

Fee: \$250
 Abutter Notification: \$9 x _____
 TOTAL: _____
 Check# _____
 Cash Other _____



Date Received: _____
 By: _____ M/L: _____
 District: _____
 Case# _____
 Hearing Date: _____

FULL SITE PLAN APPLICATION

NOTE: This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is inadequate.

Applicant's Name: _____
Owner or Agent

Name of Property Owner, if different: _____

Owner's Address: _____

Owner's Phone #/Email: _____

Agent's Address: _____

Agent's Phone #/Email: _____
Written permission to represent owner must be submitted with application.

Property/Project Street Address: _____

Existing Use: _____ Feet of Frontage: _____ Sq. Ft. of Lot: _____

Location is in the following Overlay District(s)/Area(s):

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Shoreland Protection | <input type="checkbox"/> Historic District | <input type="checkbox"/> Pemigewasset | |
| <input type="checkbox"/> Wetlands Conservation | <input type="checkbox"/> Floodplain | <input type="checkbox"/> N/A | |

Is this project: Non-Residential Multi-family (3 or more units) Mixed Use Occupancy

Permission for Planning Board to access the site? YES NO

Name of proposed project: _____

Brief description of proposed plan: _____

Detailed description of the types of services and/or products to be involved in any non-residential use, including hours of operation and any changes of an existing use:

Written statement with calculations depicting how the parking requirements are being met:

Description of changes in exterior lighting:

The applicant and/or owner/agent, certifies that this application is true and complete and that any additional costs for engineering or professional services incurred by the Bristol Planning Board in the Site Plan Review process of this property shall be borne solely by the applicant and/or owner.

Signature of Applicant/Agent: _____ Date: _____



Date Received:	_____
By:	_____ M/L: _____
District:	_____
Case#	_____
Hearing Date:	_____

FULL SITE PLAN CHECKLIST

NOTE: A completed application shall be filed with the Land Use Office NO LESS than twenty-one (21) days prior to a regularly scheduled meeting of the Planning Board. Filing deadlines can be found on the Town website. All regulations cited in this Checklist can be found in the Site Plan Review/Subdivision Regulations unless otherwise noted.

Applicant's Name: _____
Owner or Agent, Written permission to represent owner must be submitted with application.

Name of Property Owner, if different: _____

Project Name: _____

Property/Project Street Address: _____

Under the Applicant column (on the left) please indicate the following:

- Y = Information is provided
- N/A = Information requested is not relevant to this application
- W = Waiver being requested

Waivers to any of these requirements must be accompanied by a written explanation justifying why the waiver should be granted.

If the application is incomplete due to waivers not being accepted, or any missing items, it could result in a delay of a month, or more to your application.

An application will be considered complete for the purpose of submission if it meets ALL the following requirements.

Items #1 - 5 must be on the APPLICATION.

Applicant	LU	PB
1. Names, Addresses and Phone Numbers of Applicant and Owner (8.7) _____ applicant name, address, and phone number _____ owner name, address, and phone number _____ owner, applicant are same person		
2. Location of Site (8.7) _____ tax map # and lot _____ street address		
3. Brief Description of Plan (8.7) _____ existing use _____ proposed use _____ changes to existing use		
4. Detailed Description of Services/Products for Non-Residential Use (8.7) _____ hours of operation _____ changes of existing use		
5. Abutters List (8.7) to be verified by Land Use Office		

Items #6 - #50 required on the SITE PLAN DRAWING unless a waiver is requested, in writing.

