

TOWN OF DEERFIELD APPLICATION FOR SITE PLAN REVIEW

1. Name of Applicant: _____
Address of Applicant: _____
Phone Number: _____
Email Address of Applicant: _____

2. Name of Owner of Record (If other than Applicant):

Address of Owner: _____
Phone Number: _____
Email Address: _____

3. Name of Surveyor/Engineer: _____
Address: _____
Phone Number: _____
Email Address: _____

4. Name of Proposed Site: _____
Location of Proposed Site: _____
Tax Map & Lot Number: _____
Number of Total Acres in Parcel: _____

5. Include Eight (8) Copies of the Final Plat Layout and the Plat Construction Detail Sheets _____

6. Attach list with names and addresses of Abutters.
*To be completed (on page 3) (Also shown on Plat)

7. Statement of Intent:

8. The applicant shall include a full abutters list in the format shown below:

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
Map _____ Lot _____	Map _____ Lot _____	Map _____ Lot _____

PAYMENT TO TOWN OF DEERFIELD for the following Application Fees:

1. Application Fees:	\$ 200.00
2. Administrative Fees:	\$_____
\$ 0.10 Sq. Ft. of Building Area for 0-10,000 Sq. Ft.	\$_____
\$ 0.075 Sq. Ft. of Building Area for 10,000-50,000 Sq. Ft.	\$_____
\$ 0.05 Sq. Ft. of Building Area for 50, 000- 100,000 Sq. Ft.	\$_____
\$ 0.025 Sq. Ft. Building Area for 100,001 Sq. Ft. and Over.	\$_____
3. Town Planner Review fee of \$500*(Separate Check)	\$ 500.00
4. Town Engineer Review, if applicable	\$_____
5. Abutter Notification; \$8.70 per Abutter	\$_____
6. Recording Fee \$30.00 per drawing to be recorded	\$_____
7. \$18.00 per page for written documents	\$_____
Total Application Fees	\$_____

*This fee includes seven (7) hours of the Town Planner's time. For more complicated applications, the applicant will be billed for additional time at \$70.00 per hour. If fewer hours are required, the unexpended fee shall be returned to the applicant.

The applicant and/or Owner certifies that this application is correctly completed with all required attachments and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Deerfield in the approval process of this application shall be borne by the applicant and/or owner.

Signature of Applicant and/or Owner: _____

“I hereby authorize the Deerfield Planning Board and its agents access to my land for the purpose of reviewing this plan or any other inspections deemed necessary by the board or its agents to ensure conformance of the on-site improvements with the approved plan and all Town of Deerfield Ordinances and Regulations.”

Signature of Owner: _____ Date: _____

**Town of Deerfield
Site Plan Review Regulations
(DSPRR) Checklist**

All proposed site plan review plan submissions shall be accompanied by a properly completed, dated and signed **SITE PLAN REVIEW APPLICATION** available from the secretary of the Planning Board along with a completed copy of this **CHECKLIST**. Such **APPLICATION** and **CHECKLIST** shall be filed with the secretary not less than seventeen (17) days before the scheduled meeting. All information provided and submitted with this Application Checklist shall conform to the Deerfield Site Plan Review Regulations. Prior to proceeding with preparation of plans and submission of an application, the Deerfield Planning Board encourages all applicants for site plan review to meet with the Planning Board in a preliminary conceptual consultation phase or a design review phase. Please indicate the specific submission item is included with an 'X' or a 'NA' (Not applicable), if appropriate.

Location: _____ Tax Map, Lot Number _____

Owner of record: _____ Applicant: _____

Engineer and/ or Agent: _____

Date for Preliminary Conceptual Consultation _____ or Design Review _____

The Checklist closely follows Section III-3 E of the Deerfield Site Plan Review Regulations. Items listed refer to the complete item as described in subsection E 3) a) 1 through 25 and b) 1 through 24.

