

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:	_____

MINOR 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 (8.9.A.1) _____ applicant name, address, and phone number _____ owner name, address, and phone number _____ owner, applicant are same person		
2. Location of Site (8.9.A.2) _____ tax map # and lot _____ street address		
3. Brief Description of Plan (8.9.A.3) _____ existing use _____ proposed use _____ changes to existing use		
4. Detailed Description of Services/Products for Non-Residential Use (8.9.A.4) _____ hours of operation _____ changes of existing use		
5. Abutters List (8.9.A.5) to be verified by Land Use Office		

Items #6 - #14 required on the SITE PLAN DRAWING unless a waiver is requested, in writing.

Applicant	LU	PB
6. Three (3) full size copies and one (1) reduced size copy of Minor Site Plan (8.9.A.6) _____ Lot under consideration _____ Zoning District _____ All adjoining properties with tax map numbers		
7. North Arrow (8.9.A.7)		
8. Zoning Board Decisions (8.9.A.8) _____ Included _____ No Zoning decisions		
9. Written statement with calculations depicting how the parking requirements are being met (8.9.A.9; 8.5.E)		
10. Right-of-way/easements (8.9.A.10) _____ Rights of way shown _____ No rights of way on property _____ Easements shown _____ No easements on property		
11. Copies of any relevant permits or approvals (8.9.A.11)		
12. Description of changes in exterior lighting (8.9.A.12) _____ Type _____ Location _____ Intensity _____ Direction		
13. Planning Board approval block (8.9.A.13) (see sample on last page) _____ Date of Approval line _____ At least 4x2 inches _____ Chair signature line _____ Expiration date line		
14. Requested waivers in writing, with reason for request (8.9.B)		

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. (8.8C)

- 15 The Planning Board Requires the following: (8.8.C)
- | | |
|----------------------------|-----------------------------------|
| _____ 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 |

16 Permits and Approvals

_____ Town: _____

_____ State: _____

_____ Federal: _____

SAMPLE Planning Board approval block (8.9.A.13) from item #13

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.

<p>Approval Block - Planning Board Use Only</p> <p>Date of Planning Board Approval: _____</p> <p>Expiration Date: _____</p> <p>Chair Signature _____</p>

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 MINOR SITE PLAN REVIEW INSTRUCTIONS

Any site plan review which involves:

- (1) no expansion of the building,
- (2) no changes to the site, AND
- (3) does not involve current Zoning Board decisions

shall be designated as a Minor Site Plan Review by the Land Use Department.

Proposals which do not meet these criteria above maybe designated as a Minor Site Plan Review by the Planning Board at a Preliminary Conceptual Consultation(PCC)if the Board determines that the proposal involves only minor changes.

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 Minor 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:

- Completed Site Plan Application
- One copy of the Site Plan drawing
- Completed Abutters Notification List (verified by the Land Use Department)
- 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. 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 Department via phone (603-744-3354), or in person Monday through Friday between the hours of 8:00 am-4:00 pm.

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 # _____

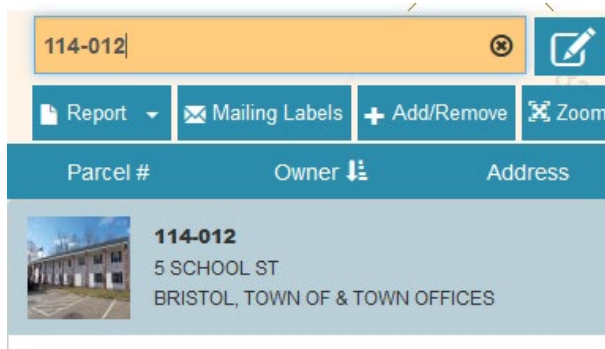
City _____ State _____ Zip Code _____

Addresses Verified – Date: _____

By Whom: _____ **Department** _____

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

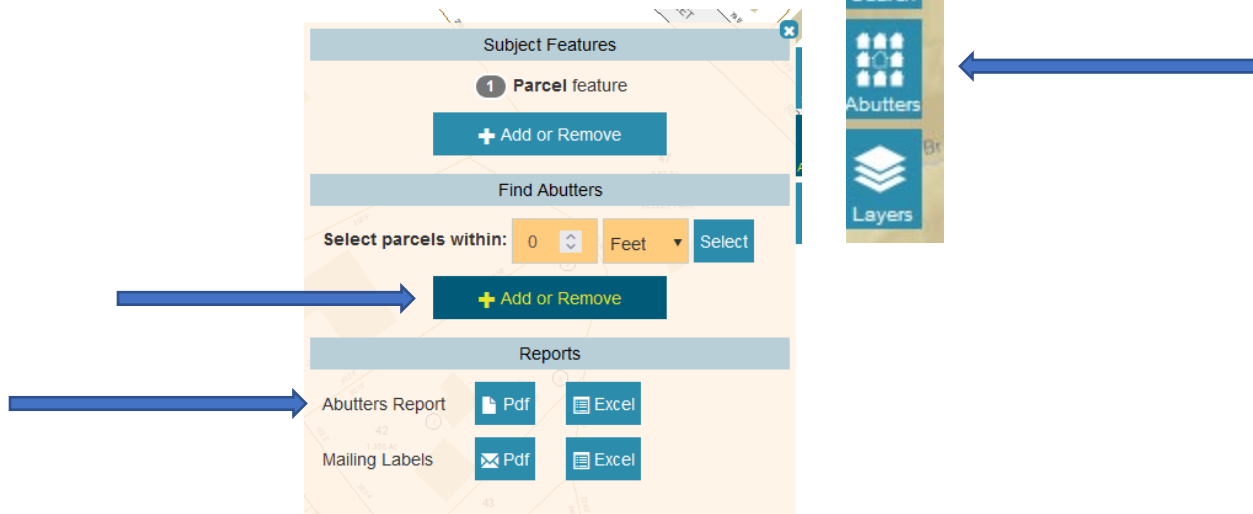
- Go to the Homepage at www.bristolnh.gov
- Click the **Maps** button in the left-hand column.
- This will take you to <https://www.axisgis.com/BristolNH/>
- Click the **magnifying glass** to search:
- Enter property address or Map and Lot number.



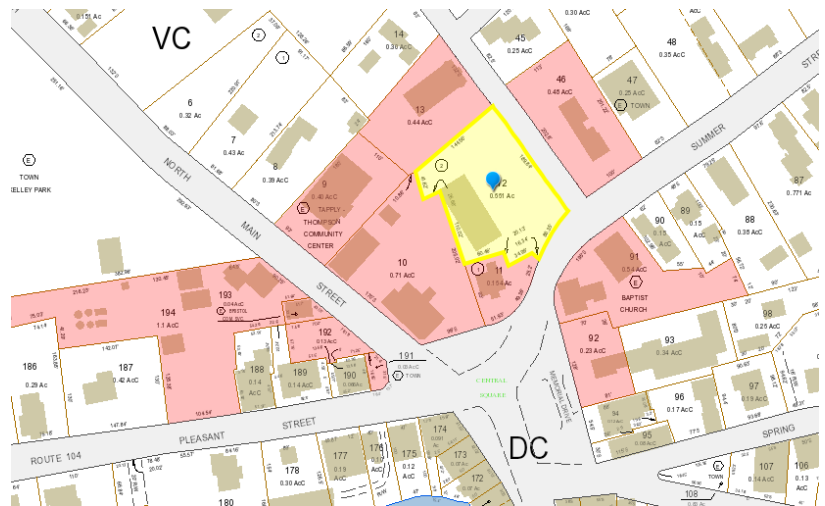
The property you chose will show in yellow.



- 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: _____