



Town of Northwood, New Hampshire

OFFICE OF THE PLANNING BOARD

818 First New Hampshire Turnpike, Northwood NH 03261

(603)942-5586 Extension 5 Facsimile: (603)942-9107

MINOR SITE PLAN REVIEW APPLICATION

Date: _____

Case # _____

1. Name of Applicant: _____

2. Location: Tax Map/ Lot Number: _____ / _____ Total Acreage of Lot: _____

Overlay District, if any: _____

Property Address: _____

Description of Proposed Business: _____

3. Proposed Use of Property (Check all that apply.)

Change of Existing Use: Existing Use: _____ Proposed Use: _____

Expansion of Use: Existing Sq. Ft.: _____ Proposed Sq. Ft.: _____

New Construction: Proposed Building Sq. Ft.: _____ Building Height: _____
Proposed Business Floor Space: _____

Employees: Existing #: _____ Proposed #: _____

Parking: Existing # spaces: _____ Proposed # spaces: _____

Days and Hours of Operation: _____

4. Property Owner(s):

Name: _____

Address: _____

Tel.# _____

Name: _____

Address: _____

Tel.#: _____

5. Applicant Name(s):

Name: _____

Address: _____

Tel.# _____

Fax #: _____

Email: _____

Agent or Authorized Representative:

Name: _____

Address: _____

Tel.#: _____

Fax #: _____

Email: _____

FEES SUBMITTED WITH APPLICATION: Enter amount: \$_____

FEES: In accordance with RSA 676:4, I(g). The applicant shall pay the following fees to compensate the Town of Northwood for its expenses with processing, noticing, and reviewing each application:

(A) ADMINISTRATION:

1. Boundary Line Adjustment: \$100.00 application fee, plus \$50.00 per each lot affected.

2. Minor or Major Subdivision: \$200.00 application fee, plus \$200.00 per additional lot or unit.

(B) PUBLIC NOTICE:

1. \$60.00 per newspaper notice; plus

2. \$10.00 per abutter; plus

3. \$10.00 per applicant; plus

4. \$10.00 any other party notified.

(C) RECORDING:

The applicant shall reimburse the Town of Northwood the cost of recording at the Rockingham County Office of Registry of Deeds, with specific amounts as set by the Registry of Deeds, and cost of processing, currently \$59.00 and \$28.00 per additional page.

In addition, a separate check made out to the Rockingham County Registry of Deeds in the amount of \$25.00 for the LCHIP fee shall be provided with the application for town staff to present to the registry with plans to be recorded.

(D) PIN INSPECTIONS:

\$60.00 per lot

(E) OTHER:

Plan Copies: \$25.00 per sheet

Any other costs incurred by the board in reviewing the application as referenced in the subdivision regulations Section 5.02, shall be passed through to the applicant by the board.

Town of Northwood Planning Board
Application Procedure Information
November, 2011

1. Refer to the Northwood Development Ordinance, Site Plan Review Regulations or Subdivision Regulations for your particular proposal. These regulations are available at the Town Hall for a fee of \$10.00 or at www.northwoodnh.org, at the Planning Board's link to "Documents and Forms."
2. Completed Site Plan Review and Subdivision Applications and all fees must be filed to the attention of the Planning Board Staff at the Town Hall during regular business hours. Deadline for complete applications is **10 am on the first of each month**. Whenever the first falls on a weekend or holiday, the next business day shall apply.
3. Applicants may consult with either the Town Planner or Board Administrator prior to submitting an application. Hours for the Planning Board staff are Mondays from 9:00-4:00. The Town Planner is available for appointments at other times during the week; please call to schedule. All questions on the application or the site plan process should be directed to either the town planner or board administrator.
4. All projects must comply with the Northwood Development Ordinance. Some projects may also require relief from the Zoning Board of Adjustment.
5. The application includes a checklist of required information for planning board review. Please check off the documentation that has been provided or those items for which a waiver is requested. All waiver requests must be provided in writing at the time the application is submitted. The checklists are summaries of the requirements; **the regulations must also be consulted for more detail and information required.**
6. Applications containing sufficient information for review will be placed on the agenda for the planning board's regular meeting on the **fourth Thursday of the month**. The planning board staff will send written notification by certified mail of the date, time and place of the meeting to abutters listed by the applicant. Public notice will be provided to the local newspaper and posted in at least two public places.
7. The application will be reviewed by the Town Planner, Board Administrator, Code Enforcement Officer, Fire Department and other appropriate town staff as part of the Technical Review Process. The results of their reviews will be provided to the planning board at its work session held on the **second Thursday of the month**. The applicant is encouraged to attend; however, input is limited to clarification of materials. Comments from this meeting will be provided to the applicant so any missing information may be provided or any issues addressed for the regular meeting.
8. At the regular meeting, the Planning Board will first make a determination on whether the application is complete. If complete, the Board accepts it and opens the public hearing. The board will then either approve or disapprove the application within sixty-five (65) days of acceptance of the application.
9. The applicant shall receive a Notice of Decision from the Planning Board which states the approval or disapproval of the application with any conditions specified.
10. Once approved, five 22" by 34" paper copies are filed with the town. Mylars must be provided for approved subdivisions to be recorded at the Rockingham County Registry of Deeds.
11. Be aware that there may be other requirements or approvals required from other entities (building permit, fire code, driveway permit, etc.) after the planning board process is completed.

