

**PLANNING/ZONING**



**SITE PLAN REVIEW REGULATIONS**

Adopted March 14, 1989

Amended March, 2006

Amended March 2, 2022

Reformatted April 6, 2022

## **Section I**

### **AUTHORITY**

Pursuant to the authority vested in the Planning Board by the Town of Sullivan on March 15, 1995, and in accordance with the provisions of Revised Statutes Annotated 674:43 and 674:44, the Sullivan Planning Board hereby adopts the following regulations governing the development, change, or expansion of use of tracts for nonresidential uses or multifamily dwelling units (greater than two units) whether or not such development includes an initial or subsequent subdivision of the site.

## **Section II**

### **PURPOSE**

The purpose of the Site Plan Review procedure is to protect the public health, safety and welfare; to promote balanced growth; to promote the timing of development; to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; to avoid development which may result in negative environmental impacts; and to guide the character of development. The Site Plan Review procedure in no way relieves the developer or agent from compliance with the Community Planning Ordinance, the Subdivision Regulations or any other ordinance that pertains to the proposed development. No site plan will be approved until it complies in all respects with any and all pertinent ordinances and regulations.

## **Section III**

### **SCOPE**

Whenever any development, change, or expansion of use of a site governed by these regulations is proposed or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building development or change is begun; before any permit for the erection of any building or authorization for development on such a site shall be granted, the owner of the property or authorized agent shall apply for and secure from the Planning Board approval of such proposed site development and procedures outlined in this regulation.

The Planning Board shall have the responsibility for making the final decision as to the necessity of the Site Plan Review. Where there is any doubt as to whether or not a project requires Site Plan Review, the affected party shall request a determination from the Planning Board. In an effort to clarify what constitutes a change of use of sufficient magnitude or impact to trigger Planning Board action, the following guidelines will be observed:

- A.** If the proposal involves a change of use category, e.g., from residential to commercial, or from single-family to multi-family.
- B.** If the proposal involves external modifications or construction, including parking lots.
- C.** If a change of use or expansion would involve significant impacts in terms of traffic and circulation, parking, or lighting. For example, a change from an attorney's office to an accountant's office would probably not involve significant impact, but a change from a bed & breakfast to a restaurant would involve significant impact.

## **Article IV**

### **DEFINITIONS**

The definitions contained in the Community Planning Ordinance and Subdivision Regulations shall apply to the Site Plan Review Regulations.

## **Article V**

### **APPLICATION PROCEDURES**

#### **A. Preliminary Conceptual Consultation (optional, but recommended)**

1. The applicant may request a meeting with the Planning Board to discuss a proposal in conceptual form and in general terms. Although this phase is strictly optional, the Planning Board strongly suggests that the applicant avail him/herself of the opportunity to resolve, at this early stage, any issues that may become a problem at a later date. Such pre-application consultation shall be informal and directed toward:
  - a. Reviewing basic concepts of the proposal.
  - b. Reviewing the proposal with regard to the Sullivan Master Plan and the Community Planning Ordinance.
  - c. Explaining the state and local regulations that may apply to the proposal.
  - d. Determination of the submission items that will be required based upon the scale of the proposal.
2. The preliminary conceptual consultation shall not bind the applicant or the Planning Board. Such discussion may occur without formal public notice, but must occur only at a regular meeting of the Planning Board.

#### **B. Design Review Phase**

1. Prior to submission of an application for Planning Board action, an applicant may request to meet with the Planning Board, or its designee, for a nonbinding discussion beyond the conceptual and general stage, involving more specific design and engineering details of the potential application.
2. The design review phase may proceed only after identification of and notice to abutters and the general public as required under the provisions of RSA 676:4 I (d).
3. Persons wishing to engage in pre-application design review shall submit a request to the Planning Board not less than fifteen (15) days before a regularly scheduled meeting of the Planning Board. The request shall include:
  - a. A list of abutters and their addresses taken from current Town Records.
  - b. A check to cover mailing and advertising costs.
4. Statements made by Planning Board members at this meeting shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.

