

**TOWN OF WATERVILLE VALLEY, NEW HAMPSHIRE
PLANNING BOARD**

SITE PLAN APPLICATION

- The Site Plan shall be submitted in the following formats: 1 (one) 22"x34" paper print copy, electronic copy in .pdf format, 1 (one) 11"x17" paper print copy. The data shall be sufficiently clear to illustrate all conditions and establish the basis and clarify the design requirements for the Site Plan. Maps shall be at a scale of not more than 100' = 1" but shall be of sufficient scale to clearly depict details of the project and shall contain a bar scale.
- Compile abutters list containing the names and addresses of all abutters as indicated in Town records not more than five (5) days before the day you will file this application; names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions; and names and business addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any exhibit.
- Application Fee: Include check or money order for application fee and cost of notices payable to the Town of Waterville Valley.
- Hand deliver your completed application with abutters list, fees and all required exhibits, to Rust Municipal Building or mail to Planning Board, Town of Waterville Valley, P.O. Box 500, Waterville Valley, NH, 03215.

Basic Information:

Application type: ☐ Minor Site Plan ☐ Major Site Plan

TAX MAP & LOT number: _____

Owner(s): _____

Mailing address: _____

Email(s): _____

Telephone(s): _____

Agent (if applicable): _____

Mailing address: _____

Email: _____

Telephone: _____

Existing and Proposed Site Conditions:

1. A statement by a qualified engineer of conditions of land as to suitability for development (please attach to application).
2. A site map at the scale of the official map (100'=1") identifying exactly the development location and proposed streets or other features shown on the official map (please attach to application).
3. Boundaries and area of the entire parcel, whether or not all land therein is to be subdivided; north point, bar scale and dates of any revisions (please attach to application).
4. Boundaries of Zoning Districts relative to the Site Plan, municipal boundary if any, land use designation from Master Plan (please attach to application).
5. Disposition of land into streets, open spaces, drainage courses, and accurate locations of all easements running with the land. Areas shall be described in square feet and acres.

6. Existing and proposed easements, deed restrictions, etc.

7. Proposed subdivision or development, if any, adjacent to the Site Plan and identification of separate phases of development.

Buildings

1. Location of all existing buildings on the property and within 200' thereof

2. Location and purpose of all proposed structures, including accessory buildings, in relation to topography.

3. Building setback lines.

Streets and Parking

1. Existing and proposed street right-of-way lines, widths of streets.

2. Proposed names of new streets.

3. Street profiles, including cross sections.

4. A statement of the work required on existing public streets to meet the minimum standards set in Subdivision Regulations, including cost estimates and the method of meeting such costs.

5. Parking areas, with provisions for snow removal and/or storage.

6. Service Areas.

7. Locations of existing and proposed bicycle and pedestrian paths.

Drainage and Utilities

1. Watershed areas and immediate and long-term computations.

2. A statement and contours in sufficient detail to indicate clearly the method of storm water drainage on and off site; soils data if required (see Article III Sections H & I of Subdivision Regulations).

3. If the storm water drainage system creates any additional flow over any other property, except through defined watercourse, the developer shall obtain an easement therefore from the other owner and shall hold the Town harmless from any claims for drainage there from.

4. Existing and proposed plans for telephone, electric and water supply and solid waste and sewage disposal facilities (please attach to application)

Landscaping

1. Locations of existing and proposed open space, watercourses, large trees, foliage lines, and significant natural and manmade features.

2. A landscape plan of sufficient clarity for interpretation by the Board and abutters (please attach to application).

3. A plan for lighting and signing within the project (please attach to application).

4. Location and proposed screening method for all exterior mechanical/electrical appurtenances.

Legal

1. A written acknowledgement of the developer's responsibility for maintenance and the assumption by him of liability for injuries and damages that may occur on any land to be dedicated for public use, until such land has been legally accepted by the Town.

2. If the Site Plan abuts a state highway, or if a proposed street intersects a state highway, a written statement from the New Hampshire Department of Public Works and Highways approving any proposed driveway or street access to such state highway (please attach to application).

3. If a site to be served by public water supply or by public sewer, a statement from the Municipal Services Department attesting to the availability of such service (please attach to application).

4. In the case of electric lines or other utilities to be installed by a public utility corporation, a statement shall be received in writing from such a public utility that the work will be done within a reasonable time and without expense to the Town and that utilities will be placed underground (please attach to application).

5. The following items are required when applicable, in a form approved by the town's attorney, prior to the approval of a Site Plan:

- a. Easements and/or rights-of-way over property to remain in private ownership.

- b. Rights to drain onto or across property, whether public or private, including a street.

- | | |
|--------------|-------------|
| <i>Owner</i> | <i>Date</i> |
| <i>Owner</i> | <i>Date</i> |

Notice costs received: \$ _____ By _____ Date _____
initial

Notice costs received: \$ _____ By _____ Date _____
initial

Planning Board dates: Submission of application

Acceptance of submission as complete

If Board requests additional material, attach notice to applicant to this form.

PUBLIC HEARING

Dates: Abutters notices mailed Notice posted in two places

Notice costs received: \$ _____ By _____ Date _____
initial

Notice costs received: \$ _____ By _____ Date _____
initial

Date of public hearing: _____ Date hearing continued: _____

OUTSIDE REVIEWS

Reviewer 1: _____ Estimated cost: _____

Billed to applicant: Billed \$ Received \$ By Date

initial

Paid to reviewer: \$ _____ Date _____ \$ _____ Date _____
\$ _____ Date _____ \$ _____ Date _____

Reimbursed to application: \$ _____ Date _____

Reviewer 2: _____ Estimated cost: _____

Billed to applicant: Billed \$ Received \$ By Date
initial

Paid to reviewer: \$ _____ Date _____ \$ _____ Date _____
\$ _____ Date _____ \$ _____ Date _____

Reimbursed to application: \$ _____ Date _____

INTERNAL REVIEWS

- ☐ Sewer design
- ☐ Water design
- ☐ Solid waste container placement
- ☐ Fire chief
- ☐ Parking

DECISION

Planning Board dates: Decision by Planning Board

Approved: _____ Denied: _____

Approved with Conditions: _____

Conditions (or attach Notice of Action):

Precedent Subsequent

(✓)

☐

(✓)

☐

☐☐

☐☐

PRIOR TO SIGNING AND RECORDING FINAL PLAT

☐

All fees paid

☐

All local and state permits/approvals received

☐

All conditions precedent has been met in accord with notice of action

Easements and/or rights-of-way (or attach a separate document):

Date

Date

Date