

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	_____	_____

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

Section	Application Content Item	Compliance
§123-6.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	
§123-6. B. 1.	Plan size up to 24" x 36"	
§123-6. B. 2.	Scale 1"=40' (or larger)	
§123-6. B. 3.	Supplemental plans	
§123-6. 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.	
§123-20.	Driveways and vehicular access	
§123-20.A.	NHDOT Permit	
§123-20.B.	Town Permit	
§123-20.C.	Driveways on fronting roads	
§123-20.D.	Multiple driveways on fronting roads	
§123-20.E.	Commercial Driveways Paved	
§123-20.F.	Driveways in accordance with §131-67.C(8)	

Section	Application Content Item	Compliance
§131-67.C.8.a.	Drainage analysis	
§131-67.C.8.b.	Min/Max width (10'/18' residential or 20'/36' commercial)	
§131-67.C.8.c.	90 (+/-15) degree intersection with street	
§131-67.C.8.d.	Residential intersection curb flair radii 15' minimum	
§131-67.C.8.e.	Maximum grade and negative grade to ditch line	
§131-67.C.8.f.	Commercial intersection curb flair radii 25' minimum	
§131-67.C.8.g.	Paved apron (15-30 feet) for unpaved driveways	
§131-67.C.8.h.	Max 2 curb cuts for residential lots	
§123-20.G.	Connecting drives	
§123-20.H.	Cross-easements for shared driveways	
§123-20.I.	Granite curbing	
§123-21.	Parking	
§123-21.A.	# of spaces/alternative standards	
§123-21.B.	Credit for public parking lot	
§123-21.C.	Parking reduction (reserved)	
§123-21.D.	Parking space location (off-site)	
§123-21.E.	Handicap parking spaces	
§123-22.	Parking lot design	
§123-22.A.	Aisle widths	
§123-22.B.	Paved	
§123-22.C.	Parking space dimensions	
§123-22.D.	Traffic control islands	
§123-22.E.	Traffic Circulation	
§123-23.	Off-street loading area(s), trailers, storage containers...	
§123-24.	Snow storage and removal	
§123-25.	Pedestrian access and circulation	
§123-26.	Lighting	
§123-27.	Drainage plans and calculations	
§123-28.	Utilities location of W/S/E	
§123-29.	Landscaping	
§123-29.A.	Buffer areas	
§123-29.A.1.	Buffer area defined	
§123-29.A.2.	Buffer vegetated	
§123-29.A.3.	Buffer free of prohibited uses	
§123-29.A.4.	Driveways cross buffer @ 90 degrees +/- 15 degrees	
§123-29.A.5.	Frontage buffer exception for village commercial districts	
§123-29.B.	Green space	
§123-29.C.	Industrial (I-1) tree requirement	
§123-29.D.	Trees	
§123-29.D.1.	One tree/500 sq.ft. of disturbed area	
§123-29.D.2.	Tree credits (3" caliper minimum)	
§123-29.D.3.	Tree credits (70' limiting distance)	
§123-29.D.4.	Tree credits (12" and > 24 " trees)	
§123-29.D.5.	Tree credits (Salt tolerance within 25' of Street ROW)	
§123-29.D.6.	Minimum 50% of trees in Islands and along borders of parking lots	
§123-29.D.7.	10% of required trees within traffic control islands	
§123-29.D.8.	Street tree requirements	
§123-29.D.9.	Tree size and location requirements	
§123-29.D.10.	Planting to be in accordance with Horticultural Standards	
§123-29.D.11.	Existing trees to be protected	
§123-29.E.	General standards	
§123-29.E.1.	Landscaping obstructions or hazards	
§123-29.E.2.	Snow storage not permitted where tree damage could occur	
§123-29.E.3.	Shrubs...ground cover shall be maintained to ensure soil stability.	
§123-30.	Architectural Design: Elevation view(s) of proposed structure(s)	
§123-30.A.1.	Monotony of design avoided, roof pitch, etc...	
§123-30.A.2.	Exterior surface requirement	
§123-30.A.3.	Window requirements	

