

Town of Exeter

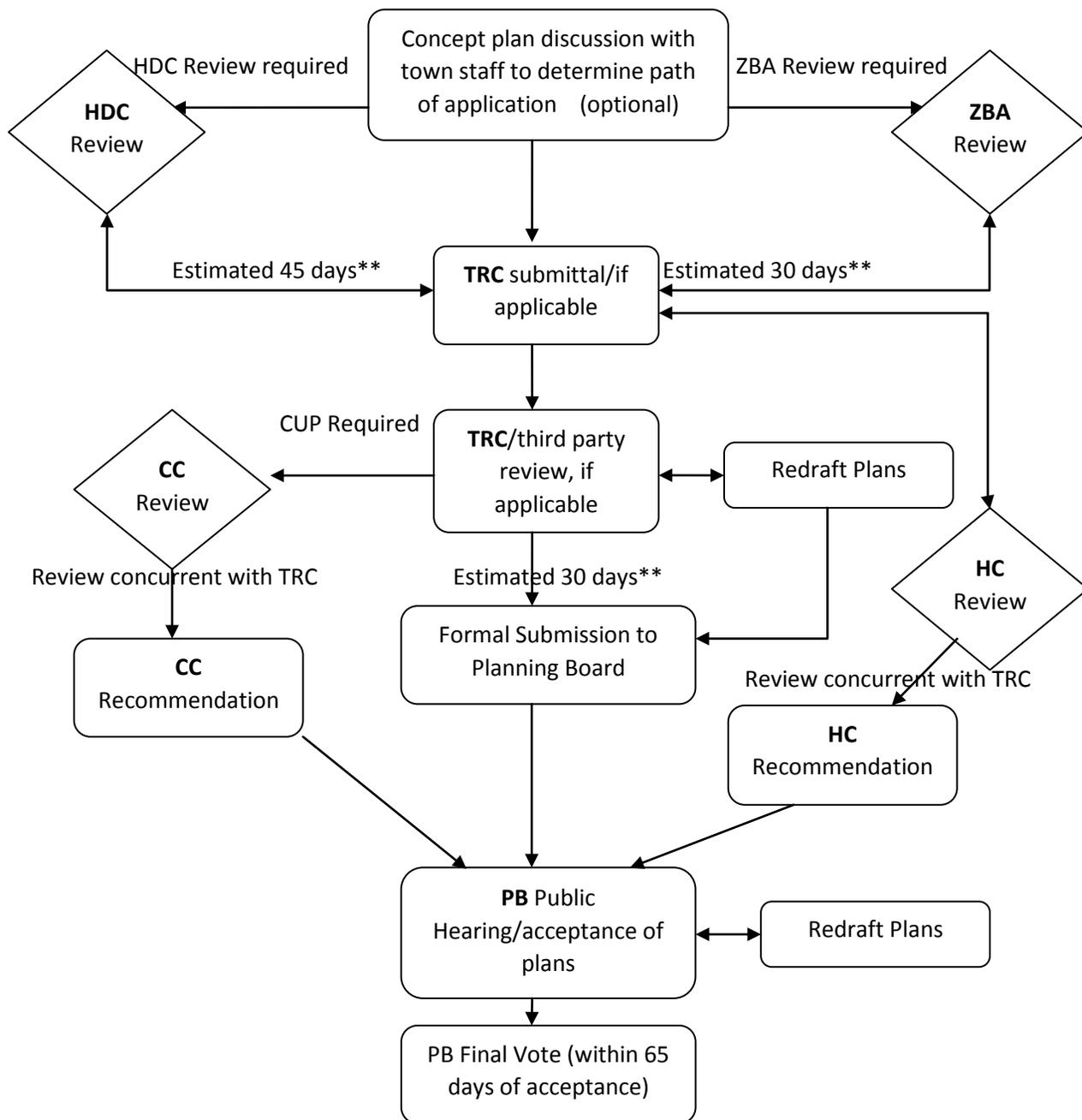


Planning Board Application for

- **Minor Site Plan Review**
 - **Minor Subdivision**
- **Lot Line Adjustment**

April 2015

Exeter Planning Review Process Flow Chart*



ZBA – Zoning board of Adjustment **PB** – Planning Board **HDC** – Historic District Commission
HC – Heritage Commission **CC** – Conservation Commission **TRC** – Technical Review Committee
CUP – Conditional Use Permit

*This chart shows the local process only. State permits (Wetlands, Shoreland, etc. are not shown)

**All time estimates are approximate and can vary considerably. However, it is generally expected to take between 90 and 180 days to complete local review in the event review from all boards is required.