**Town of Northwood
International Building Code 2009 Statement**

Planning Board Application

Case #: _____

➤ **Applicant to complete top section and sign statement below:**

Location of proposed development: _____

Tax Map/ Lot # of proposed development: _____

Name(s) of Applicant: _____

Name(s) of Owner: _____

Description of proposal:

The applicant hereby agrees to adhere to any and all requirements of the 2009 International Building Code as applicable for this development.

Printed Name of Applicant/Owner

Printed Name of Applicant/Owner

Signature of Applicant/Owner

Date

Signature of Applicant/Owner

Date

Town of Northwood
Fire Department Review Form

Planning Board Application

Case #: _____

➤ Applicant to complete top section only and file with application:

Location of proposed development: _____

Tax Map/ Lot # of proposed development: _____

Name(s) of Applicant: _____

Name(s) of Owner: _____

Description of proposal:

➤ Fire Department Representative to complete comment section:

Fire Department Comments:

Town of Northwood
Police Department Review Form

Planning Board Application

Case #: _____

➤ **Applicant to complete top section only and file with application:**

Location of proposed development: _____

Tax Map/ Lot # of proposed development: _____

Name(s) of Applicant: _____

Name(s) of Owner: _____

Description of proposal:

➤ **Police Department Representative to complete comment section:**

Police Department Comments:

**Town of Northwood
Minor Site Plan Application
Checklist for Completeness**

Case # _____

Review Date: _____

		Provided?		Staff
		YES	NO	
Section V-B	<u>Application Submittal and Review</u>			
V-B.1	To be made on forms available at the town hall			
V-B.2	Include a fee in an amount to be determined in accordance with the fee schedule			
V-B.3	Include ten (10) copies of a site plan			
V-B.4	Be submitted to the planning board or its designated agent, by the first business day of the month prior to a regularly scheduled meeting of the planning board.			
V-B.4	Addresses of all abutters, as indicated in town records. The names of all abutters shall be obtained from town records not more than five (5) calendar days before the day of filing			
V-B.5	Include ground/aerial photos of the site and immediate area, when requested			
V-B.6	Be accompanied by written assurance from public utility companies that proposed utilities will be installed in accordance with plans submitted as part of the application			
V-B.7	Be accompanied by the following completed forms:			
	(a) Fire Department Review form			
	(b) Police Department Review Form			
	(c) BOCA Statement			
V-B.8	Be accompanied by a copy of all required local, state and federal permits or a completed copy of the local, state and federal applications (with copies of permits to follow)			
V-B.9	Be accompanied by an impact statement, in narrative form, addressing the proposed project's purpose, scope of operation, and the impact on the immediate area of influence and the town in general (See Specifics in Regulations)			
V-B.13 (a)	A completed application form, endorsed by the property owners and his/her agent which shall include:			
V-B.13(a)	A statement describing the development including the use or uses to be conducted on the lot, any change of an existing use, or augmentation of an existing use			
V-B.13(a)	Information sufficient to determine whether the development complies with the Northwood Ordinances			
V-B.13(a)	Request for waivers, if any			
V-B.13(a)	If the development is to be staged or phased, a description of the project in terms of such stages or phases.			
V-B.13(b)	Drafts of deeds of land to be conveyed to the town;			
V-B.13(b)	Drafts of deeds of easements and rights-of way;			

