



Town of Sullivan  
**SITE PLAN REVIEW CHECKLIST**

Planning Board  
P.O. Box 110  
Sullivan, NH 03445

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"/>