Applicant	LU	PB
<p>6. Title block (8.8.A.1) <input type="checkbox"/> Plan identification <input type="checkbox"/> Name(s) of applicant(s) _____ Name(s) of owner(s), if other than applicant <input type="checkbox"/> Tax Map and Lot Numbers <input type="checkbox"/> Name(s) of person(s) who prepared the plan _____ Date plan was prepared <input type="checkbox"/> Scale of plan</p>		
<p>7. Location plan (8.8.A.2)-shows site in relation to surrounding portion of town (locus)</p>		
<p>8. Abutters listed on the plan (8.8.A.3) - Tax Map and Lot #</p>		
<p>9. Waivers requested listed on plan (8.8.A.4)</p>		
<p>10. Zoning district of Lot (8.8.A.5)</p>		
<p>11. Minimum building requirements for district including maximum height and setbacks (8.8.A.6; 8.8.A.25; 8.8.A.28) <input type="checkbox"/> Minimum Lot size _____ Minimum Road Frontage <input type="checkbox"/> Front, rear, side setbacks _____ Building height</p>		
<p>12. Location of Flood Zone (8.8.A.7) <input type="checkbox"/> Project is in the 100-year flood zone <input type="checkbox"/> Project is not in the 100-year flood zone</p>		
<p>13. Present use of lot (8.8.A.8)</p>		
<p>14. Proposed use of lot (8.8.A.9)</p>		
<p>15. Purpose of Plan (8.8.A.10) <input type="checkbox"/> Size of buildings _____ Uses proposed</p>		
<p>16. Total area of parcel in acres and sq. ft. (8.8.A.11)</p>		
<p>17. Reference to established benchmark (8.8.A.12)</p>		
<p>18. Soil type(s) and boundaries (8.8.A.13)</p>		
<p>19. Existing utilities (8.8.A.14) <input type="checkbox"/> Water Lines _____ No existing water lines <input type="checkbox"/> Wells _____ No existing wells <input type="checkbox"/> Sewerage Lines _____ No existing sewerage lines <input type="checkbox"/> Utility Poles _____ No existing utility poles <input type="checkbox"/> Drainage facilities, including sources of supply, tank, building drains, pipe sizes <input type="checkbox"/> No existing drainage facilities <input type="checkbox"/> Service areas and all other utilities not included above <input type="checkbox"/> No other existing utilities or service areas</p>		

Applicant	LU	PB
<p>20. Proposed utilities (8.8.A.14) <input type="checkbox"/> Water Lines <input type="checkbox"/> No water lines proposed <input type="checkbox"/> Wells <input type="checkbox"/> No wells proposed <input type="checkbox"/> Sewerage Lines <input type="checkbox"/> No sewerage lines proposed <input type="checkbox"/> Utility Poles <input type="checkbox"/> No utility poles proposed <input type="checkbox"/> Drainage facilities, including sources of supply, tank, building drains, pipe sizes <input type="checkbox"/> No drainage facilities proposed <input type="checkbox"/> Service areas and all other utilities not included above <input type="checkbox"/> No other utilities or service areas proposed</p>		
<p>21. Parking calculations (8.8.A.16; 8.5.E)</p>		
<p>22. Total parking provided (8.8.A.17)</p>		
<p>23. Location of driveways, parking, and spaces (8.8.A.18) <input type="checkbox"/> Dimensions <input type="checkbox"/> Parking Layout</p>		
<p>24. Provisions for off street loading facilities (8.8.A.19, 8.5.E.3) <input type="checkbox"/> Proposed <input type="checkbox"/> None proposed <input type="checkbox"/> Existing <input type="checkbox"/> None existing</p>		
<p>25. Location of walks, fences, screening (8.8.A.20, 8.5.J) <input type="checkbox"/> Location <input type="checkbox"/> Dimensions <input type="checkbox"/> Descriptive details</p>		
<p>26. Location, size, and type of signs (8.8.A.21) <input type="checkbox"/> Location <input type="checkbox"/> Size <input type="checkbox"/> Type</p>		
<p>27. Location of outside service, storage and/or display (8.8.A.22, 8.5.L) <input type="checkbox"/> Location <input type="checkbox"/> Dimensions <input type="checkbox"/> Descriptive details <input type="checkbox"/> Refuse area</p>		
<p>28. Exterior Lighting (8.8.A.23) <input type="checkbox"/> Type <input type="checkbox"/> Location <input type="checkbox"/> Intensity <input type="checkbox"/> Direction</p>		
<p>29. Landscape buffer area, where required (8.8.A.24; 8.5.J)</p>		
<p>30. Include setbacks to wetlands per Shoreland Protection Act (8.8.A.26) <input type="checkbox"/> 50 <input type="checkbox"/> 125 <input type="checkbox"/> 250</p>		
<p>31. Impervious areas as percentage of total lot area (8.8.A.15)</p>		
<p>32. Appropriate stamps and signatures of all applicable professionals (8.8.A.29)</p>		
<p>33. Planning Board approval block (8.8.A.30) (see sample on last page) <input type="checkbox"/> Date of Approval line <input type="checkbox"/> At least 4x2 inches <input type="checkbox"/> Chair signature line <input type="checkbox"/> Expiration date line</p>		
<p>34. Three (3) full size copies and one (1) reduced size copy of Site Plan prepare by a licensed land surveyor, to scale (8.7.A; 8.7.B) <input type="checkbox"/> Lot under consideration <input type="checkbox"/> Zoning District <input type="checkbox"/> All adjoining properties with tax map numbers (8.7.A.1)</p>		
<p>35. North Arrow (8.7.A.2)</p>		
<p>36. Boundary distances, monuments, bearings (8.7.A.3)</p>		