**Town of Northwood
Minor Site Plan Application
Checklist for Completeness**

Case # _____

Review Date: _____

		Provided?			Staff
		YES	NO		Comments
V-B.13(b)	Draft of the condominium declaration, as it has prepared for submitted to the state of New Hampshire Attorney General or applicable regulatory agency				
V-B.13(b)	Drafts of agreements between the applicant and the town regarding public improvements or other matters.				
V-B.13(c)	Certification of the following:				
	All actions of the Zoning Board of Adjustment relative to the application;				
	All action of the Board of Selectmen on any petitions or other matters relative to the application; and				
	The actions of any regulatory board of the State of New Hampshire or US Government having jurisdiction over any element of the development, including, but not limited to Water Supply and Pollution Control Division, Water Resources Board, Wetlands Board, Department of Transportation, Air Resources Agency, Department of Resources and Economic Development, and Waste Management Division.				
Section VII	<u>SITE PLAN REQUIREMENTS</u>				
	Site Plan Review applications shall be made on forms available from the planning board Secretary.				
	The plan shall be drawn at a scale of not less than one (1) inch equals fifty (50) feet.				
	The size of the plan (margin to margin) shall be on a size acceptable to the Rockingham County Registry of Deeds.				
	Appropriate match lines shall be used and so indicated for plans which exceed the size limit. If match lines are used, an overall site plan shall be submitted showing the breakdown of sheets.				
VII-B(1)	At a minimum the plan set shall contain the following:				
VII-B(1)(a)	Existing Conditions Plan prepared by a land surveyor licensed in the State of New Hampshire, showing existing features and topography, boundary information and abutters				
VII-B(1)(b)	Proposed Site Plan, prepared by a professional engineer licensed in the State of New Hampshire, showing all proposed features				
	A title block, including:				
VII-B(2)(a)	Title of plan				
VII-B(2)(b)	Owner's name, address and name of agent, if any				
VII-B(2)(c)	Date of plan preparation and date of subsequent revisions				
VII-B(2)(d)	Scale of plan				
VII-B(2)(e)	Name, address and professional stamp of the person that prepared the plan.				

**Town of Northwood
Minor Site Plan Application
Checklist for Completeness**

Case # _____

Review Date: _____

		Provided?		Staff
		YES	NO	
VII-B(3)	North arrow and bar scale.			
VII-B(4)	Location plan at a minimum scale of 1 inch equals 1,000-feet showing the following:			
VII-B(4)(a)	Property lines of the parcel being developed in relation to the surrounding area within a radius of 2,000 feet			
VII-B(4)(b)	Names and locations of existing town streets, including the nearest intersection of said streets			
VII-B(4)(d)	Names and locations of streets within the proposed development			
VII-B(4)(e)	Names and locations of watercourses and water bodies on and adjacent to the site			
VII-B(4)(f)	Nearby community facilities such as schools, churches, parks, etc			
VII-B(5)	The plan of the site itself shall show:			
VII-B(5)(a)	Surveyed property lines of the parcel showing their bearings, distances and monument locations			
VII-B(5)(b)	Names, addresses and tax map numbers of all abutting property owners			
VII-B(5)(c)	Location and layout of existing and proposed structures and buildings			
VII-B(5)(d)	Area of entire parcel in acres and square feet			
VII-B(5)(e)	Zoning and special district boundaries			
VII-B(5)(f)	Deed reference and tax map number			
VII-B(5)(g)	Location, width, curbing, paving and details of access ways, egress ways and streets within the site;			
VII-B(5)(h)	Location and layout of all on-site parking and loading facilities			
VII-B(5)(i)	Location and size of all existing and proposed municipal and non-municipal utilities and appurtenances including but not limited to water, sewer, electric, telephone, gas lines and fire alarm connections, indicating whether overhead or underground, and the location of wells and septic systems and applicable radii;			
VII-B(5)(j)	Type, location, and screening of solid waste disposal facilities (e.g. dumpsters, waste compactors, etc.);			
VII-B(5)(k)	Dimensions and area of all property to be dedicated for public use or common ownership;			
VII-B(5)(l)	Location of flood hazard boundaries			
VII-B(5)(m)	Date and permit numbers of all required state and federal permits			
VII-B(5)(n)	Location and type of existing and proposed traffic control devices			
VII-B(5)(o)	Dimensions, area and minimum setback requirements on all existing and proposed lots			
VII-B(5)(p)	Proposed landscaping plan including size and type of plant material			
VII-B(5)(q)	Pedestrian walks providing circulation through the site			
VII-B(5)(r)	Location and size of proposed and existing signs, walls and fences			
VII-B(5)(s)	Location and type of outdoor lighting			