#### **C. Completed Application (required)**

1. A completed application and checklist must be filed with the Planning Office at least 21 days prior to the date at which it will be submitted to the Planning Board at one of its regular meetings. A completed application shall consist of all pertinent data specified in Section XIII of these regulations.
2. All plans will be reviewed for completeness by the Planning Board. If the plan is incomplete, the applicant will need to provide the missing submission items before the Board will vote to accept the application.
3. Submission and acceptance of an application shall only occur at a regular meeting of the Planning Board after due notification has been given according to RSA 676:4 I (d). Acceptance will be by affirmative vote of a majority of the Board's members present, recorded in the minutes, and the applicant will be so notified.

4. In addition, the Planning Board shall inform the Board of Selectmen, the Zoning Board of Adjustment, and the Conservation Commission upon receipt of any site plan proposal.

**D. Board Action on Completed Application**

1. The Planning Board shall begin consideration of the completed application within thirty (30) days of its acceptance.
2. Approval of the application shall be certified by written endorsement on the plat, and signed and dated by the Chairman and Secretary of the Planning Board. Site plan approval will be considered void if no substantial work is performed on the project within one year's time. This condition shall be noted on the site plan.
3. If any application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the applicant within seventy-two (72) hours of the decision.
4. The Planning Board may apply to the Board of Selectmen for an extension not to exceed an addition ninety (90) days before acting to approve, conditionally approve, or disapprove an application. An applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extensions as may be mutually agreeable.

**Article VI**

**NOTIFICATION**

Notice of the meeting at which a completed application will be submitted for acceptance must be given to the applicant, the abutters, and the public. Prior approval of the site plan, a public hearing must be held. Requirements are as follows:

- A. Notice of submission of a completed application or a public hearing shall be given by the Planning Board to the abutters and the applicant by certified mail, postmarked at least ten (10) days prior to the submission.
- B. If the Planning Board anticipates that acceptance of the application and approval of the site plan may occur at the same meeting, one notice may serve for both procedures, pursuant to RSA 676:4 I (d).
- C. The public will be given notice at the same time by posting at the Town Hall and Post Office and publication in a newspaper of general circulation.
- D. The notice shall give the date, time and place of the Planning Board meeting at which the application or other item(s) will be formally submitted to the Board, shall include a general description of the proposal which is to be considered and shall identify the applicant and the location of the proposal.
- E. Additional notice is not required of a hearing provided that the date, time and place of the adjourned session were made known at the prior meeting.

**Article VII**

**FEES**

All applications shall be accompanied by a check to reimburse the Planning Board for its administrative and notification costs involved in processing applications. All costs of notices, whether mailed, posted, or published, shall be paid in advance by the applicant. Failure to pay costs shall constitute valid grounds for the Board to not accept the application as complete, terminate further consideration of the application, and to disapprove the plat without a public hearing.

Pursuant to RSA 676:4 I (g) it shall be the responsibility of the applicant to pay reasonable fees for special investigative studies, environmental assessments, legal review of documents, administrative expenses and other matters which may be required to make an informed decision on a particular application.

## **Article VIII**

### **FAILURE OF THE PLANNING BOARD TO ACT**

In the event that the Planning Board does not act on an accepted application within the prescribed ninety (90) days, the applicant may petition the Board of Selectmen to issue an order directing the Planning Board to act within thirty (30) days. If the Planning Board fails to act with forty (40) days of this directive, the Selectmen must approve the application unless they find in writing that the plan does not comply with a local regulation. In the event the Selectmen fail to act, the applicant may petition the Superior Court to approve the plan.

