

CONCURRENT SUBDIVISION/SITE PLAN REVIEW APPLICATION
TOWN OF CONWAY, NH

INSTRUCTIONS

Please complete each section of this application from and submit it with all required application material to:
Town Planner or Planning Board
Conway Town Office
1634 East Main Street
Center Conway, NH 03813-0070

Wherever possible, please call the Town Planner at (603) 447-3811, option 4 to arrange an appointment to hand-deliver the application. At a scheduled appointment, the material submitted will be reviewed for completeness with the applicant. Incomplete submission materials will be returned, causing unnecessary delays. Please use the appropriate checklist to ensure that your application is complete.

TYPE OF APPLICATION

- Minor Review
- Full Review
- Lot Subdivision
- Unit Subdivision
- Boundary Line Adjustment

PROPERTY OWNER

Name: _____
Mailing Address: _____
Daytime Phone #: (_____) _____
Email Address: _____

AUTHORIZED AGENT (Complete if applicable)

Person or Firm's Name: _____
Mailing Address: _____
Daytime Phone #: (_____) _____
Email Address: _____

SITE IDENTIFICATION

Street Address: _____
Zoning District: _____
Lot Size: _____ (acres) PID: _____

PROJECT DESCRIPTION

USES ON THE LOT

	<u>Existing</u>	<u>Proposed</u>
Total Non-Residential Floor Space Area (S.F)	_____	_____
# Residential Units	_____	_____

CERTIFICATION

I hereby certify that all information presented as a part of this application is, to the best of my knowledge, correct.

Signature of Owner: _____ Date: _____

The fee schedule for Concurrent Subdivision/Site Plan Review shall be the greater of either the Site Plan Review or the Subdivision Fee.

TOWN OF CONWAY, NEW HAMPSHIRE PLANNING BOARD

**SCHEDULE OF FEES FOR SUBDIVISION, SITE PLAN AND
CONCURRENT SUBDIVISION AND SITE PLAN**

Please make checks payable to the: Town of Conway.
Fee must be submitted with the application to be considered complete

	<u>SITE PLAN</u>	<u>SUBDIVISION</u>
MINOR REVIEW	_____	
◇ Filing Fee @ \$200.00		
FULL REVIEW	_____	
◇ Filing Fee @ \$200.00		
◇ Motel/Hotel/transient unit and new multi-family units @ \$40.00 per unit		
◇ New non-residential floor space @ \$0.10 per square foot		
SUBDIVISION		_____
Lot/Unit Subdivision		
◇ Filing Fee @ \$200.00		
◇ Per lot over four, @ \$40.00 each		
◇ Per unit over one, @\$40.00 each		
Boundary Line Adjustment		
◇ Filing Fee @ \$100.00		
PUBLIC NOTIFICATIONS	_____	_____
◇ Newspaper @ \$40.00		
◇ Applicant @ \$10.00 each		
◇ Authorized Agent @ \$10.00 each		
◇ Engineer/Surveyor/Architect @ \$10.00 each		
◇ Abutters @ \$10.00 each		
REGIONAL NOTIFICATION	_____	_____
◇ Regional Planning Commission @ \$10.00		
◇ Municipalities @ \$10.00 each		
RECORDING FEE	_____	_____
◇ Plan sheet @ \$40.00 each		
◇ 8.5" x 11" page @ \$20.00 each		
L-CHIP FEE	NA	DO NOT INCLUDE L-CHIP FEE IN CONWAY FEE
◇ \$25 (SEPARATE CHECK – MADE PAYABLE TO CARROLL COUNTY REGISTRY OF DEEDS)		
TAX MAP AMENDMENT	_____	_____
◇ \$75.00 for each plan sheet		
SCANNING FEE	_____	_____
◇ Plan Sheet @ \$10 – per Sheet		
TOTAL DUE	_____	_____

	Office Use Only	
Fee Paid: \$ _____	Check #: _____	Cash: \$ _____
Amount Due: \$ _____	Name on Check: _____	

