

**Town of Wakefield, New Hampshire Planning Board
Major Site Plan Review Application Checklist**

This Checklist must be completed by the Applicant and submitted with the Site Plan Review Application. Please use this checklist in combination with the Site Plan Review Regulations as a guide to prepare your Application.

Owner or Project Name: _____ Tax Map No. _____ Lot No. _____

Site Plan Review Type: (check one): _____ Major _____ Minor

Site Plan Review Status: _____ New _____ Amendment to a Previously Approved Plan – Reference: _____

Checklist Prepared for Applicant by: _____ Date: _____

Checklist Reviewed for Planning Board by: _____ Date: _____

Please check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken.

SA – Submitted By Applicant

C – Item Complete Planning Board (PB)

NA – Not Applicable

WA – Waiver Action by Planning Board

RW – Requests Waiver (Applicant)

Recommendation:

Additional review prior to Planning Board action by: ___PB___TRC ___Planner___Civil Engineer ___Other

Application Complete ___Yes___No ___Conditional

Section	SITE PLAN REVIEW APPLICATION INFORMATION REQUIREMENTS	Applicant Checklist			PB Checklist	
		SA	NA	RW	C	WA
2.03 B	Submission Requirements-General					
1	Application Form					
2	Deed					
3	Current Deed Restrictions					
4	Proposed Deed Restrictions					
5	Abutters List, Labels and Envelopes					
6	Fees					
7	Site Plan Information:					
a	Project's start date					
b	Project's anticipated completion date					
c	Proposed extension or connection of public infrastructure					
d	Estimated costs for above					
e	Proposed water supply source					
f	Proposed sewage disposal method					
g	Proposed solid waste disposal method					
h	Proposed stormwater management plan					
i	Proposed dedications to the Town					
j	Proposed restrictive covenants or easements					
k	Proposed homeowners' association or other management organization agreements					
l	Type of water supply system					
m	Letter from Sanbornville Water Precinct for precinct water					
n	Type of sewage disposal method					
o	Letter from Town of Wakefield Board of Selectmen for Town sewage disposal system					
p	Off-site septage disposal – State approval of hauler					
q	Construction cost estimate					
r	Proposed performance agreement					
s	Description of waterfront access					
t	Photographs					
8	Completed checklist					

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2.04 B	Addl. Submission Requirements – Major Site Plan Review					
1	NH-DES – Alteration of Terrain					
2	NH-DES – for a central or shared water supply system					
3	NH-DES – for a central or shared subsurface sewage disposal					
4	NH-DES or US Army Corps of Engineers – Dredge and Fill Permit					
5	NH-DOT driveway or access permit					
6	NPDES permit (Natl. Pollutant Discharge Elimination System) for stormwater discharges					
7	EPA Stormwater Pollution Protection Plan					
8	Erosion Control Plan					
9	Phasing Plan					
10	Performance Guarantee Site Restoration/ Construction Cost Estimate					
11	Impact Assessment					
12	Impact Fee					
13	Off-Site Improvements fee					
14	Monument installation certification					
15	Easement Documents					
16	Homeowner Association or other management association documents					
17	Other plans or information as required by Planning Board					
4.00	PLANS AND FORMAT STANDARDS					
4.01	Size					
4.02	Material and Number of Copies					
4.03	Basic Information					
A	Title Block					
B	Scale					
C	North Arrow					
D	Dates					
4.04	Certifications-Boundary Survey Plans					
4.05	Certifications-Engineering Plans					
4.06	Approval Sheets					
A	Signature Block					
B	Note: Title and Date					
C	Location Map					
D	Notes indicating:					
1	Existing/proposed easements of record, covenants and deed restrictions					
2	Zoning district/Overlay district					
3	Area of each lot					
4	Length of road frontage for each lot					
5	List of waivers and substitutions granted					
6	Any regulation not waived					
7	Development restrictions/limitations/performance agreements or requirements					
8	Permits approved by State and other agencies					
9	Conditions of approval					
4.07	Match Lines					
4.08	Plan Scale					
4.09	Area of Coverage					

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4.10	SURVEY, SITE AND PLAN INFORMATION					
A	Boundary Survey Plan					
B	Vicinity Map					
C	Existing Conditions Map					
D	Site Plan /Plat – Sheets with proposed conditions to be recorded					
E	Site Plan – Sheets with proposed conditions not to be recorded					
1	Topographic Plan					
2	Building Site Plan					
3	Land Use Plan					
4	Transportation Plan					
5	Water Management/ Drainage Plan					
6	Erosion Control Plan					
7	Water Supply Plan					
8	Fire Protection Water Supply Plan					
9	Sewage Disposal Plan					
10	Solid/ Hazardous Waste Management Plan					
11	Utilities and Lighting Plan					
12	Building Exterior Plan					
13	Landscaping Plan					
14	Streetscape Plan					
15	Open Space and Recreation Plan					
16	Natural and Historic Feature Plan					
F	Streetscape					
G	Site Impact Assessment Form					
H	Performance Guarantee					
I	Homeowners and/ or Business Association Documents					
J	Dedicated Lands					
K	Construction Budget					
L	Technical Review Reports					
M	Completed Project Plan on CD					