**Town of Northwood
Minor Site Plan Application
Checklist for Completeness**

Case # _____

Review Date: _____

		Provided?		Staff
		YES	NO	
VII-B(5)(t)	Location, width and purpose of any existing or proposed easements or rights-of-way			
VII-B(5)(u)	Auto and pedestrian circulation plan for the interior of the lot			
VII-B(5)(v)	Fire alarms, cisterns and/or fire ponds			
VII-B(5)(w)	Details and specifications for construction including, but not limited to erosion and sediment control features, drainage features, pavement and gravel thickness, landscaping elements, traffic signs, fences, curbing, lighting, utility trenches and sidewalks.			
Section IX	DESIGN STANDARDS AND REQUIRED IMPROVEMENTS			
IX-B	Appearance Review			
IX-B(1)	The town finds it desirable to protect, enhance, and perpetuate areas of historical, cultural, architectural, artistic or geographic significance located within the Town of Northwood; to protect and enhance the town's economic base by attracting tourist, visitors and residents; to stabilize and improve property values; to foster civic pride by protecting the town's unique cultural heritage by prohibiting the unnecessary destruction and defacement of its cultural assets; to preserve historic architectural design and integrity; and to ensure the harmonious, orderly and efficient growth and development of the town.			
IX-B(2)	As part of its site review process the planning board shall review each proposal for conformance with the intent of this standard. The Board shall take into account the location within the community, surrounding properties and proposed use of any proposed development in making its decision.			
IX-B(2)(a)(i)	For new development, the Board shall allow not more than one driveway per lot. In some cases, appropriate cross easements for access to adjacent lots may be considered. Such driveways and related site improvements shall be designed to minimize disruption to traffic flow on the arterial road.			
IX-B(2)(a)(ii)	For expansion or modification of existing sites, the Board shall require that the existing access to the site be modified to reduce disruption to traffic flow on the arterial road, and may impose such conditions on an approval as are necessary to accomplish this purpose			
IX-C	Streets and Access			

**Town of Northwood
Minor Site Plan Application
Checklist for Completeness**

Case # _____

Review Date: _____

		Provided?			Staff
		YES	NO		Comments
IX-C(1)	All developments shall make adequate provision for safe and suitable access to an existing public street or shall make provisions for the construction and dedication of a public street in order to obtain safe and suitable access to the development site.				
IX-C(3)(d)	Driveway entrances/access points onto town roads with speed limits of 30 mph or less, shall have an all season safe sight distance of 250-ft in each direction.				
IX-C(3)(e)	Driveway entrances/access points onto town roads with speed limits greater than 30 mph, shall have an all season safe sight distance of 300-ft in each direction.				
IX-C(3)(f)	Driveways or access points shall be located at least 100-ft from street intersections and major driveway entrances.				
IX-C(3)(g)	The units of multi-family and elderly housing developments shall not be further than 1,000-ft from a single point of access				
IX-D	Storm Water Drainage				
IX-D(1)(a)	All developments shall make adequate provisions for storm water disposal facilities which shall be designed and stamped by a registered engineer licensed in the state of New Hampshire.				
IX-D(1)(c)	A drainage analysis prepared by a registered engineer licensed in the state of New Hampshire including a comparison between pre-development and expected post development conditions shall be submitted for any site development that involves cumulatively disturbing 20,000 square feet or more, construction of a street or road and/or disturbing environmentally critically areas.				
IX-E	Water Supply				
IX-E(1)	All developments shall make adequate provision for a water supply of potable water for domestic consumption and for water supply for fire protection purposes. All water supply systems and facilities shall be designed and stamped by a registered engineer licensed in the state of New Hampshire.				
IX-E(d)	A hydrogeologic study shall be required for any well or development with a withdrawal of over 10,000 gallons of water per day				
IX-E(3)	Fire alarms, fire hydrants, cisterns and fire ponds shall be provided as required local, state or federal regulations. These items shall be shown on the site plan.				
IX-F	Sewerage				

