TOWN OF PLYMOUTH
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TO: Applicants
FROM: Sharon Penney, Town Planner
SUBJECT: Planning Board Applications
DATE: June 6, 2011

In 2002, the Planning Board decided to begin a process of working with consulting engineers for reviewing plans and for construction observation to provide the Planning Board with technical assistance in the execution of their responsibilities on behalf of the Plymouth community.

IF THE Planning Board determines your application needs to be reviewed by an engineer or if construction observation is required, the Board, as allowed by state law, will require that the applicant pay for this cost. Funds are collected and held in escrow for this work. The following unit prices will be used to establish the initial budget amount depending on the specific requirements of the project. Once the funds are collected and secured in escrow, authorization to proceed can be issued to the engineer and the project can begin.

Current rates for estimating escrow accounts:

Subdivision Plan Review:	$1.25/lineal foot of road ($500 minimum)
Site Plan Review:	$750 for first developed acre $325 for each additional acre ($750 minimum)
Construction Observation	$3.00 per lineal foot of road, plus $4.00 per lineal foot of sewer pipe, plus $4.00 per lineal foot of water line

In addition, the **Town of Plymouth has a separate water and sewer district**. Please contact the Plymouth Village Water and Sewer District directly at 603-536-1733 to discuss your plans with them. PVW&SD has a separate process for reviewing development proposals and may charge additional fees for reviewing plans and construction observations for projects within their district. We hope this information is helpful as you work on your project. If you have any questions please call Sharon Penney, Town Planner at 603-536-1731 or email spenney@plymouth-nh.org

PLYMOUTH PLANNING BOARD
APPLICATION FOR SITE PLAN REVIEW

The undersigned Applicant hereby submits to the Plymouth Planning Board a completed application for Site Plan Review for a property located at the following address _____ with tax map and parcel numbers _____. The applicant proposes to _____

_____

Property Owner	**Applicant/Representative**
name: _____	_____
address: _____	_____
telephone: _____	_____
e-mail addresss: _____	_____

The Applicant certifies that all the submission requirements listed in the Site Plan Review Regulations of the Town of Plymouth have been complied with and understands that the Site Plan Review Regulations guide the procedures and conditions for approval.

The Plymouth Planning Board and its agents are authorized to access the property for the purpose of reviewing this site plan, performing any inspections related to this site plan deemed necessary by the Board or its agents, to ensure conformance with the approved plan and all Town of Plymouth ordinances and regulations (per RSA 674:1).

_____ _____
date signature of Applicant

_____ _____
date signature of Property Owner(s)

If Applicant is not the Property Owner:

I hereby designate _____ as the representative(s) to whom all communication with the Owner may be addressed and the person to whom legal process may be served in connection with any proceeding arising out of the agreement herein.

_____ _____
date signature of Owner

NARRATIVE FOR PROJECT APPLICATION

*Please give a brief but thorough description of your project including (if applicable) size of lot in acres, number of lots proposed, size of building/addition in square feet, location of project and other **pertinent** specifics which will give the Board reviewing your application a clear idea of what the project is and how that supports the approval you are seeking. If you are applying for ZBA relief, explain how the zoning ordinance **specifically impedes** your project (e.g., won't allow second story, lot frontage too small for residence, etc.)*

SUBMISSION REQUIREMENTS

All projects shall submit the following:

1. Completed application form.
2. Checklist of required exhibits and data.
3. A plat including the items required in Section VIII of the Regulations, or written waiver requests.
4. Three (3) full-size paper copies of the site plan/packet (sheet size: 24”x36” maximum, 11”x17” minimum)
5. Fifteen 11”x17” reductions of the site plan/packet
6. List of abutter names and addresses obtained from Town records not more than five days prior to filing the application; the names and addresses of any holders of conservation, preservation or agricultural preservation restrictions; the names and addresses of professionals who have stamped the plans. ***These names must also be submitted on 2 sets of mailing labels.***
7. Fees as set by the Board of Selectmen:

Application:	
Residential @ $75/unit	$_____
Non-residential @ 10¢/sq ft with $400 minimum	$_____
Advertising and review:	$ 60.00
Notification fee ($5.00 per notice, see page 3)	$_____
Recording processing: ($9 per sheet)	$_____
Total fees due TO TOWN OF PLYMOUTH	$_____

Application received on: _____ by: _____

Fees received on: _____ by: _____ amount: _____

NOTIFICATION LIST

1. Include the applicant.
2. Include the representative (if different than applicant).
3. Include the owner (if different than applicant).
4. Include all abutters, as indicated on Town records no more than 5 days prior to application date.
5. Include any holders of conservation, preservation or agricultural preservation restrictions.
6. Include all professionals who have stamped the plans.
7. List the owner of more than one parcel only once.
8. **Copy names and addresses onto two sets of mailing labels and submit the labels with the application.**