Applicant	LU	PB
37. Contour lines at 2-foot intervals (8.7.A.4) <input type="checkbox"/> Existing <input type="checkbox"/> Proposed		
38. Features within 50 feet of lot boundaries (8.7.A.5) <input type="checkbox"/> Natural features <input type="checkbox"/> Buildings; Existing and Proposed <input type="checkbox"/> Include steps, entries, loading platforms <input type="checkbox"/> Outside service, storage and/or display - 8.8A.22 <input type="checkbox"/> Existing <input type="checkbox"/> Proposed		
39. Streets within 100 feet (8.7.A.6)		
40. Wetlands delineation by a State of NH licensed professional (8.7.A.7)		
41. Surface Cover (8.7.A.8) <input type="checkbox"/> Wooded <input type="checkbox"/> Cleared <input type="checkbox"/> Gravel <input type="checkbox"/> Paved <input type="checkbox"/> Standing Water <input type="checkbox"/> Other		
42. Proposed landscaping plan (8.7.A.9)		
43. Zoning Board Decisions (8.7.10) <input type="checkbox"/> Included <input type="checkbox"/> No Zoning decisions		
44. Right-of-way/easements (8.7.A.11) <input type="checkbox"/> Rights of way shown <input type="checkbox"/> No rights of way on property <input type="checkbox"/> Easements shown <input type="checkbox"/> No easements on property		
45. Statement as to completion date (8.8.B.1)		
46. Drainage calculations based on a 10-year storm event with provisions for a 50-year storm event (8.8.B.2)		
47. Cost estimate or performance bond for work in town right-of-way (8.8.B.3)		
48. Erosion or sediment control plans (8.8.B.4)		
49. Easements, Covenants, Deed Restrictions (8.8.B.5) <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> No deed restrictions <input type="checkbox"/> Covenants <input type="checkbox"/> No covenants <input type="checkbox"/> Easements <input type="checkbox"/> No easements <input type="checkbox"/> Other restrictions <input type="checkbox"/> No other restrictions		
50. Provisions for snow removal/storage (8.8.B.6)		

If deemed necessary by the Board, the applicant may be required to submit additional data, studies, or documents – to be completed by the Board’s chosen professional at additional cost to the applicant. (8.8.C)

The Planning Board Requires the following:

- | | |
|----------------------------|-----------------------------------|
| _____ Environmental impact | _____ Environmental impact waived |
| _____ Traffic Study | _____ Traffic Study waived |
| _____ Cost Estimate | _____ Cost Estimate waived |
| _____ Fiscal impact study | _____ Fiscal impact study waived |
| _____ Performance bond | _____ Performance bond waived |
| _____ Impact Fees | _____ Impact Fees waived |
| _____ Other restrictions | _____ No other restrictions |

Permits and Approvals

_____ Town: _____
 _____ State: _____
 _____ Federal: _____

SAMPLE Planning Board approval block (8.8.A.30) from item #33

The Approval Block should measure at least 4 inches wide x 2 inches tall and contain a minimum of all the information shown in the sample.