Section	Application Content Item	Compliance
§123-31.	Patron rest rooms (identify location on plan)	
§123-32.	Solid waste recycling & disposal with screening	
§123-33.	Historic Sites	
§123-34.	On site water supply	
§123-35.	On site sewage disposal	
§123-36.	Wheel Chair Access	
§123-36.A.	Curb Ramps	
§123-36.B.	Access aisles adjoining handicap parking spaces paved	
§123-36.C.	Handicap parking spaces identified	
§123-36.D.	Main entrance wheelchair accessible	
§123-36.E.	Wheelchair ramps @ 1':12' slope or less	
§123-36.F.	Maximum slope of handicap parking space	
§123-37.	Floodplain construction	
§123-38.	Site Construction Standards	
§123-39.	Nuisance	
§123-40.	Public Health and Safety	
§123-41.	Temporary outdoor display of goods	
§123-41.A.	Site plan required for temporary outdoor display of Goods	
§123-41.B.	Maximum area (lesser of 5% of interior floor area or 1000 sq.ft.)	
§123-41.C.	One sale area per business	
§123-41.D.	Not in public or private ROW	
§123-41.E.	Located within covered sidewalk...	
§123-41.F.	Compliance with all Town building , Fire, Life Safety and ADA Codes	
§123-42.	Plat notes required	
§123-42.A.	Landscaping	
§123-42.B.	Easements, covenants and restrictions.	
§123-42.C.	Maximum length vehicles	
§123-42.D.	Snow storage and removal	
§123-42.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		131-8.B.(1) & 18.A
Abutters list and labels		131-8.B.(2) & 18.B.(1)
Payment of all fees		131-8.B.(3), 18.B.(2) & 22
Plans (four copies)		131-8.B.(4) & 18.B.(3)
Bar Scale & Graphic Scale: 1" =100' or greater		131-24., 24.A. & 25.B.
Plans 22" x 34"		131-24.
Date and Date(s) of Any Revision(s)		131-24.A., 24.B., 25.A. & 25.B.
Name of Municipality		131-24.A. & 25.A.
Name of Subdivision		131-24.A. & 25.A.
Location Map		131-24.A. & 24.I.
Municipal and Zoning District		131-24.H.
Name and Address of Recorded Owner/Subdivider		131-24.A. & 25.A.
Reference Meridian and North Point		131-24.A. & 25.B.
Name and Address of Engineer/Surveyor/Designer		131-24.A. & 25.A.
Seal of Engineer and Certification Note		131-25.I. & 25.J.
Seal of Surveyor and Certification Note		131-25.I. & 25.J.
Subdivisions within 100'		131-24.C. & 25.C.
Intersecting Roads and Driveways Within 200'		131-24.C. & 25.C.
Structures within 200'		131-24.C., 24.E. & 25.C.
Wooded areas within 200'		131-24.E.
Abutters names, addresses and tax number		131-24.C. & 25.C.
Existing Lot lines and/or Unit locations		131-24.B., 24.D., 25.B. & 25.E.
Bearings and Dimensions		131-25.E.
Lot sizes in square feet and acres		131-24.B., 24.D., 25.B. & 25.E.
Consecutive numbering of lots and/or units		131-25.E.
Monuments at lot corners		131-25.E.
Proposed Lot lines and or Unit locations		131-24.D. & 25.E.
lots/Units numbered consecutively		131-24.C. & 25.E.
Bearings and Dimensions		131-25.E.
Lot sizes in square feet and acres		131-25.E.
Monuments at lot corners		131-25.E.
List/Location of Existing Easements/Deed Restrictions		131-24.E. & 25.F.
List/Location of Proposed Easements/Deed Restrictions		131-24.E. & 25.F.
Building setback lines		131-24.E. & 25.F.
Land reserved or dedicated for public use and purpose		131-24.E., 24.F. & 52.
Flood Prone areas (100-year)		131-24.E.
Significant natural or manmade features		131-24.E. & 25.F.
Water Mains and Sanitary Sewers		131-24.E.
Drainage Structures, Lines & Ways		131-24.E.
Watershed Areas & Watercourses		131-24.E. & 25.F.
Existing telephone, electricity and other utilities		131-24.G.
Proposed telephone, electricity and other utilities		131-24.G.
Soil Mapping units and unit boundaries		131-24.J. & 29.
Soil Suitability Calculations for each proposed lot.		131-29.
Statement of soil suitability for development		131-24.K.
Contiguous area <15% slope of 8K/4K per unit		131-24.K.
Note of proposed use of sites other than residential		131-24.F. & 25.G.
Statement of the work required on existing streets		131-24.L.
Zoning Compliance Statement		131-24.M.
2-Foot Contours		131-24.N.
Watershed Areas		131-24.O.
Preliminary Drainage Analysis and Computations		131-24.O.
Preliminary Road Profiles		131-24.P.
NH DES Subdivision Application/Permit		131-24.Q. & 25.O.
NH DES Terrain Application/Permit		131-24.Q. & 25.O.
NH DOT Driveway Application/Permit		131-24.Q. & 25.O.
NH DES Dredge and Fill Application/Permit		131-24.Q. & 25.O.
Precinct Water/Sewer Approval		131-24.X., 25.N. & 54.A.
Fire Chief's Approval		131-25.S. & 54.C.
Police Chief's Approval		131-54.D.
Other Local/State Federal Applications/Approvals		131-24.Q., 24.S., 25.O. & 54.
Statement that lots and road centerlines are adequately flagged		131-24.R.
Test Pit 10-feet Deep		131-24.T.
Percolation Test Data and Date		131-24.U.

Application Content Item	Compliance	Section(s)
4K site suitable of sewage disposal		131-24.V.
Benchmark		131-24.W.
Deed Restrictions		131-25.F.
Parks or open space to be reserved/dedicated for public use		131-25.F.
Purpose of any easement/land reserved/dedicated to public use		131-25.G.
Location Map		131-25.H.
Subdivider's Responsibility Acknowledgement Note		131-25.L.
Approval of Municipality, State or County on plat		131-25.M.
Plan for recreational development of open space		131-25.Q.
BLA note		131-25.R.
Supplemental Plans		131-25.T.
Landscaping Note		131-25.U.
Easement Note		131-25.V.
Subdivision grading and drainage plans		131-26.A.
Road Design		131-26.B.
Subdivision Utility Plan		131-26.C.
All lots must front on a street		131-30.B.
Lots shall be sized per 131-29		131-31.C.
The lot length-to-width ration should generally not exceed 3:1		131-30.E.
Corner lots should have extra width re: street setbacks		131-30.F.
Sidelines of lots at right angles to straight/radial to curved streets		131-30.H.
Lots fronting on two parallel streets discouraged		131-30.I.
Open Space/Common Space		131-30.M.
Plats and access crossing municipal boundaries		131-33.
Reserve strips controlling access to subdivision/other parcels		131-34.
Rights-of-way		131-35
New street names [Approved by the Conway PD]		131-36
Preservation and protection of existing features		131-37.A.
Street Trees (60' O.C.) on streets or private ways.		131-37.1.A.
Performance Bond for 100% of landscaping		131-37.1.B.
Top Soil cannot be removed from site w/o PB permission		131-38.
Scattered or premature development not allowed		131-39.A.
Flood Hazard Area		131-40.A-D.