



TOWN OF  
**PETERBOROUGH**  
PLANNING BOARD

DO NOT WRITE IN THIS SPACE

File Number: \_\_\_\_\_

Date App. Rec'd \_\_\_\_\_

Amount Rec'd \_\_\_\_\_

Clerk: \_\_\_\_\_

# Site Plan Review Application

**Office of Community Development**

**1 Grove Street**

**Peterborough, NH 03458**

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## **Site Plan Review Procedure**

1. All applicants are encouraged to consult with OCD prior to submitting an application. Any project involving more than 20,000 square feet of construction or more than 30,000 square feet of site disturbance must have had a preliminary discussion of the project with OCD staff prior to submittal. For very large projects (more than 40,000 square feet of construction) the applicant must also make a preliminary presentation to the Planning Board.
2. Projects of less than 2,000 square feet of building may not require a public hearing before the Planning Board if, in the judgment of the Planning Board, there are no potential significant impacts.
3. All projects must comply with the Town's zoning regulations. Any approvals required from the Zoning Board of Adjustment must be obtained before receiving approval for Site Plan Review.
4. Enclosed you will find a checklist of the plat requirements that need to be submitted as part of a completed application. Please check off the documentation that has been submitted or items that you are requesting waivers for. Waivers may be granted if it is determined that they are consistent with the overall objectives of the Subdivision Regulations. All requests for waivers must be requested in writing at the time an application is submitted.
5. The Planning Board holds public hearings on the second Monday of each month. The filing deadline for these meetings is generally the third Tuesday of the prior month; please see the posted schedule for each month's filing deadline.
6. Town staff review the submitted plans in the week following the submittal. If the review identifies items which have not been submitted, the applicant or preparer will be notified so that the plans can be corrected.
7. When the application (which includes the plan) is considered complete by staff, it will be placed on the agenda within thirty (30) days or for the next available formal public meeting for acceptance of the application. The Office of Community Development will send written notification by certified mail of the time, date, purpose, and place of the meeting, at the applicant's expense, to the applicant, holders of conservation, preservation or agricultural restrictions, abutters and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan. As part of a completed application, the applicant is responsible for submitting a mailing list of all those who are required to be notified.
8. The Planning Board shall first make a determination at a properly noticed public meeting as to whether an application is complete or incomplete. If the application is complete, the Board will approve or disapprove the application within sixty-five (65) days of acceptance of the application. When possible, the Board will take action during the same meeting that an application is determined by the Board to be complete.
9. The applicant shall receive a copy of the minutes from all Planning Board meetings pertaining to the application and the Notice of Decision for the application.

**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

\$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 x \_\_\_\_ = \_\_\_\_\_

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

Review Fee = \_\_\_\_\_

# Signature Page

I, as the owner of the property named above, do hereby submit this plan for review as required by the 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 has to be signed, or the application will not be processed.

# SITE PLAN REVIEW CHECKLIST

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**NOTE:** This checklist is for purposes of administrative efficiency. It does not take the place of the comprehensive requirements of the Site Plan Review Regulations. The items in this checklist are considered to be the minimum required for Planning Board review. The Board reserves the right to request additional information if deemed necessary to make an informed decision.