Town of Exeter Application for Minor Subdivision, Minor Site Plan, and/or Lot Line Adjustment

Date: April, 2015

Memo To: Applicants for Minor Subdivision, Minor Site Plan, and/or Lot Line Adjustment

From: Planning Department

Re: Guidelines for Processing Applications

The goal of the Planning Board is to process applications as quickly and efficiently as possible. To this end, we have designed an application procedure which is simple and easy to follow (see attached). If some of the information being requested seems irrelevant, please check with the Planning Department office, it may be that your particular proposal does not warrant such information.

It is strongly recommended that prior to submitting an application you discuss your proposal informally with the Town Planner. The Town Planner will review your proposal for conformance with the applicable Town regulations and advise you as to the procedures for obtaining Planning Board approval. Please contact the Planning Department office at (603)778-0591, X112 to schedule an appointment.

The key to receiving a prompt decision from the Planning Board is to adhere closely to the Board's procedures. A chart outlining the "Planning Board Review Process" is attached for your information. Please be aware that a technical review of your proposal by the Technical Review Committee (TRC) will likely precede Planning Board determination. Staff will gladly review the Application process with you so that you understand the various milestones in the process. A checklist is attached to this application to assist you in preparing your plans.

Copies of the applicable "Site Review and Subdivision Regulations" are available on-line on the Town's web site (www.exeternh.gov) or maybe purchased at the Planning Department office on the second floor to the Town Office Building located at 10 Front Street. It is strongly recommended that you become familiar with these regulations, as they are the basis for review and approval.

<p>MINOR SUBDIVISION, MINOR SITE PLAN, AND/OR LOT LINE ADJUSTMENT APPLICATION CHECKLIST</p>

A completed application shall contain the following items, although please note that some items may not apply such as waivers or conditional use permit:

1. Application for Hearing ()
2. Abutter's List Keyed to the Tax Map ()
3. Name, phone number, and business address of all professionals responsible for the submission (engineer, landscape architect, wetland scientist, etc.) ()
4. Checklist for plan requirements ()
5. Letter of Explanation ()
6. Fifteen (15) 11x 17" copies of the plan set ()
7. Seven (7) copies of of 24x36" plan set ()
8. Three (3) pre-printed 1x 2 5/8" labels for each abutter, the applicant and all consultants. ()
9. Application Fees ()
10. Written request and justification for waiver(s) from Site Plan/Sub Regulations ()
11. Conditional Use Permit (CUP) ()
12. Application to Connect and/or Discharge to Town of Exeter Sewer, Water, or Storm Water Drainage System(s) ()
13. Stormwater Analysis ()
14. Wetlands function and values analysis ()

NOTES: All required submittals must be presented to the Planning Department Office for distribution to other Town departments. Any material submitted directly to other departments will not be considered.

TOWN OF EXETER
MINOR SUBDIVISION, MINOR
SITE PLAN, AND/OR LOT LINE
ADJUSTMENT APPLICATION

OFFICE USE ONLY

THIS IS AN APPLICATION FOR:

- MINOR SITE PLAN
 MINOR (3lots or less)
SUBDIVISION LOTS

 LOT LINE ADJUSTMENT

_____ APPLICATION
_____ DATE RECEIVED
_____ APPLICATION FEE
_____ PLAN REVIEW FEE
_____ ABUTTER FEE
_____ LEGAL NOTICE FEE
_____ INSPECTION FEE
_____ TOTAL FEES
_____ AMOUNT REFUNDED

1. NAME OF LEGAL OWNER OF RECORD: _____

ADDRESS: _____

_____ TELEPHONE: () _____

2. NAME OF APPLICANT: _____

ADDRESS: _____

_____ TELEPHONE: () _____

3. RELATIONSHIP OF APPLICANT TO PROPERTY IF OTHER THAN OWNER: _____

(Written permission from Owner is required, please attach.)

