

**TOWN OF ASHLAND
ASHLAND PLANNING BOARD
SITE PLAN REVIEW CHECKLIST and WAIVERS**

Applicant Name _____ TML # _____
Application # _____ Application Date _____

The following items are required for the Planning Board to initiate formal review of a Site Plan Review Application and to open a public hearing on the merits of the application.

WAIVERS: A waiver of any item below **may be granted** if the Planning Board finds, by majority vote, that strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the Board’s rules or that specific circumstances relative to the application indicate that the waiver will properly carry out the spirit and intent of the Board’s rules. The basis for any waiver granted by the Board shall be recorded in the minutes of the Board. *[NH RSA 674:44, III(e)]*

The applicant must put a request for any waiver in writing and attach it to the application at the time of submission.

SUBMITTED By Applicant			WAIVED By Planning Board	
YES	NO		YES	NO
SITE PLAN APPLICATION PACKET (Article 4.1)				
		Application form filled in completely		
		Detailed project description		
		Nine (9) copies of proposed site plan (one 22x34 and eight 11x17)		
		One (1) digital (pdf) copy of the proposed site plan		
		Abutters’ names and other professionals’ names submitted		
		All fees paid		
		Submission no later than 21 days prior to the meeting		
SITE PLAN DRAWING SPECIFICATIONS (Article 5.1)				
		Site plan drawn accurately and to scale by a New Hampshire licensed surveyor		
		Title, date and zoning district		
		Approval block for use of the Planning Board		
		Names of owner, developer, and designer; license stamps		
		Scale; 1” to 20’ preferred. North arrow, location map		
		Boundaries and boundary markers, abutters’ names, all easements, water bodies and water courses		
		Building outlines showing location of steps, entries and loading platforms		
		Location of parking and loading spaces, and solid waste disposal facilities		
		Location and width of walks, streets, and other ways within and around the site		

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YES	NO		YES	NO
		Location of septic systems, wells, catch basins, other surface drainage facilities		
		Location and size of fences, retaining walls, signs, and outdoor lighting		
		Proposed grading and filling		
		Proposed landscaping, including location, height, and type of vegetation; existing vegetation to be retained		
		Contour lines, if required by the Planning Board		
		Surveyed boundaries, if required by the Planning Board		
STANDARDS (Article 2)				
		2.1 Shall conform to the provisions of Articles 2 and 4 of the Zoning Ordinance		
		2.2 Shall conform, as much as possible, to the natural topography of the site		
		2.3 Outdoor lighting shall be shielded and/or directed downward so as not to shine onto abutting properties or onto public highways or streets, and it shall be restricted to that which is necessary for advertising and security of the development		
		2.4 Sidewalks shall be provided for pedestrian traffic between the main entrances of business, housing or industrial establishments and parking areas and streets. Sidewalks shall be physically separate from driveways or parking areas.		
		2.5 Driveways and parking areas shall be designed to allow for efficient plowing and/or storage of snow.		
		2.6 Access to public streets shall conform to the requirements of the NH Department of Transportation or to the Ashland Driveway Regulations.		
		2.7 Pollution control: Provisions shall be provided to prevent ground- and surface-water contamination due to on-site storage or use of petroleum products and hazardous substances in compliance with NH RSA 146-C, 147-A, 153, and 430 and Article 9B Groundwater Protection of the Ashland Zoning Ordinance.		
		2.8 Landscaped buffer strips shall be provided to assure that the development of the project conforms at its boundaries with the character of the adjoining land and its uses. These buffer areas shall be of sufficient width to provide privacy and noise protection, but in no case shall the width of such areas be less than the setbacks required by the Zoning Ordinance.		
		2.8a Buffer strips between residential and non-residential uses shall contain vegetation and/or a solid fence that will screen non-residential uses from residential areas during winter months.		
		2.9 Landscape treatment shall consist of natural, undisturbed vegetation or features, ground cover, shrubs, or trees as appropriate. Where green areas are required by the Planning Board, wood chips or crushed stone may be prohibited.		

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		2.10 Visual screens of solid fencing or hedges shall hide storage and litter or garbage collection areas from adjoining parking areas, neighboring properties, and public highways.		
		2.11 Grading and filling operations shall be conducted to minimize the alteration of surface and subsurface drainage to, toward, and across abutting properties.		
		2.12 Provisions shall be made to prevent erosion and sedimentation caused by changed topography and soils and surface conditions during and after construction.		
		2.12a During construction, sediment in the run-off water shall be trapped by the use of sediment basins or other acceptable method until the disturbed area is stabilized. Diversion, sediment retention basins, and other such devices shall be constructed prior to any on-site grading or disturbance of existing surface materials.		
FLOODPLAIN (Article 5.4)				
		National Flood Insurance Requirements for Subdivision and Site Plans that involve land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP)		
		5.4a All necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.		
		5.4b All proposals for development greater than 50 lots or 5 acres, whichever is the lesser, are required to include Base Flood Elevation (BFE) data within such proposals (i.e., floodplain boundary and 100-year flood elevation).		
		5.4c Submit sufficient evidence (construction drawings, grading and land treatment plans) to allow a determination that:		
		(i) all such proposals are consistent with the need to minimize flood damage		
		(ii) all public utilities and facilities, such as sewer, gas, electrical and water systems, are located and constructed to minimize flood damage		
		(iii) adequate drainage is provided so as to reduce exposure to flood hazards		
ADDITIONAL MATERIALS OR INFORMATION				
		For on-lot sewage systems: Department of Environmental Services (DES) approval for construction		
		Driveway permit from State or Town Highway Department		
		Letters from town and state officials, e.g., Fire Chief, Public Works, Police, Town Utilities, Building Inspector, Food Inspector		
		Dredge and fill and/or site-specific permit if required (DES)		

SUBMITTED By Applicant			WAIVED By Planning Board	
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PERFORMANCE BOND (Article 6.6)				
		The Planning Board may require an applicant to post a performance bond (or to provide any other security acceptable to it) to guarantee the construction of improvements shown on the site plan.		
SITE INSPECTIONS (Article 6.7)				
		The Planning Board, its members, or its designated agents, may conduct site inspections while considering the proposed site plan. After the improvements have been completed the Planning Board or its designated agent shall inspect the site to ascertain compliance with the site plan. The applicant shall pay the costs of any expert inspections and/or tests required as part of this review.		