Plan shall show the location of wells and septic system designs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Type and location of solid waste disposal facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Location, elevation and layout of catch basins and other surface drainage features.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Location of all physical/natural features including water bodies, watercourses, wetlands, vegetation/foliage lines, soil types, railroads, rock outcroppings and stonewalls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Dimensions and area of all property to be dedicated for public use or common ownership.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Location of Flood Hazard boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Date and permit numbers of all required state and federal permits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Location of all buildings, wells, and leach fields within one hundred and fifty (15) feet of the parcel.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Dimensions, area and minimum setback requirements of all existing and proposed lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Proposed landscaping plan including size and type of plant material.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Pedestrian walks providing circulation through the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Location and size of proposed signs, walls and fences.

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Location and type of lighting for outdoor activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Location, width, description, and purpose of easements or rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. If the proposal contains off-site improvements, then the areas of off-site improvements shall be a part of the site plan and all pertinent requirements of the Regulations shall apply.

Location Plan Requirements

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Include a location plan at a minimum scale of one (1) inch equals one thousand (1,000) feet, showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Property lines of the parcel being developed in relation to the surrounding area within a radius of two thousand (2,000) feet with tax map numbers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Names and locations of existing town streets including the nearest intersection of said streets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Names and locations of streets within the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Names and locations of watercourses and water bodies on and adjacent to the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Nearby community facilities such as any schools, churches, parks, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Condominium subdivisions shall be written at the same scale as the Northfield Tax Map.

To the best of my knowledge, the information above and that accompanies this request is true and correct. I understand that any approval based on incorrect information and data may be reviewed and withdrawn.

Date: _____

Signed: _____