4. DESCRIPTION OF PROPERTY:

ADDRESS: _____

TAX MAP: _____ PARCEL #: _____ ZONING DISTRICT: _____

AREA OF ENTIRE TRACT: _____ PORTION BEING DEVELOPED: _____

5. **EXPLANATION OF PROPOSAL:** _____

6. **ARE MUNICIPAL SERVICES AVAILABLE? (YES/NO)** _____
IF YES, WATER AND SEWER SUPERINTENDENT MUST GRANT WRITTEN APPROVAL FOR CONNECTION. IF NO, SEPTIC SYSTEM MUST COMPLY WITH W.S.P.C.C. REQUIREMENTS.

7. **LIST ALL MAPS, PLANS AND OTHER ACCOMPANYING MATERIAL SUBMITTED WITH THIS APPLICATION:**

<u>ITEM:</u>	<u>NUMBER OF COPIES</u>
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____

8. **ANY DEED RESTRICTIONS AND COVENANTS THAT APPLY OR ARE CONTEMPLATED (YES/NO)** _____ **IF YES, ATTACH COPY.**

9. **NAME AND PROFESSION OF PERSON DESIGNING PLAN:**

NAME: _____

ADDRESS: _____

PROFESSION: _____ **TELEPHONE: ()** _____

10. **LIST ALL IMPROVEMENTS AND UTILITIES TO BE INSTALLED:** _____

11. HAVE ANY SPECIAL EXCEPTIONS OR VARIANCES BEEN GRANTED BY THE ZONING BOARD OF ADJUSTMENT TO THIS PROPERTY PREVIOUSLY?

(Please check with the Planning Department Office to verify) (YES/NO) _____ IF YES, LIST BELOW AND NOTE ON PLAN.

NOTICE: I CERTIFY THAT THIS APPLICATION AND THE ACCOMPANYING PLANS AND SUPPORTING INFORMATION HAVE BEEN PREPARED IN CONFORMANCE WITH ALL APPLICABLE TOWN REGULATIONS, INCLUDING BUT NOT LIMITED TO THE "SITE PLAN REVIEW AND SUBDIVISION REGULATION" AND THE ZONING ORDINANCE. FURTHERMORE, IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 13.2 OF THE "SITE PLAN REVIEW AND SUBDIVISION REGULATIONS", I AGREE TO PAY ALL COSTS ASSOCIATED WITH THE REVIEW OF THIS APPLICATION.

DATE _____ APPLICANT'S SIGNATURE _____

ACCORDING TO RSA 676.4.I (c), THE PLANNING BOARD MUST DETERMINE WHETHER THE APPLICATION IS COMPLETE WITHIN 30 DAYS OF SUBMISSION. THE PLANNING BOARD MUST ACT TO EITHER APPROVE, CONDITIONALLY APPROVE, OR DENY AN APPLICATION WITHIN SIXTY FIVE (65) DAYS OF ITS ACCEPTANCE BY THE BOARD AS A COMPLETE APPLICATION. A SEPARATE FORM ALLOWING AN EXTENSION OR WAIVER TO THIS REQUIREMENT MAY BE SUBMITTED BY THE APPLICANT.

ABUTTERS: PLEASE LIST ALL PERSONS WHOSE PROPERTY IS LOCATED IN NEW HAMPSHIRE AND ADJOINS OR IS DIRECTLY ACROSS THE STREET OR STREAM FROM THE LAND UNDER CONSIDERATION BY THE BOARD. THIS LIST SHALL BE COMPILED FROM THE EXETER TAX ASSESSOR'S RECORDS.