PLAN SUBMISSION ITEMS	Submitted		Waiver Requested
	YES	NO	
<b>General Information:</b>			
(1) Names & addresses of owner(s) of record; name & address of applicant, if different from owner; parcel ID number(s).			
(2) Signature, license number, and/or seal of the preparer of the plan, and every engineer, architect, land surveyor, and soil scientist whose professional seal appears on the plan.			
(3) Project name, description of project (including existing and proposed uses); the project location, the date the plan was prepared, each revision date with notation of what the revision was; north arrow, scale of the plan.			
(4) Names & addresses of abutting land owners and of every holder of conservation, preservation, or agricultural restriction.			
(5) Zoning district for the site and for abutting properties.			
(6) Schedule of zoning requirements, such as lot area, frontage, setbacks, etc.			
<b>Survey Information:</b>			
(7) Lot lines for parent lot and all new lots: metes & bounds description showing dimensions to the hundredths of a foot, bearings to at least minutes, and curve data.			
(8) Location with metes & bounds description of any new streets, pedestrian right-of-ways, reservations, easements, and areas to be dedicated to public use.			
(9) Approximate location of driveways and/or roads to abutting properties within 200' of the site.			
(10) Approximate location of buildings on abutting properties if within 200' of the site.			
(11) Location of all applicable setbacks.			
<b>Natural Features/Environmental Conditions:</b>			
(12) Location of percolation tests and/or other test pits.			
(13) Location of rivers, streams, ponds, lakes, or other watercourses or bodies of water.			
(14) Location of Conservation Shoreland Zone Boundary.			
(15) Location of wetlands and Wetland District Boundary.			

PLAN SUBMISSION ITEMS:	Submitted		Waiver Requested
	Yes	No	
(16) Groundwater Protection Zone (note on plan if entire site is within the Zone, or show boundary).			
(17) Location of FEMA-designated floodplain and floodway.			
(18) Topography (USGS with 5' contour interval or spot elevations for site plans).			
(19) Soil types and boundaries.			
(20) Location and approximate size of open space (in acres or square feet).			
(21) Location of wooded areas, significant tree stands.			
<b>Site Conditions – Existing and Proposed:</b>			
(22) Location and width of entrances, exits and driveways.			
(23) Location, grades, and width of sidewalks and handicapped entrance facilities.			
(24) Location and surface material of loading zones and storage areas.			
(25) Location, width of aisles, size and number of parking spaces, and surface material of parking lots.			
(26) Location and height (in stories) of all buildings and any other structures on the site.			
(27) Location, size and design of water and sewer utilities, including manholes.			
(28) Location and type of existing easements.			
(29) Location of stone walls, architectural or historic features.			
(30) Grades of all paved areas, direction of flow of runoff.			
(31) Location and type of drainage system elements: catch basins, culverts, outfalls, etc.			
<b>Proposed Development or Improvements:</b>			
(32) Landscaping plan showing the location, type, and size (at time of planting) of proposed new landscaping, and any existing landscaping that will be retained; landscape detail drawings.			
(33) Location, type, and height of exterior lighting, and foot candle data sufficient to determine compliance with §245-33D.			
(34) Location, size and design of signage.			
(35) Snow storage areas and/or plans for removal of snow from the area or site.			
(36) Temporary and permanent erosion and sedimentation control provisions for construction phase.			
(37) Fire flow required to protect the proposed building(s); provisions for fire safety.			

PLAN SUBMISSION ITEMS:	Submitted		Waiver Requested
	Yes	No	
(38) Elevation views of each side of the building, addition, or alteration showing location, shape, size, height, and type of construction of new buildings or additions or alterations to existing buildings, including all mechanical equipment.			
(39) Construction details (including cross sections) of roads, driveways, parking areas, outdoor storage areas, and sidewalks.			
(40) General floor plan of the building or addition, in enough detail to determine compliance with parking regulations (§245-32).			
(41) The phasing schedule if the project will be built in more than one phase.			
<b>Other information, as applicable:</b>			
(1) State subdivision approval for septic systems; septic design approval; or certification by septic designer of adequacy of existing system.			
(2) Site Specific Permit from NH Department of Environmental Services.			
(3) Plan for Stormwater Management and Erosion Control (See Appendix B of the Peterborough Subdivision Regulations).			
(4) EPA Phase II approval.			
(5) State/Town driveway permit.			
(6) Report from the Fire Chief, Police Chief, and/or Town Conservation Commission.			
(7) Approval for municipal water/sewer connections.			
(8) 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.			
(9) Any other local, state and/or federal permits.			
(10) Any additional reports or studies deemed necessary by the Board to make an informed decision, including but not limited to traffic, school, fiscal and environmental impact analyses. The Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance.			