

APPLICATION FORM
SITE PLAN REVIEW REGULATIONS
TOWN OF CONWAY, NH

INSTRUCTIONS

Please complete each section of this application form 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

Full Review

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: _____

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>
FULL REVIEW	_____	
◇ Filing Fee @ \$200.00		
◇ Motel/Hotel/transient unit and new dwelling unit @ \$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 (Industrial-1 District only)	
§110-20.E.	Commercial Driveways Paved	

Section	Application Content Item	Compliance
§110-20.F.	Driveways in accordance with §130-66.C(8)	
§130-66.C.8.a.	Drainage analysis	
§130-66.C.8.b.	Min/Max width (10'/18' residential or 20'/36' commercial)	
§130-66.C.8.c.	90 (+/-15) degree intersection with street	
§130-66.C.8.d.	Residential intersection curb flair radii 15' minimum	
§130-66.C.8.e.	Maximum grade and negative grade to ditch line	
§130-66.C.8.f.	Commercial intersection curb flair radii 25' minimum	
§130-66.C.8.g.	Paved apron (15-30 feet) for unpaved driveways	
§130-66.C.8.h.	Max 2 curb cuts for residential lots	
§130-66.C.8.i.	Driveway site-distance/See Table 2 and/or Detail 5	
§130-66.C.8.j.	Modification of an existing driveway requires a driveway permit	
§130-66.C.8.k.	Construction Permit required for work on Town Properties or Roads	
§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 - Check setbacks and buffers	
§110-26.1.	Lighting fixtures no greater than 25-feet in height	
§110-26.2.	Individual lighting fixtures (or clusters on single pole) no greater than 40,000 lumens	
§110-26.3.	Not to exceed 4 lumens per SF of disturbed area/Site entirely LED-10% or up to 4.4 per SF	
§110-26.4.	Site Lighting shall not trespass beyond property lines	
§110-26.5.	International Dark Sky Association approved/Shielded/Installed per Manufacturer Specs	
§110-26.6.	Board may reduce the permitted heights	
§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)	

Section	Application Content Item	Compliance
§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/15 feet from pavement	
§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	
§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/Van Accessible Sign	
§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.	Nuisances	
§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 (lessor 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...:	