Section	Application Content Item	Compliance
§110-6.A.	Correct type of application	
	Complete application signed by owner	
	Abutters list and labels	
	Regional Impact	
	Payment of all fees	
	Plans (three copies)	
	Title Block	
	Owners name	
	Project title	
	Bar scale	
	Numeric scale	
	Date(s) of preparation and revisions	
	Sheet number if in a set	
	North arrow.	
	Location map.	
	Lot area in acres and square feet.	
	Length of road frontage.	
	Green space calculations	
	Abutters names and uses	
	Existing 2' contours	
	Proposed 2' contours	
	Municipal, precinct & zoning boundaries (including overlays.)	
	Soil types and boundaries (SCS)	
	Proposed Bldgs (plan view, uses, sizes and elevations).	
	Plan view of existing buildings within 50' of the lot.	
	ROWs, roads, intersections and driveways within 50'.	
	Wetlands, watercourses... proposed alterations.	
	Surface water bodies	
	Large Trees identified	
	Town Fire Chief/Inspector Approval	
	Other Town permits/approvals	
	Precinct Water Approval	
	Precinct Sewer Approval	
	State dredge and fill permit (wetland permit)	
	State septic approval/letter	
	State site specific approval	
	State groundwater permit	
	State shoreline protection permit	
	Other	
§110-6. B. 1.	Plan size up to 24" x 36"	
§110-6. B. 2.	Scale 1"=40' (or larger)	
§110-6. B. 3.	Supplemental plans	
§110-6. B. 4.	Surveyed property boundary lines (deflection angles...)	
	Structure setback lines (Article 147)	
	Existing buildings (plan view, uses, sizes and elevations).	
	Name and address of surveyor.	
	Surveyor certification.	
	Name and address of engineer.	
	Engineer certification.	
§110-20.	Driveways and vehicular access	
§110-20.A.	NHDOT Permit	
§110-20.B.	Town Permit	
§110-20.C.	Driveways on fronting roads	
§110-20.D.	Multiple driveways on fronting roads	
§110-20.E.	Commercial Driveways Paved	
§110-20.F.	Driveways in accordance with §130-67.C(8)	

Section	Application Content Item	Compliance
§130-67.C.8.a.	Drainage analysis	
§130-67.C.8.b.	Min/Max width (10'/18' residential or 20'/36' commercial)	
§130-67.C.8.c.	90 (+/-15) degree intersection with street	
§130-67.C.8.d.	Residential intersection curb flair radii 15' minimum	
§130-67.C.8.e.	Maximum grade and negative grade to ditch line	
§130-67.C.8.f.	Commercial intersection curb flair radii 25' minimum	
§130-67.C.8.g.	Paved apron (15-30 feet) for unpaved driveways	
§130-67.C.8.h.	Max 2 curb cuts for residential lots	
§110-20.G.	Connecting drives	
§110-20.H.	Cross-easements for shared driveways	
§110-20.I.	Granite curbing	
§110-21.	Parking	
§110-21.A.	# of spaces/alternative standards	
§110-21.B.	Credit for public parking lot	
§110-21.C.	Parking reduction (reserved)	
§110-21.D.	Parking space location (off-site)	
§110-21.E.	Handicap parking spaces	
§110-22.	Parking lot design	
§110-22.A.	Aisle widths	
§110-22.B.	Paved	
§110-22.C.	Parking space dimensions	
§110-22.D.	Traffic control islands	
§110-22.E.	Traffic Circulation	
§110-23.	Off-street loading area(s), trailers, storage containers...	
§110-24.	Snow storage and removal	
§110-25.	Pedestrian access and circulation	
§110-26.	Lighting	
§110-27.	Drainage plans and calculations	
§110-28.	Utilities location of W/S/E	
§110-29.	Landscaping	
§110-29.A.	Buffer areas	
§110-29.A.1.	Buffer area defined	
§110-29.A.2.	Buffer vegetated	
§110-29.A.3.	Buffer free of prohibited uses	
§110-29.A.4.	Driveways cross buffer @ 90 degrees +/- 15 degrees	
§110-29.A.5.	Frontage buffer exception for village commercial districts	
§110-29.B.	Green space	
§110-29.C.	Industrial (I-1) tree requirement	
§110-29.D.	Trees	
§110-29.D.1.	One tree/500 sq.ft. of disturbed area	
§110-29.D.2.	Tree credits (3" caliper minimum)	
§110-29.D.3.	Tree credits (70' limiting distance)	
§110-29.D.4.	Tree credits (12" and > 24 " trees)	
§110-29.D.5.	Tree credits (Salt tolerance within 25' of Street ROW)	
§110-29.D.6.	Minimum 50% of trees in Islands and along borders of parking lots	
§110-29.D.7.	10% of required trees within traffic control islands	
§110-29.D.8.	Street tree requirements	
§110-29.D.9.	Tree size and location requirements	
§110-29.D.10.	Planting to be in accordance with Horticultural Standards	
§110-29.D.11.	Existing trees to be protected	
§110-29.E.	General standards	
§110-29.E.1.	Landscaping obstructions or hazards	
§110-29.E.2.	Snow storage not permitted where tree damage could occur	
§110-29.E.3.	Shrubs...ground cover shall be maintained to ensure soil stability.	
§110-30.	Architectural Design: Elevation view(s) of proposed structure(s)	
§110-30.A.1.	Monotony of design avoided, roof pitch, etc...	
§110-30.A.2.	Exterior surface requirement	
§110-30.A.3.	Window requirements	

