



TOWN OF
PETERBOROUGH
PLANNING BOARD

DO NOT WRITE IN THIS SPACE

File Number: _____

Date App. Rec'd _____

Amount Rec'd _____

Clerk: _____

Minor Site Plan Review Application

Office of Community Development

1 Grove Street

Peterborough, NH 03458

Office: (603) 924-8000 ext. 104

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Minor Site Plan Review Procedure

NOTE: This application form is to be used only for those applications that are intended to go before the Minor Site Plan Review Committee as per § 233-16. All other Site Plan Applications that are to go before the Planning Board must use the regular Site Plan Review Application Form.

1. Optional, but recommended: The applicant may meet with the Office of Community Development to discuss the proposed plan and/or the application process.
2. Once a formal application has been filed:
 - a. The Office of Community Development will review the plan to determine whether it fits into the Minor Site Plan category. If not, the applicant will be advised as to how to proceed.
 - b. If the plan is determined to be a Minor Site Plan, it will be reviewed for completeness by the Office of Community Development. If there are items missing from the submittal, the applicant will be notified of this in a timely manner.
3. Once the application is determined to be complete, a public hearing date will be set. The notification requirements of state law will determine when a public hearing could be scheduled, but it can not be sooner than ten (10) days. The public hearing will typically be held during normal business hours.
4. The abutters will receive notification of the time, date and place of the meeting at which the public hearing will be held, as well as the purpose of the application. The same notice will appear in the Town's newspaper of official record.
5. At the meeting the Minor Site Plan Review Committee will vote whether to accept the application as complete. If the application is complete, the Committee will immediately move into public hearing on the merits of the proposal.
6. Usually the application will be acted on the same day as the hearing. If for some reason the Committee can not reach a decision on that date, the hearing will be continued to another date. But in any case, the Committee will render a decision within 60 days of acceptance of the application.
7. The checklist beginning on Page 4 of this application contains items that the Minor Site Plan Review Committee considers the minimum submission items for any application. There are some items the Committee understands will not apply to every application. The Committee reserves the right to request additional information in order to make an informed decision on the application.

Minor Site Plan Application

Name of Applicant: _____

Address of Applicant: _____

Phone Number of Applicant: _____

Name of Owner(s) of Property: _____

Address of Owner(s): _____

Address of Proposed Development: _____

Peterborough Parcel Identification Number: _____

Use of Property (Be Specific): _____

Proposed Square Footage of Building: _____

Proposed Changes to Building or Site: _____

**Zoning District
(Check All That Apply)**

Family	_____	West Peterborough	_____
General Residence	_____	Business/Industrial	_____
Rural	_____	Commerce Park	_____
Commercial	_____	Retirement Community	_____
Downtown Commercial	_____	Office	_____
Village Commercial	_____	Monadnock Community Health Care	_____

Site Plan Review Fee

Base Fee:----- - \$150.00

\$25.00 per 1000 square feet of land developed including, but not limited to building, parking, drainage, and landscaping over 5,000 sq. ft. -----\$25.00 x _____ 000 = _____

\$4.00 per Certified Mail Notification ----- \$4.00 x _____ = _____

Total Review Fee = _____

Signature Page

I, as the owner of the property named above, do hereby submit this plan for review as required by the Minor Site Plan Review Regulations of the Town of Peterborough, New Hampshire. I further grant the Planning Board Staff, Office of Community Development Staff, and authorized agents the right to enter the premises or buildings at reasonable times for the purposes of gathering additional information during the review process and inspections of the project during the construction phase.

Name: _____

Signature: _____

Date: _____

Signature Page must be signed, or the application will not be processed.

Minor Site Plan Review Checklist

NOTE: This checklist is for purposes of administrative efficiency. It does not take the place of the overall requirements of the Site Plan Review Regulations. Requests for waivers must be made in writing as part of the application.

PLAN SUBMISSION ITEMS	Submitted		Waiver Requested
	YES	NO	
General Information:			
(1) Names & addresses of owner(s) of record; name & address of applicant, if different from owner; parcel ID number(s).			
(2) Project name, description, and location.			
(3) Names & addresses of abutting land owners and of every holder of conservation, preservation, or agricultural restriction.			
(4) Zoning district for the site and for abutting properties.			
(5) Schedule of zoning requirements, such as lot area, frontage.			
Survey Information:			
(6) Approximate location of driveways and/or roads to abutting properties within 200' of the site.			
(7) Approximate location of buildings on abutting properties if within 200' of the site.			
(8) Location of all applicable setbacks.			
Natural Features/Environmental Conditions:			
(9) Location of rivers, streams, ponds, lakes, or other watercourses or bodies of water.			
(10) Groundwater Protection Zone (note on plan if entire site is within the Zone, or show boundary).			
(11) Location of FEMA-designated floodplain and floodway.			
(12) Location and approximate size of open space (in acres or square feet).			
(13) Location of wooded areas, significant tree stands.			
Site Conditions – Existing and Proposed:			
(14) Location and width of entrances and exits.			
(15) Location and surface material of loading zones and storage areas.			
(16) Location, width of aisles, size and number of parking spaces, and surface material of parking lots.			
(17) Location and height (in stories) of all buildings and any other structures on the site.			
(18) Location and type of existing easements.			
(19) Location of stone walls, architectural or historic features.			

Proposed Development or Improvements:			
(20) Landscaping plan showing the location, type, and size (at time of planting) of proposed new landscaping, and any existing landscaping that will be retained.			
(21) Location, type, and height of exterior lighting, and foot candle data sufficient to determine compliance with §245-33D.			
(22) Location, size and design of signage.			
(23) Snow storage areas and/or plans for removal of snow from the area or site.			
(24) General floor plan of the building or addition, in enough detail to determine compliance with parking regulations (§245-32).			
Other information, as applicable:			
(1) State subdivision approval for septic systems; septic design approval; or certification by septic designer of adequacy of existing system.			
(2) State/Town driveway permit.			
(3) Report from the Fire Chief, Police Chief, and/or Town Conservation Commission.			
(4) Approval for municipal water/sewer connections.			
(5) Any deed restrictions; and all deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Board's counsel.			
(6) Any other local, state and/or federal permits.			