Approval Block - Planning Board Use Only
Date of Planning Board Approval: _____
Expiration Date: _____
Chair Signature _____

Reviewed by Land Use Office on _____
Signature Date

Comments forwarded to Planning Board and Applicant(s) on _____ by _____
Date Initials

Application accepted as Complete by Planning Board on: _____

Chair Signature: _____

A completed application is NOT a Notice of Decision (Approval) by the Planning Board but indicates that the application itself is deemed complete and the process can move forward to the decision-making phase.



TOWN OF BRISTOL PLANNING BOARD FULL SITE PLAN REVIEW INSTRUCTIONS

A well-prepared Site Plan is the MOST IMPORTANT document you will be submitting for your project. Site Plans must be complete, clearly legible, and easily reproducible. Make sure your Site Plan includes all the information on the Site Plan Checklist

A complete and accurate application, with all required materials, will avoid unnecessary delays in the development review process. Using the checklist will expedite the process.

Your submission to the Planning Board requires:

- Three (3) copies of the Site Plan, prepared by a licensed land surveyor (to scale; 8.7A)
- One (1) reduced scale copy of the Site Plan drawing on an 11" x 17" sheet (8.7B)
- Completed Site Plan Application
- Completed Abutters Notification List (verified by the Land Use Office)
- Completed Checklist
- Written request for any Waivers being sought, including an explanation as to why.
- Payment of all applicable Fees

Submissions may be provided electronically and are encouraged.

The Site Plan Application and Checklist will be used by staff to review the application's completeness at the time it is submitted. If determined incomplete by the staff, you will be notified and given a short timeframe in which to provide the needed information. If you do not provide the requested items, your hearing may be delayed to the next month.

Before you begin the Site Plan process, please:

- Review the Site Plan and Subdivision Regulations found on www.townofbristolnh.org / Boards and Committees / Planning / scroll down to Site Plan and Subdivision Regulations on the left-hand side.
- Consider scheduling a Preliminary Conceptual Consultation (PCC) with the Planning Board. The primary advantage of this consultation is that ideas can be informally discussed with the Planning Board before time or money is spent on design and engineering details. The owner or agent may outline, in general terms, the plan that is anticipated. The Planning Board may discuss any pertinent information contained in the master plan and the local regulations that must be considered. During the discussion, the Board should describe the procedures to be followed for the filing, submission, acceptance and review of a completed subdivision or site plan review application.

To schedule a PCC with the Planning Board please contact the Land Use Office via phone (603-744-3354), or in person Monday through Friday between the hours of 8:00 am-4:00 pm.

Items that are required as part of your project submittal materials:

- 1. Application for Site Plan Review and Checklist for Site Plan Acceptance & Review -** with payment of all applicable fees - must be complete and filed with the Land Use Office by the appropriate deadline date set by the Planning Board. Planning Board meeting dates and application deadlines can be found at www.townofbristolnh.org / Boards and Committees / Planning/ Filing Information - Application Deadlines and Fees, on left side of screen.
- 2. Checklist for Site Plan Acceptance & Review –** all items on this Checklist must be **Provided**, identified as **Not Applicable** if they do not appear to apply to your project, or noted that a **Waiver** is requested.

If you are requesting a Waiver of any item, it/they must be in writing and on the plan prior to approval.

The review, acceptance and approval process can take two (2) meetings to complete, so plan accordingly.

The Applicant may be required to submit additional information relating to the site, neighborhood, and the proposal and its potential impact.

The Applicant is responsible for all the costs of any special investigations and of the review of documents and other materials which may be required by the application, including engineering and legal expenses.