Section	Application Content Item	Compliance
§110-31.	Patron rest rooms (identify location on plan)	
§110-32.	Solid waste recycling & disposal with screening	
§110-33.	Historic Sites	
§110-34.	On site water supply	
§110-35.	On site sewage disposal	
§110-36.	Wheel Chair Access	
§110-36.A.	Curb Ramps	
§110-36.B.	Access aisles adjoining handicap parking spaces paved	
§110-36.C.	Handicap parking spaces identified	
§110-36.D.	Main entrance wheelchair accessible	
§110-36.E.	Wheelchair ramps @ 1':12' slope or less	
§110-36.F.	Maximum slope of handicap parking space	
§110-37.	Floodplain construction	
§110-38.	Site Construction Standards	
§110-39.	Nuisance	
§110-40.	Public Health and Safety	
§110-41.	Temporary outdoor display of goods	
§110-41.A.	Site plan required for temporary outdoor display of Goods	
§110-41.B.	Maximum area (lesser of 5% of interior floor area or 1000 sq.ft.)	
§110-41.C.	One sale area per business	
§110-41.D.	Not in public or private ROW	
§110-41.E.	Located within covered sidewalk...	
§110-41.F.	Compliance with all Town building , Fire, Life Safety and ADA Codes	
§110-42.	Plat notes required	
§110-42.A.	Landscaping	
§110-42.B.	Easements, covenants and restrictions.	
§110-42.C.	Maximum length vehicles	
§110-42.D.	Snow storage and removal	
§110-42.E.	Waste materials and recyclables	
	Others as needed	
	Statement re: ADA compliance	
	Waivers granted	
	Substitutions allowed	
	Will bonding be required?	
	Is the application sufficiently complete?	
	The application is sufficiently complete and a Public Hearing has been scheduled for...:	