TAX MAP _____
NAME _____
ADDRESS _____

Please attach additional sheets if needed

CHECKLIST FOR LOT LINE ADJUSTMENT, MINOR SITE PLAN, or MINOR SUBDIVISION PLAN PREPARATION

The checklist on the following page has been prepared to assist you in the preparation of your subdivision plan. The checklist items listed correspond to the subdivision plan requirements set forth in Section 7 of the "Site Plan Review and Subdivision Regulations". Unless otherwise indicated, all section references within this checklist refer to these regulations. Each of the items listed on this checklist must be addressed prior to the technical review of subdivision plans by the Technical Review Committee (TRC). See Section 6.5 of the "Site Plan Review and Subdivision Regulations". This checklist **DOES NOT** include all of the detailed information required for subdivision and lot line adjustment plans and therefore should not be the sole basis for the preparation of these plans. For a complete listing of subdivision plan requirements, please refer to Section 7 of the "Site Plan Review and Subdivision Regulations". In addition to these required plan items, the Planning Board will review subdivision plans based upon the standards set forth in Sections 8 and 9 of the "Site Plan Review and Subdivision Regulations". As the applicant, it is **YOUR RESPONSIBILITY** to familiarize yourself with these standards and to prepare your plans in conformance with them.

Please complete this checklist by marking each item listed in the column labeled "Applicant" with one of the following: "X" (information provided); "NA" (note applicable); "W" (waiver requested). For all checklist items marked "NA", a final determination regarding applicability will be made by the TRC. For all items marked "W", please refer to Section 11 of the "Site Plan Review and Subdivision Regulations" for the proper waiver request procedure. All waiver requests will be acted upon by the Planning Board at a public hearing. Please contact the Planning Department office, if you have any questions concerning the proper completion of this checklist.

All of the required information for the plans listed in the checklist must be provided on separate sheets, unless otherwise approved by the TRC.

NOTE: AN INCOMPLETE CHECKLIST WILL BE GROUNDS FOR REJECTION OF YOUR APPLICATION.

CHECK LIST FOR MINOR SITE PLAN REVIEW, MINOR SUBDIVISION AND LOT LINE ADJUSTMENT

APPLICANT	TRC	REQUIRED EXHIBITS, SEE REGULATION 6.10.1.4
<input type="checkbox"/>	<input type="checkbox"/>	a) The name and address of the property owner, authorized agent, the person or firm preparing the plan, and the person or firm preparing any other data to be included in the plan.
<input type="checkbox"/>	<input type="checkbox"/>	b) Title of the site plan, subdivision or lot line adjustment, including Planning Board Case Number.
<input type="checkbox"/>	<input type="checkbox"/>	c) Scale, north arrow, and date prepared.
<input type="checkbox"/>	<input type="checkbox"/>	d) Location of the land/site under consideration together with the names and address of all owners of record of abutting properties and their existing use.
<input type="checkbox"/>	<input type="checkbox"/>	e) Tax map reference for the land/site under consideration, together with those of abutting properties.
<input type="checkbox"/>	<input type="checkbox"/>	f) Zoning (including overlay) district references.
<input type="checkbox"/>	<input type="checkbox"/>	g) A vicinity sketch showing the location of the land/site in relation to the surrounding public street system and other pertinent location features within a distance of 1,000-feet.
<input type="checkbox"/>	<input type="checkbox"/>	h) For minor site plan review only, a description of the existing site and proposed changes thereto, including, but not limited to, buildings and accessory structures, parking and loading areas, signage, lighting, landscaping, and the amount of land to be disturbed.
<input type="checkbox"/>	<input type="checkbox"/>	i) If deemed necessary by the Town Planner, natural features including watercourses and water bodies, tree lines, and other significant vegetative cover, topographic features and any other environmental features which are significant to the site plan review or subdivision design process.
<input type="checkbox"/>	<input type="checkbox"/>	j) If deemed necessary by the Town Planner, existing contours at intervals not to exceed 2-feet with spot elevations provided when the grade is less than 5%. All datum provided shall reference the latest applicable US Coast and Geodetic Survey datum and should be noted on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	k) If deemed necessary by the Town Planner for proposed lots not served by municipal water and sewer utilities, a High Intensity Soil Survey (HISS) of the entire site, or portion thereof. Such soil surveys shall be prepared and stamped by a certified soil scientist in accordance with the standards established by the Rockingham County Conservation District. Any cover letters or explanatory data provided by the certified soil scientist shall also be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	l) State and federal jurisdictional wetlands, including delineation of required setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	m) A note as follows: "The landowner is responsible for complying with all applicable local, State, and Federal wetlands regulations, including any permitting and setback requirements required under these regulations."

