

Site Plan Review Procedures

Instructions to applicant: The Planning Board uses this format to review your application. All items **MUST** be shown or addressed on your application. If you feel a certain requirement does not apply to your project you must request a waiver in writing along with your reason. The CEO cannot bring a site plan review to the Planning Board unless ALL requirements have been met or written waivers requested and your application fees have been paid. You or your representative must appear at the Planning Board meeting or your application will not be acted upon. Once you receive approval any changes to the plan will be considered an amendment and requires additional review by the Planning Board. Site conditions must be maintained daily in a safe and sanitary manner, provisions made for disposal of oil and grease from equipment and site to be regularly sprayed to control dust. If no substantial progress of construction has been made within one year from date of approval, the approval expires and the application process must begin anew. However, the CEO may renew the approval within 30 days of expiration for a maximum of two times. (Additional fees apply).

Submission Requirements (8 copies required)

1. Cover Sheet (explain scope of project)
2. Title Block containing:
 - name and address of applicant or owner
 - Name, stamp, address of preparer of plan
 - Location of property according to tax maps
 - Date of plan
3. North Arrow
4. Graphic Scale
5. Signature block for Planning Board (7 members)
6. Location and description of all buildings, existing or be placed on site.
7. Zoning, including the zones abutting the property, if different
8. Location of physical features such as ledge, wetlands, watercourses, sand and gravel aquifers, and forested areas
9. Location and design details of existing and proposed utilities, including power, water, sewer or septic system and drainage structures
10. Location of any permanently installed machinery likely to cause appreciable noise at the lot lines
11. Existing contours and finished grade elevations
12. Location and necessary design details of all parking and paved areas (include site distances of entrance and exits onto public road)
13. Plan for treatment of stormwater
14. Copy of soil survey map of the area
15. Description of any raw, finished or waste materials to be store outside the buildings, and any stored materials of a hazardous nature
16. Description of the type and placement of sewage facilities. Private sewer requires analysis of test pits prepared by a licensed site evaluator. Public sewer requires certificate of approval from the wastewater treatment superintendent (Bill Littlefield 564- 3905)
17. Proof of sufficient potable water supply (private well) or certificate of sufficiency from Water District superintendent (564-2310)
18. Certificate from fire chief verifying access of fire trucks and ability to fight a fire. (Joe Guyotte (343-2267)