Application Content Item	Compliance	Section
Complete Application Signed by Owner		130-8.B.(1) & 18.A
Abutters list and labels		130-8.B.(2) & 18.B.(1)
Payment of all fees		130-8.B.(3), 18.B.(2) & 22
Plans (four copies)		130-8.B.(4) & 18.B.(3)
Bar Scale & Graphic Scale: 1" =100' or greater		130-24., 24.A. & 25.B.
Plans 22" x 34"		130-24.
Date and Date(s) of Any Revision(s)		130-24.A., 24.B., 25.A. & 25.B.
Name of Municipality		130-24.A. & 25.A.
Name of Subdivision		130-24.A. & 25.A.
Location Map		130-24.A. & 24.I.
Municipal and Zoning District		130-24.H.
Name and Address of Recorded Owner/Subdivider		130-24.A. & 25.A.
Reference Meridian and North Point		130-24.A. & 25.B.
Name and Address of Engineer/Surveyor/Designer		130-24.A. & 25.A.
Seal of Engineer and Certification Note		130-25.I. & 25.J.
Seal of Surveyor and Certification Note		130-25.I. & 25.J.
Subdivisions within 100'		130-24.C. & 25.C.
Intersecting Roads and Driveways Within 200'		130-24.C. & 25.C.
Structures within 200'		130-24.C., 24.E. & 25.C.
Wooded areas within 200'		130-24.E.
Abutters names, addresses and tax number		130-24.C. & 25.C.
Existing Lot lines and/or Unit locations		130-24.B., 24.D., 25.B. & 25.E.
Bearings and Dimensions		130-25.E.
Lot sizes in square feet and acres		130-24.B., 24.D., 25.B. & 25.E.
Consecutive numbering of lots and/or units		130-25.E.
Monuments at lot corners		130-25.E.
Proposed Lot lines and or Unit locations		130-24.D. & 25.E.
lots/Units numbered consecutively		130-24.C. & 25.E.
Bearings and Dimensions		130-25.E.
Lot sizes in square feet and acres		130-25.E.
Monuments at lot corners		130-25.E.
List/Location of Existing Easements/Deed Restrictions		130-24.E. & 25.F.
List/Location of Proposed Easements/Deed Restrictions		130-24.E. & 25.F.
Building setback lines		130-24.E. & 25.F.
Land reserved or dedicated for public use and purpose		130-24.E., 24.F. & 52.
Flood Prone areas (100-year)		130-24.E.
Significant natural or manmade features		130-24.E. & 25.F.
Water Mains and Sanitary Sewers		130-24.E.
Drainage Structures, Lines & Ways		130-24.E.
Watershed Areas & Watercourses		130-24.E. & 25.F.
Existing telephone, electricity and other utilities		130-24.G.
Proposed telephone, electricity and other utilities		130-24.G.
Soil Mapping units and unit boundaries		130-24.J. & 29.
Soil Suitability Calculations for each proposed lot.		130-29.
Statement of soil suitability for development		130-24.K.
Contiguous area <15% slope of 8K/4K per unit		130-24.K.
Note of proposed use of sites other than residential		130-24.F. & 25.G.
Statement of the work required on existing streets		130-24.L.
Zoning Compliance Statement		130-24.M.
2-Foot Contours		130-24.N.
Watershed Areas		130-24.O.
Preliminary Drainage Analysis and Computations		130-24.O.
Preliminary Road Profiles		130-24.P.
NH DES Subdivision Application/Permit		130-24.Q. & 25.O.
NH DES Terrain Application/Permit		130-24.Q. & 25.O.
NH DOT Driveway Application/Permit		130-24.Q. & 25.O.
NH DES Dredge and Fill Application/Permit		130-24.Q. & 25.O.
Precinct Water/Sewer Approval		130-24.X., 25.N. & 54.A.
Fire Chief's Approval		130-25.S. & 54.C.
Police Chief's Approval		130-54.D.
Other Local/State Federal Applications/Approvals		130-24.Q., 24.S., 25.O. & 54.
Statement that lots and road centerlines are adequately flagged		130-24.R.
Test Pit 10-feet Deep		130-24.T.
Percolation Test Data and Date		130-24.U.

Application Content Item	Compliance	Section(s)
4K site suitable of sewage disposal		130-24.V.
Benchmark		130-24.W.
Deed Restrictions		130-25.F.
Parks or open space to be reserved/dedicated for public use		130-25.F.
Purpose of any easement/land reserved/dedicated to public use		130-25.G.
Location Map		130-25.H.
Subdivider's Responsibility Acknowledgement Note		130-25.L.
Approval of Municipality, State or County on plat		130-25.M.
Plan for recreational development of open space		130-25.Q.
BLA note		130-25.R.
Supplemental Plans		130-25.T.
Landscaping Note		130-25.U.
Easement Note		130-25.V.
Subdivision grading and drainage plans		130-26.A.
Road Design		130-26.B.
Subdivision Utility Plan		130-26.C.
All lots must front on a street		130-30.B.
Lots shall be sized per 130-29		130-31.C.
The lot length-to-width ration should generally not exceed 3:1		130-30.E.
Corner lots should have extra width re: street setbacks		130-30.F.
Sidelines of lots at right angles to straight/radial to curved streets		130-30.H.
Lots fronting on two parallel streets discouraged		130-30.I.
Open Space/Common Space		130-30.M.
Plats and access crossing municipal boundaries		130-33.
Reserve strips controlling access to subdivision/other parcels		130-34.
Rights-of-way		130-35
New street names [Approved by the Conway PD]		130-36
Preservation and protection of existing features		130-37.A.
Street Trees (60' O.C.) on streets or private ways.		130-37.1.A.
Performance Bond for 100% of landscaping		130-37.1.B.
Top Soil cannot be removed from site w/o PB permission		130-38.
Scattered or premature development not allowed		130-39.A.
Flood Hazard Area		130-40.A-D.