## **Article IX**

### **CONDITIONAL APPROVAL**

The Planning Board may grant conditional approval of an application, but the plat will not be signed or recorded until all of the conditions have been met. A further public hearing is not required when such conditions:

- A.** are administrative in nature,
  - B.** involve no discretionary judgment on the part of the Planning Board or,
  - C.** involve the applicant's possession of permits and approvals granted by other boards or agencies.
- However, any subsequent change to the plan required by such approvals would constitute grounds for a new application process.

If the applicant has not complied with the conditions of approval within one (1) year, the approval is considered null and void and the applicant must submit a new application.

## **Article X**

### **CONCURRENT AND JOINT HEARINGS**

The Planning Board may hold a hearing on a site plan review in conjunction with a subdivision hearing if both are required for the same project. A hearing for site plan review may also be conducted at the same time and place as a hearing before the Board of Adjustment.

## **Article XI**

### **SITE INSPECTIONS**

Whenever the Planning Board deems it necessary for the consideration of an application to visit the site, the Board shall request permission from the applicant. Inclusion of the public at the site inspection is at the discretion of the applicant. The owner shall allow access to the property, to the extent reasonable and necessary to properly review the application. Denial of access automatically terminates any further consideration of the proposal. Such a site inspection shall be posted as a meeting of the Board pursuant to the right-to-know provisions of RSA 91-A. If a quorum is present, minutes shall be kept.

## **Article XII**

### **DEVELOPMENT HAVING REGIONAL IMPACT**

All applications shall be reviewed for potential regional impacts, including visual impacts of proposed wireless communications facilities (as defined in the Community Planning Ordinance). Upon such a finding, the Planning Board shall furnish the regional planning commission and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent

by certified mail within seventy-two (72) hours of the meeting. At least fourteen (14) days prior to the scheduled public hearing, the Board shall notify, by certified mail, the regional planning commission and the affected municipalities of the date, time and place of the hearing, and of their right to appear as abutters to offer testimony concerning the proposal.

## **Article XIII**

### **SUBMISSION REQUIREMENTS**

Every application shall be accompanied by a plat showing information relevant to the proposal. All plats shall, at a minimum, show the submission items listed below, unless the Planning Board grants a waiver from any of these. All existing conditions shall be drawn in solid lines, proposed conditions shall be drawn in dotted lines. Five (5) copies of the plat shall be submitted with the application.

#### **A. Plat submission items.**

1. Name of the project or identifying title; names and addresses of the owner(s) of record; and the tax map and lot number.
2. North arrow, date of the plat, scale appropriate to the scope of the development; name and address of the person preparing the plat as well as his/her seal and license number; signature block for Planning Board approval which will include space for the Chairman and Secretary.
3. Locus plan at an appropriate scale showing the location of the site in relation to the existing public access.
4. The names and addresses of all abutting landowners, physical features such rock ledges and stonewalls, and uses of abutting land within twenty-five (25) feet of the site.
5. Boundary survey including bearings, distances, and the location of permanent markers. The survey shall be conducted according to the standards outline by the New Hampshire Land Surveyors Association.
6. The shape, size, height, location, and use of existing and proposed structures located on the site and those existing within twenty-five (25) feet of the site.
7. The location of all existing and proposed easements, rights of way, and driveways, including shared driveways.
8. The location of all existing and proposed utility lines including those to be buried.
9. Location, name, and widths of any existing and proposed roads on the property and those existing within two hundred (200) feet of the site.
10. Locations of existing and proposed sidewalks and driveways with indications of direction of travel for any that are one-way. Both vehicular and pedestrian circulation shall be shown.
11. Identification of access to the site, sight distance at the access point(s), curb cuts, and proposed changes (if any) to existing streets.
12. Location and total number of parking spaces, loading spaces, and other similar facilities associated with the use. This should include turning radii if large trucks are to be used in the course of normal activities on the site.
13. The location, types, and sizes of all existing and proposed landscaping and screening.
14. Natural features such as streams, marches, lakes, ponds, and designated wetlands.
15. The existing and proposed grades and topographic contours based on USGS data with spot elevations where appropriate.
16. The size and location of all existing and proposed water mains, sewers, culverts, to include the location and distance to any fire hydrants and/or fire ponds.
17. Location and type of proposed waste disposal systems with an outline of the 4,000 square-foot areas reserved for leach fields for any new system and the location of the test pits and record of percolation tests.