NAME ADDRESS TAX MAP #

_____
applicant

_____
representative (if different than the applicant)

_____
owner (if different than the applicant)

_____
Professionals who have stamped the plans

_____
Holders of conservation, preservation or agricultural preservation restrictions

_____

_____

_____

_____

_____

_____ Check here if list is continued on back or separate page.

_____ ***Total number of names on this list (including applicant, owner & representative)*** x $5.00 each = $ _____ (see page 2)

CHECKLIST OF REQUIRED EXHIBITS AND DATA

Applicant's name: _____

Date completed by Applicant: _____

Instructions: Applicant to check off each item under the (**A**) column if it is included with the application or is shown on the site plan. All waiver requests are to be checked off under the (**W**) column and accompanied by a separate written request for each item or group of items that are requested to be waived (see section XI Waiver Procedure). Community Planner to check off each item under the **P** column that is filed with application or shown on the site plan. *Each applicable item must be included with the application or shown on the site plan or accompanied by a written waiver request or the application will be found incomplete and not accepted by the Planning Board*.

THE FOLLOWING ARE REQUIRED OF ALL PROJECTS:

A	W	P	ITEM	NOTES
			Name of project or identifying title; names and addresses of owners of record; and property identification number(s).	
			North arrow, date of the plat, scale appropriate to the scope of the development; name and address of the designer/engineer and all other professionals whose seal appears on the plan; signature block for Planning Board approval.	
			Vicinity sketch at an appropriate scale showing the location of the site in relation to the existing public streets and zoning district(s).	
			All abutting landowners, physical features and uses of abutting land within 200 feet of the site.	
			Sketch of site showing boundaries, existing natural features, including water courses and water bodies, trees and other vegetation, topographical features, any other features which should be considered in the site design process.	
			The shape, size, height, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site.	
			An elevation view or photograph of all buildings indicating their dimensions and surface treatment.	
			Name, location, curbing and widths of any existing and proposed roads on the property and those existing within 200 feet of the site.	

			Location of existing and proposed sidewalks, driveways and curb cuts, sight distance at the access point(s), and proposed changes (if any) to existing streets. Both vehicular and pedestrian circulation shall be shown.	
			Location, layout and total number of parking spaces, loading spaces and other similar facilities associated with the use.	
			The location, type and nature of all existing and proposed exterior lighting, including direction and area of illumination.	
			The size and location of all existing and proposed water mains, sewers, culverts, including location and distance to any fire hydrants or fire ponds.	
			Location and type of existing waste disposal system, or location and type of proposed waste disposal system with an outline of the 4,000 square foot areas reserved for leach fields for any new system; location of test pits and record of percolation tests.	
			Location of existing and proposed on-site well(s), showing 75 foot protection radius.	
			The type and location of solid waste disposal facilities.	
			The location, size, design and illumination of proposed signs and other advertising or instructional devices.	
			Soil survey data from the Grafton County Soil Survey.	
			Location and copies of any existing or proposed easements, deed restrictions or covenants.	
			Estimated construction timetable.	
A	**W**	**P**	**In addition to the items required above, the following are required of all projects proposing a new building(s) or changes to the exterior dimensions of existing buildings:**	**NOTES**
			Survey of site showing boundaries, monument locations, existing natural features, including water courses and water bodies, trees and other vegetation, any other features which should be considered in the site design process, in place of item (f) above.	
			Existing and proposed contours, finished grade elevations, and base flood (100-year flood) elevations where appropriate; all contours shall be a minimum of 2–foot intervals.	
			Elevation of the first floor of all existing and proposed buildings on the site.	
			Provision for future expansion of sewage and water facilities.	
			The location, elevation and layout of catch basins and other drainage features.	

			The size and location of all public service connections–gas, power, telephone, fire alarm, overhead or underground.	
			Reproducible mylar of the site plan for recording purposes. The reproducible mylar may be submitted as an as-built plan, subsequent to final approvals.	
A	**W**	**P**	**In addition to the items required above, the following items may also be required by the Board:**	**NOTES**
			A statement identifying the various goals and objectives of the Town of Plymouth Master Plan that relate to the project and fully explaining how the project conforms with these goals and objectives.	
			Copies of any necessary Federal, State or local permits and approvals, including, but not limited to, Zoning Board of Adjustment, Department of Transportation, or Wetlands Board. Site Plan Review and other necessary Federal, State or local reviews may be conducted concurrently, in which case, copies of other necessary applications must be submitted.	
			Erosion Control Plan which meets the design standards and specifications set forth in the “Erosion and Sedimentation Control Design Handbook for Developing Areas in New Hampshire” (USDA Soil Conservation Service).	
			An adequate stormwater drainage system developed by a certified engineer.	
			Demonstrate consideration for the use and/or modification of an existing structure.	
			Impact analysis and mitigation plan.	
			Any other exhibits, special studies or data that the Board may require in order to adequately evaluate the proposed development.	