DSPRR Reference

Applicant

DPB Review

- | | | |
|--|-------|-------|
| 1. An executed complete Site Plan Review application | _____ | _____ |
| 2. Abutters list | _____ | _____ |
| 3. Payment of all required application fees | _____ | _____ |
| 4. Draft copies of any proposed easement etc. | _____ | _____ |
| 5. Five (8) copies of all project plans etc. | _____ | _____ |

An existing conditions plan with the following information: E 3) a) 1 through 25:

- | | | |
|---|-------|-------|
| 1. A title block identifying | _____ | _____ |
| 2. Bar scale | _____ | _____ |
| 3. A Planning Board approval block | _____ | _____ |
| 4. Sealed certification by a Licensed Land Surveyor | _____ | _____ |
| 5. All boundaries of each subject parcel | _____ | _____ |

6. Match lines, if applicable	_____	_____
7. Tax map and lot numbers	_____	_____
8. Names, status, ROW, widths of all adjoining streets	_____	_____
9. Location of adjoining or affected municipal boundaries	_____	_____
10. Easements, restrictive covenants or deed restrictions	_____	_____
11. Total area of the lot; poorly, very poorly drained	_____	_____
12. North arrow with a specified reference bearing	_____	_____
13. Recitation of all reference plans	_____	_____
14. Locus map having a scale of not less than 1" = 1,000'	_____	_____
15. Location of jurisdictional wetlands	_____	_____
16. A notation on wetlands criteria	_____	_____
17. Dimensional zoning requirements	_____	_____
18. Location all existing structures, wells, etc.	_____	_____
19. Location, name of all streams and water bodies	_____	_____
20. Location of all areas of special flood hazard	_____	_____
21. Location of existing overhead & underground utilities	_____	_____
22. Two-foot contours	_____	_____
23. NRCS or site-specific soil mapping	_____	_____
24. Location/ results of each soil pit	_____	_____
25. Plan notes indicating (a) through (f)	_____	_____

Site Plan fully depicts the extent of all proposed improvements: E 3) b) 1 through 24

<u>DSPRR Reference</u>	<u>Applicant</u>	<u>DPB Review</u>
1. Limits of land clearing, existing site features	_____	_____
2. Location, dimensions, height of buildings	_____	_____
3. Gross floor area	_____	_____
4. Access points and loading areas	_____	_____
5. Driveways, parking areas, fire lanes and walks	_____	_____
6. Parking lot design	_____	_____
7. Solid waste, snow storage areas, traffic control	_____	_____
8. Exterior lighting plan	_____	_____
9. Landscape design plan	_____	_____
10. Erosion and sedimentation control plan	_____	_____
11. Commercial signage details	_____	_____
12. Construction details of all site improvements	_____	_____
13. Site grading plan	_____	_____
14. Off-site improvement plans, if applicable	_____	_____
15. Drainage calculations, details stormwater	_____	_____
16. Subsurface sewage disposal system design	_____	_____
17. Water supply design and plan	_____	_____
18. Traffic impact statement, When required	_____	_____
19. Traffic circulation	_____	_____
20. Location, design of fire protection	_____	_____
21. Location, type of proposed utility connections	_____	_____
22. Fencing, guardrail and amenities	_____	_____
23. Detailed architectural elevation drawings	_____	_____

24. Notation of receipt of all permits _____

Three (3) copies of supporting documentation and reports:

- | | | | |
|----|--|-------|-------|
| a) | Test pit and percolation data, if needed | _____ | _____ |
| b) | Owner statement of maintenance, liability | _____ | _____ |
| c) | Stormwater Management Report | _____ | _____ |
| d) | State permits: | | |
| e) | NH DES subsurface disposal | _____ | _____ |
| f) | NH AOT, if applicable | _____ | _____ |
| g) | TH DES water supply, if applicable | _____ | _____ |
| h) | NH DES wetlands permit, if applicable | _____ | _____ |
| i) | NH DOT driveway permit, if applicable | _____ | _____ |
| j) | Off-site improvement plans, if applicable | _____ | _____ |
| k) | Traffic impact assessment, if requested | _____ | _____ |
| l) | Fiscal impact assessment, if requested | _____ | _____ |
| m) | Other environmental, cultural or special purpose studies, if requested | _____ | |

Note: Please indicate if the checklist item is Not Applicable (NA) or if a waiver is requested.

OFF-SITE IMPROVEMENTS:

1. The applicant is advised that he/she may be responsible for the apportioned cost of off-site improvements, the need for which is deemed by the Planning Board to be attributable to the demands imposed by their project.

STATEMENT OF IMPACT FEE:

2. The following statement must appear on all plans: "Any structure constructed on the lot shall be subject to an Impact Fee from the Town of Deerfield. Said fee shall be calculated at the time of Building Permit Application and due at the issuance of the Certificate of Occupancy".

Signature of authorized person completing checklist