18. Location of existing and proposed on-site well or wells, showing a seventy-five (75) foot radius. In the case of a shared well, show one hundred (100) foot radius.
19. Location and type of any fuel storage facilities on the site if applicable.
20. Soil survey data from the Cheshire County Soil Survey.
21. Location of any existing or proposed easements, deed restrictions, covenants, etc.
22. Location, type, and nature of all existing and proposed lighting.

**B. Other**

1. A brief statement in writing shall be presented by the applicant outlining the nature of the proposal. This should include details regarding the scope of the proposal that may not be required on the plat.
2. If the applicant is not the owner of record, then the applicant will present a written approval from the owner of record authorizing them to act on the owner's behalf.
3. Copies of any approved new septic designs from a licensed septic designer related to the proposed site. In the case of an existing septic system that will be used on the site, the applicant will present a certificate from a licensed septic designer that the current septic system has the capacity for the proposed use.
4. Any necessary federal, state, or local permits and approvals, including, but not limited to, Zoning Board of Adjustment, Department of Transportation, and Water Supply and Pollution Control Commission as well as any permits and approvals governing environmental impact, shall accompany the application.
5. A copy of any driveway permit (s).
6. For site plans that involve land designated as "Special Flood Hazard Area" (SFHA) by the National Flood Insurance Program (NFIP):
  - a. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1334.
  - b. The Planning Board shall require that all proposals for development greater than fifty (50) lots or five (5) acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).
  - c. The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading, and land treatment plans) so as to allow a determination that:
    - i. all such proposals are consistent with the need to minimize flood damage,
    - ii. all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and
    - iii. adequate drainage is provided so as to reduce exposure to flood hazards.
7. An Erosion Control Plan which meets the design standards and specifications set forth in the "Erosion and Sedimentation Control Design Handbook for Development Areas in New Hampshire" (USDA Soil Conservation Service) shall be submitted where one or more of the following conditions are proposed:
  - a. cumulative disturbed area exceeding 20,000 square-feet,
  - b. construction of a road (s) or street (s),
  - c. construction of three (3) or more dwelling units.
8. An impact analysis may be required that takes into account the following items to the extent the Planning Board deems applicable:
  - a. demographic description;
  - b. community facilities impacts such as sewage disposal, water systems, traffic control, schools, public safety, and recreation;

- c. environmental impact analysis.
- 9. An adequate storm water drainage system developed by a certified engineer.
- 10. Copies of any proposed or existing easements, deed restrictions, covenants, etc.
- 11. Such other information as deemed necessary by the Planning Board in order to apply the regulations contained herein. Should the Board determine that some or all of the above-described information is required; the applicant will be notified in writing within ten (10) days of the meeting at which the determination was made.
- 12. Telecommunications facilities shall submit written proof that the proposed use of the facility complies with the FCC regulations regarding radio frequency exposure guidelines. The applicant shall submit written proof that it has conducted an evaluation of any requirements of the National Environmental Policy Act pertaining to the proposed facility, as may be required under applicable FCC rules, and the results of any such evaluation. If an Environmental Assessment of an Environmental Impact Statement is required under FCC rules and/or NEPA, the applicant shall submit the EA or EIS to the Planning Board prior to the beginning of the Federal 30-day comment period. The town proceedings, with respect to the proposed facility, shall become part of the FCC application requirements.
- C. "As built plans" Supplemental information may be required by the Planning Board to update the final plat to reflect "as built" conditions and details. The plan shall allow any easements and dedicated roadways. A security bond may be required to guarantee performance of the applicant's obligations as described herein.