The Planning Board shall, in consultation with the applicant, determine the scope of such investigations and reviews and it shall determine the persons or firms to be hired for investigations and reviews.

Town of Bristol Abutter Notification List

Name and address should be those of current owners as recorded in the Tax Records at the time of submission of your application. If more room is needed, copy this sheet and attach. Be sure to make note of how many abutter sheets you are submitting - _____ # of sheets. For the purposes of notification, the applicant (and owner if different) and any professionals who have provided their service are considered abutters.

1) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

2) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

3) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

4) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

5) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

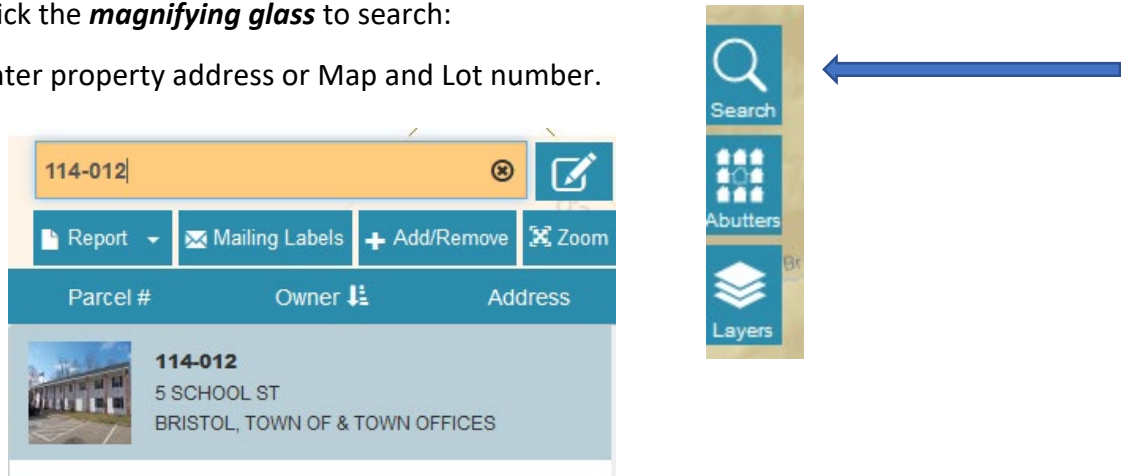
6) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

Addresses Verified – Date: _____

By Whom: _____ **Department** _____

How to obtain an Abutter's list using the Town website.

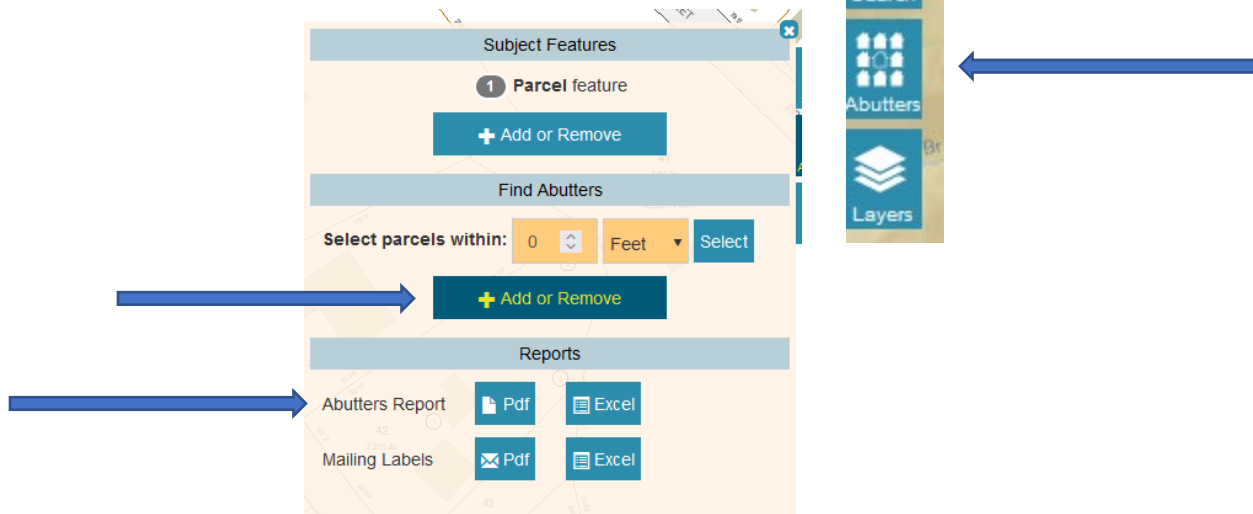
- Go to the Homepage at www.bristolnh.gov
- Click the **Maps** button in the left-hand column.
- This will take you to <https://www.axisgis.com/BristolNH/>
- Click the **magnifying glass** to search:
- Enter property address or Map and Lot number.