**Town of Northwood
Minor Site Plan Application
Checklist for Completeness**

Case # _____

Review Date: _____

		Provided?		Staff
		YES	NO	
IX-F(1)	All developments shall make adequate provision for sanitary sewage disposal facilities. The facilities shall be designed and stamped by a registered engineer licensed in the State of New Hampshire. Sanitary sewage disposal shall be accomplished through the provision of individual waste disposal systems or a private central sewerage system.			
IX-F(c)	A hydrogeologic study shall be required for any sewerage system, or combination of systems, existing or planned, on one parcel that is/are designed to accommodate 2,500 gallons per day or more.			
IX-G(1)	The applicant is responsible for all coordination with utility companies to assure that non-municipal utilities are installed in accordance with plans approved by the Board pursuant to these regulations.			
IX-H	Off-Street Parking and Loading			
IX-H(1)	All developments shall make adequate provisions for off-street parking and loading facilities. Such facilities shall be designed to ensure the safety and convenience of pedestrian and vehicular movement on the site.			
IX-H(2)	Every development shall provide an area for parking and loading on the site which is paved and drained in accordance with the standards in Section IX-C.			
IX-H(2)	The number of parking and loading spaces shall conform to the requirements in the town ordinances.			
IX-H(3)	Design Considerations - The design and layout of parking and loading spaces shall conform to the requirements of these regulations:			
IX-H(3)(a)	Each and every parking space shall have a safe and independent access			
IX-H(3)(b)	All parking and loading shall be situated on the same street or parcel of land as the primary use building or structure			
IX-H(3)(c)	No paving, parking, loading area or storage shall be permitted within twenty (20) feet of any property line			
IX-H(3)(d)	Provision shall be made on site for the storage of snow which is removed from the parking and loading areas during the winter months			
IX-H(3)(e)	Parking spaces shall be arranged so that cars will not back into a public street			
IX-I	Signs			
IX-I(1)	Signs are intended for the identification of the use on the sign on which they are located. Signs shall not be a hazard or nuisance by virtue of their location or illumination.			
IX-I(2)	Sign size, type, location, height, and illumination shall conform to the requirements of the town ordinances.			