## **Section XIV**

### **GENERAL STANDARDS**

- A. Design development. The design should fit the existing natural and manmade environments with the least stress.
  - 1. Site preparation is to be conducted with minimal disturbance to existing vegetation. Stripped topsoil is to be piled and reused on the site where needed. A minimum of four (4) inches of topsoil is to be placed on the disturbed area.
  - 2. Landscape treatment shall consist of natural, undisturbed vegetation or features, ground cover, shrubs, or trees were appropriate.
  - 3. Grading and filling must be conducted to minimize the alteration of surface and subsurface drainage toward or across abutting properties, unless written consent of the abutting landowner is obtained.
- B. Illumination.
  - 1. Outdoor lighting shall not glare on abutting properties or on public highways.
  - 2. Indirect lighting should be used on signs advertising good and services offered on the premises. Blinking or flashing lights or signs are not permitted.
  - 3. Outdoor lighting is restricted to that which is necessary for advertising and the security of the property.
- C. Pedestrian safety. Sidewalks shall be provided for pedestrian traffic to provide connection between the main entrances of business, housing, or industrial establishments and parking areas. In the event that pedestrian shoppers or employees are reasonably anticipated, provision shall be made for sidewalks running from the street line to the establishments. All such sidewalks shall be at least six (6) inches above grade, shall be protected by curbing and be handicapped accessible.
- D. Off street parking and loading requirement.
  - 1. Sufficient off street loading and/or unloading space must be provided, including off street areas for maneuvering of anticipated trucks or other vehicles. Maneuvers for parking and/or loading or unloading must not take place from a public street.



2. Access, parking, and loading areas are to be constructed so as to minimize dust, erosion, and runoff conditions that would have a detrimental effect on abutting or neighboring properties. Permeable pavement may be used which might reduce the need for installation of drainage facilities to accommodate runoff. However, the Planning Board may require that access, parking, and loading areas be conventionally paved if deemed appropriate
- E.** Screening. Appropriate screening or buffers are to be maintained or installed to provide privacy and noise reduction to residential areas abutting non-residential sites
1. Buffer strips (a ten (10) foot minimum distance, largely dependent upon the density of development in the area) must be maintained between the proposed use and residential uses. Buffer strips between proposed use and residential uses must contain vegetation that will screen non-residential uses from the sight of the residential uses during winter months.
  2. Storage areas must be fenced or screened from on-site or adjoining parking and neighboring properties.
  3. Litter, garbage, and recycling collection areas must be screened.
  4. The use of either fencing or hedges is permitted.
- F.** Street access and traffic pattern. Access to public streets will meet the requirements of the New Hampshire Department of Transportation and/or the Town of Sullivan. Any new road construction shall conform to the road standards as specified in the Subdivision Regulations. The internal traffic pattern will accommodate the proposed use, as well as providing easy, unimpeded access for emergency vehicles.
- G.** Water supply and sewage disposal systems. Such systems must be sized to meet the needs of the proposed use under the regulations of the New Hampshire Water Supply and Pollution Control Commission and/or regulations of the Town of Sullivan. It shall be the responsibility of the applicant to provide adequate information to prove that the area of the lot is sufficient to permit the installation and operation of an individual sewerage disposal system and the existing systems are adequate to serve the needs of the proposed development.
- H.** Underground fuel storage tanks. Such tanks shall comply with the standards of the New Hampshire Water Supply and Pollution Control Commission as set forth in part Env-Ws 411 of the New Hampshire Code of Administration Rules.
- I.** Storm water drainage. No increase in surface runoff shall be permitted if such increased runoff passes beyond the property lines of the parcel upon which the development occurs, unless it is within an approved public storm drainage system.
- J.** Pollution control. To avoid undesirable and preventable elements of pollution such as noise, smoke, soot, particulate, or any other discharges into the environment that might prove harmful or a nuisance to persons, structures, groundwater, or adjacent properties, the applicant will employ the best standards and technology economically available at such time.
- K.** Americans with Disabilities Act. Where required by law, all buildings shall have access for handicapped persons.
- L.** Utilities. Where appropriate, installation of any new utilities and/or transmission lines shall be buried underground.