The property you chose will show in yellow.

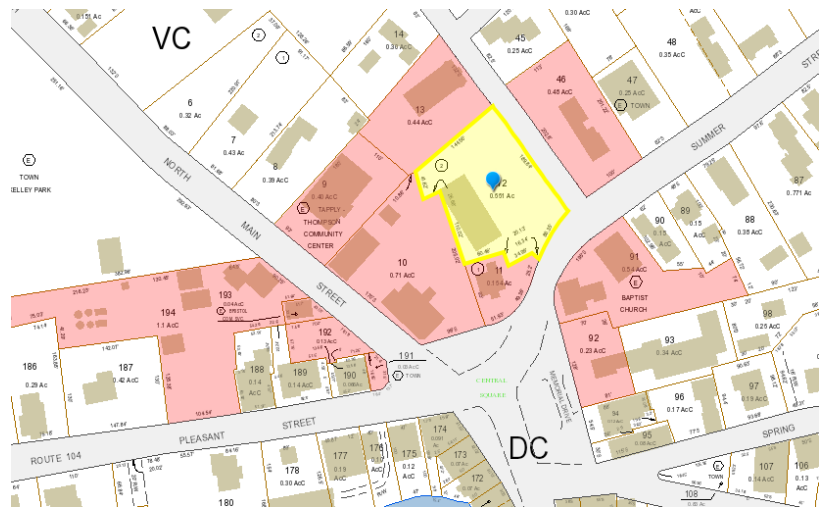


- Click the **Abutters Icon**.
- Under Find Abutters, click **Add or Remove**.



- Click on the parcels surrounding your property.
(Abutters are those sharing a border and across any streets or rivers. If the property address is located in an association, the Land Use Office will assist you with identifying the appropriate abutters.)

- Abutting properties will appear in red.
- Under Reports, click **Abutter's Report PDF**
- Print and submit this report to the Land Use Office with your Application. (The Land Use Office will verify your abutter's list.)



LOT COVERAGE CALCULATION WORKSHEET

Property Address: _____

Tax Map/Lot #: _____

Owner Name(s); _____

Case Type: _____

Total Area of Lot/Parcel, in Square Feet: _____ (A)

Existing Impervious Square Footage

New Impervious Square Footage

House/Building	_____		_____
Driveway	_____		_____
Walkway(s)/patio(s)	_____		_____
Equipment pad/shed(s)	_____		_____
Garage/shed/other building(s)	_____		_____
Screen room/pool	_____		_____
Other: _____	_____		_____

TOTAL SQUARE FEET _____ (B) **TOTAL SQUARE FEET** _____ (C)

Please add together the totals from (B) and (C) above and enter here: _____ (D)

Divide (D) by (A) $(D \div A) = \text{Coverage}$ _____

To get the %, multiply the coverage by 100 = PERCENTAGE _____

PERCENTAGE ALLOWED BY DISTRICT:

Village Commercial = 70%	Corridor Commercial = 60%
Village Residential = 55%	Rural = 40%
Downtown Commercial = 100%	Lake = 35%
Industrial = 75%	

Completed by: _____

Date: _____

Signature: _____