**Town of Northwood
Minor Site Plan Application
Checklist for Completeness**

Case # _____

Review Date: _____

		Provided?		Staff
		YES	NO	Comments
IX-J	Preservation of Natural and Historic Features			
IX-J(1)(a)	Grading and clearing should be minimized so as to avoid creating undue erosion or interruption of natural drainage ways. Particular attention should be given to natural features suitable as buffer strips between residential subdivisions abutting commercial or industrial areas.			
IX-J(1)(c)	Applicants shall use construction methods which cause the least disturbance to the environment possible.			
IX-J(1)(d)	Each significant natural feature within the site, including large or unusual trees, water courses, natural stone outcroppings, and other scenic features shall be shown on the plans.			
IX-J(1)(e)	Each existing building or manmade structure, including stone walls, shall be shown on the plans and reviewed with the planning board for historic significance.			
IX-K.2	Landscaping			
IX-K.2.(1)	In all developments, a minimum of 25 percent of the land area being developed shall remain in its natural state or shall be maintained as a landscape area.			
IX-K.2.(2)(a)	A landscaped buffer zone shall be required wherever a commercial or industrial development abuts an adjacent residential property.			
IX-K.2.(2)(b)	Every minor site plan development shall include landscaping to enhance the appearance of structures, to screen parking, loading, storage areas and waste disposal facilities to improve the visual character of the immediate area.			
IX-K.2.(2)(c)	Every site developed along Routes 4, 43, 202, 202A, 9, and 107 shall plant street trees along the frontage of roads, at intervals not to exceed 50 feet. (See regulations for more details)			
IX-K.2.(2)(d)	Landscaping around buildings shall be provided to buffer parking areas, to define entrances, to provide foundation planting and to soften large expanses of walls or long roof lines.			
IX-K.2.(3)(a)	A buffer zone shall consist of a strip of land at least ten (10) feet wide, densely planted (or having equivalent, natural growth) with shrubs or trees at least four (4) feet high at the time of planting of a type that will form a year round dense screen at least six (6) feet high within three years; or an opaque wall, barrier, or fence of uniform appearance six (6) feet high and extending to within six (6) inches of ground level.			
IX-K.2.(3)(b)	Site landscaping shall consist of trees, shrubs and other plant materials adapted to the growing conditions of the specific site as well as the general area.			

**Town of Northwood
Minor Site Plan Application
Checklist for Completeness**

Case # _____

Review Date: _____

		Provided?		Staff
		YES	NO	
IX-L	Special Flood Hazard Areas			
IX-L	All site plan proposals governed by these regulations having lands identified as Special Flood Hazard Areas in the "Flood Insurance Study for the Town of Northwood, N.H." together with the associated Flood Insurance Rate Maps and Flood boundary and Floodway maps of the Town of Northwood dated September, 1979 shall meet the following requirements:			
IX-L(1)	Site Plan proposals, including their utilities and drainage, shall be located and designed to be consistent with the need to minimize flood damage.			
IX-L(2)	All public utilities and facilities, such as sewer, electrical and water systems shall be located and constructed to minimize or eliminate flood damage.			
IX-L(3)	Adequate drainage shall be provided to reduce exposure to flood hazards			
IX-L(4)	Within the altered or relocated portion of any watercourse, the applicant shall submit to the planning board certification provided by a registered professional engineer assuring that the flood carrying capacity of the watercourse be maintained.			
IX-L(5)	All site plan proposals shall include 100 year flood elevation data			
IX-M	Outdoor Lighting			
IX-M	Lighting of all sites shall be designed to prevent off-site disturbance, nuisance, or hazard, and shall not detract from the qualities of the community which attract many visitors, such as the heritage of the community and its natural beauty. In addition to the town's ordinances, the following shall apply:			
IX-M(1)	All outdoor light sources shall be designed, directed and/or shielded such that the nighttime lighting is primarily contained on the site, shielding abutting properties and roads to the extent necessary			
IX-M(2)	No light source shall be permitted if that light causes glare or other safety problems on an adjacent street or property, and;			
IX-M(3)	Commercial outdoor lighting, except for a minimal amount of security lighting, shall be turned off when the establishment is not open for business.			
IX-N	Hours of Operation			
	The applicant shall present limits on the hours of operation of non-residential operations.			
IX-O	Lot Coverage			

**Town of Northwood
Minor Site Plan Application
Checklist for Completeness**

Case # _____

Review Date: _____

		Provided?		Staff
		YES	NO	Comments
	Lot coverage by low permeability surfaces shall not exceed the following percentages:			
	Mixed Use (Combination of Residential and Non-Residential Use) 40%			
	Non-Residential 50%.			
IX-P	Noise			
	The applicant and future owners of site developments shall conform with the Northwood Development Ordinance for the purpose of regulating noise levels within the town.			
IX-Q	Sidewalks			
	Sidewalks, where applicable, shall be provided for pedestrian traffic to provide connection between the main entrance of businesses, industries, residential developments, and parking areas.			
	Sidewalks shall be provided from side lot line to side lot line, along road frontage			
	Provisions shall be made for the installation of sidewalks running from the street line to the principal building.			
	Sidewalks shall be at least five (5) feet wide, six (6) inches above grade, and shall be protected by curbing.			
	Sidewalk designs shall include means for handicapped access.			