## **Section XV**

### **PERFORMANCE GUARANTEE**

As a condition of approval, the Planning Board shall require the posting of a performance guarantee in an amount sufficient to defray the costs of construction of streets and public utilities, or the costs of removal and disposal of communications facility components. The Planning Board shall set the form and amount of security, which will be posted for the lifetime of the project, or fifteen (15) years, whichever is greater, and will be for the purpose of paying for the demolition of the facility at the end of its useful life and/or

when it ceases to be used for its original permitted use. The Planning Board shall also require the applicant to submit proof of appropriate liability insurance with respect to the proposed facilities prior to construction. The amount of the security shall be based on an estimate of costs provided by the applicant; the amount of the security shall also include fees to cover the cost of periodic inspections. At the discretion of the Planning Board, a licensed engineer shall review the proposed security. All costs of such review shall be paid by the applicant. The security shall be approved as to form and sureties by the Board and the municipal counsel.

Where electric lines or other utilities are to be installed by a corporation, municipal department, or public utility, a letter of intent shall be required stating that the work will be done in reasonable time and without expense to the Town. Each approved plat shall contain a time limit for the completion of streets and public improvements. The performance guarantee shall be released in phases as portions of the secured improvements or installations are completed and approved by the Planning Board or its designees in accordance with the plans approved by the Board.

Telecommunications facilities must be maintained in compliance with the applicable standards for towers that are published by the Electronics Industries Associations. If, upon inspection, the Town concludes that a tower or communications facility fails to comply with such standards and constitutes a danger to persons or property, then upon notice being provided to the owner of the tower, the owner shall have thirty (30) days to bring such tower into compliance with such standards. If the owner fails to bring such tower into compliance within thirty (30), such action shall constitute abandonment and grounds for removal at the owner's expense through execution of the posted security.

## **Section XVI**

### **ADMINISTRATION AND ENFORCEMENT**

The Planning Board shall administer these regulations; enforcement shall be by the Board of Selectmen. The Selectmen shall not issue any building permits for construction which requires site plan approval until or unless such planned construction has received site plan approval by the Planning Board.

## **Section XVII**

### **WAIVERS**

Any portion of these regulations may be waived where, in the opinion of the Planning Board, strict conformity would pose an unnecessary hardship to the applicant and such waiver would not be contrary to the spirit and intent of the regulations.

Such waivers shall be granted only after a vote to waive the requirement has been taken by the Planning Board. The waiver shall be recorded in the minutes, and shall be noted on the Site Plan Review Checklist.

## **Section XVIII**

### **REVOCAION OF PLANNING BOARD APPROVAL**

An approval and recorded site plan may be revoked by the Planning Board in whole or in part under the following circumstances: (1) at the request of or by agreement with the applicant; (2) when any requirement or condition of approval has been violated; (3) when the applicant has failed to perform any condition of approval within the time specified or within four (4) years; (4) when four (4) years have elapsed without any vesting or rights and the plan no longer conforms to applicable regulations; (5) when the applicant has failed to provide for the continuation of adequate security; or unless any circumstances set forth in RSA 676:4-a as it may be amended from time to time.

**Section XIX**


**VALIDITY**

If any provision of these regulations shall be held invalid for any reason by a court, such holding shall not invalidate, in any manner, any other provision herein.

**Section XX**

**EFFECTIVE DATE**

These regulations, and any amendments thereto, shall take effect upon their adoption. Any previous version of these regulations is hereby repealed.

	<p>Town of Sullivan</p> <p><b>SITE PLAN REVIEW CHECKLIST</b></p>	<p>Planning Board P.O. Box 110 Sullivan, NH 03445</p>
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Applicant Name \_\_\_\_\_ Date of Application \_\_\_\_\_

***The items on this page are considered to be the minimum requirements for a completed site plan review application. The Planning Board may request additional information.***

**Does this proposal have significant regional impact?**       Yes       No

**Does this proposal involve a change of use or expansion of a previously approved Site Plan Review?**       Yes       No

Submitted		Waived	
Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Name of project or identifying title and tax map number.	
<input type="checkbox"/>	<input type="checkbox"/>	Names and addresses of the owner(s) of record.	
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, a written approval by the owner of record of any person(s) acting as their agent for the project.	
<input type="checkbox"/>	<input type="checkbox"/>	Written narrative describing the extent of the proposal.	
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, date of the plat, and scale appropriate to the scope of the development.	
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of the person preparing the plat. His or her seal and license number (required for the final copy).	
<input type="checkbox"/>	<input type="checkbox"/>	Signature block for Planning Board Approval which will include space for the Planning Board chair and secretary.	
<input type="checkbox"/>	<input type="checkbox"/>	Locus plan at an appropriate scale showing the location of the site in relation to existing public access.	
<input type="checkbox"/>	<input type="checkbox"/>	Names and addresses of all abutting landowners within 25 feet.	
<input type="checkbox"/>	<input type="checkbox"/>	A list of the uses of abutting properties within 200 feet.	
<input type="checkbox"/>	<input type="checkbox"/>	The location of all existing and proposed easements, rights of way, and driveways, including shared driveways.	

Submitted			Waived	
Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Physical features such as rock ledges and stone walls. including existing and proposed foliage lines.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Natural features such as water courses, marshes, lakes, ponds, and other wetlands.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Boundary survey including bearings, distances, and location of permanent markers. The survey shall be conducted according to the standards outlined by the New Hampshire Land Surveyors Association.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Shape, size, height, location, and use of existing and proposed structures on the site as well as those within 25 feet of the any boundary lines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location, name and widths of any existing and proposed roads on the property as well as any public highways abutting the property (within 200 feet.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Locations of existing and proposed sidewalks and driveways with indications of direction of travel for any that one way. Both vehicular and pedestrian circulation shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copies of any State or Federal permits governing the environmental impact of the proposal if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copies of any State or Federal permits required for the proposal if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of approval by the Sullivan Zoning Board of Adjustment of any special exceptions related to this proposal.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location and total number of parking spaces, loading spaces (if applicable),and other similar facilities associated with the proposed use.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location, types, and size of all existing and proposed landscaping and screening to include any planned fencing, buffer strips or screening such as hedges or berms.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Soil data, and designated wetlands.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Plan for control of sedimentation and erosion.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Size and location of fuel storage and distribution facilities (if applicable). Any underground fuel storage tanks shall comply with the standards of the New Hampshire Water Supply and Pollution Control Commission as set forth in part Env-WS 411 of the New Hampshire Code of Administrative Rules.	<input type="checkbox"/>	<input type="checkbox"/>

Submitted			Waived	
Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Size and location of all existing and proposed water mains, sewers, and culverts to include the location and distance to any fire hydrants and/or fire ponds.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of State septic approval or certification from a licensed septic designer of all proposed septic systems.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location of perc tests and test results, location of 4,000 square foot septic area and location of for all proposed septic systems.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of certification by a licensed septic designer that an existing septic system is adequate to meet the needs of the proposed use.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Locations of any new utilities and/or transmission lines including lines to be buried.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Identification of access to the site, sight distance at the access point(s), curb cuts and proposed changes (if any).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copies of any approved driveway permit(s) related to the project.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	A plan for restoration of topsoil if topsoil is to be removed during the project.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	A plan for outdoor illumination that demonstrates it will not glare on abutting properties, public highways or streets.	<input type="checkbox"/>	<input type="checkbox"/>