

SITE PLAN REVIEW REGULATIONS

ADOPTED MARCH 15, 1975
AMENDED NOVEMBER 14, 1989,
NOVEMBER 10, 1998
AND JULY 8, 2008

MEREDITH PLANNING BOARD
MEREDITH, NEW HAMPSHIRE

SITE PLAN REVIEW REGULATIONS

**Meredith, New Hampshire
Amended November 10, 1998
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I. AUTHORITY

Pursuant to the authority vested in the Meredith Planning Board by the voters of the Town of Meredith on March 15, 1975, in accordance with Chapter 674:43 of the New Hampshire Revised Statutes Annotated, the Meredith Planning Board adopts the following regulations for the submission of Site Plans for review under Non-Residential or Multi-Family Site Plan Review procedures.

No development or change in use for non-residential properties or for multi-family dwelling units other than one and two-family dwellings, whether or not such development includes a subdivision or re-subdivision of the site shall be established, nor shall any building or other structures for such use be erected or externally remodeled or enlarged and no area for parking, loading, vehicle services or driveway access shall be established or changed except in conformity with site plan approval by the Planning Board.

II. PURPOSE

The intent of these Site Plan Review Regulations is to protect the public health, safety and welfare; to ensure the adequacy of traffic access, circulation and parking; to ensure the provision of adequate buffers, landscaping and screening to protect adjoining properties against any possible detrimental or offensive uses on the site, including but not limited to unsightly or obnoxious appearance, smoke and noise; and to protect against adverse environmental impacts from a proposed development, including inadequate sewage disposal refuse and other waste and/or inadequate surface drainage.

These regulations recognize that certain developments and uses of land, even though generally suitable for location in a particular zoning district, because of their complexity, size or possible impact, may adversely affect the public health, safety and welfare unless careful consideration has been given to certain critical design elements. It is the intent of these regulations to provide a vehicle for the review of an applicant's attention to such critical design elements within the development subject to site plan review and to allow the Meredith Planning Board to approve with conditions or to disapprove, applications pursuant to these regulations.

III. JURISDICTION

A site plan submitted to the Planning Board for review and approval must be in compliance with the Town of Meredith Zoning Ordinance, Subdivision Regulations or any other ordinance which pertains to the proposed development. All plans shall be prepared in accordance with these Site Plan Regulations, including the site plan checklist, which is a part thereof, and shall be accompanied by a properly filled out application for a building permit.

IV. CERTIFICATE OF USE AND OCCUPANCY

Upon completion of construction and prior to the occupancy of the premises, a Certificate of Use and Occupancy shall be obtained from the Code Enforcement Officer.

V. SITE PLAN APPLICATION AND REVIEW PROCEDURE

A. Pre-Application Discussion

An applicant may appear before the Planning Board to discuss his preliminary thinking on his proposal with the Board and receive information from it on the requirements for submitted site plans. A "rough drawn" preliminary sketch may be submitted at this time to aid in the discussion.

B. Application Procedure and Requirements

An owner or his designated agent shall file an application with the Board not less than fifteen (15) days prior to a regularly scheduled meeting of the Board. The Board shall only consider a completed application which consists of the following:

- (1) An application for Site Plan approval;
- (2) A Site Plan Application checklist;
- (3) Site Plan containing information per the checklist;
- (4) The abutters list;
- (5) Application, publication and abutter fees;
- (6) Payment of the Technical Review Fee as *provided for in* the Technical Review Fee Regulation; and
- (7) Delivery of an executed Technical Review Fee Agreement as provided for in the Technical Review Fee Regulation.

C. Technical Review Fees (1989)

1. **Authority.** The Town of Meredith in accordance with the provisions of Chapter 674, Sections 35 through 42, has adopted Planning and Land Use Regulations and in accordance with Chapter 674:43, the Town of Meredith has adopted Site Plan Review Regulations. In accordance with the provisions of RSA 676:41(g), the Meredith Planning Board has adopted the following technical review fee schedule and procedure (November 14, 1989).
2. **Policy.** In order for the Planning Board of the Town of Meredith to fully implement the purposes and intent of the Subdivision Regulations and Site Plan Review Regulations, it is the policy of the Town of Meredith to retain the services of independent consultants to review the technical information submitted by an applicant and, if necessary, to conduct special investigative studies which the Planning Board determines are necessary as a result of either a subdivision or a site plan review application.

The policy will provide the Town of Meredith Planning Board with the technical assistance necessary for the review of technical data submitted and/or to obtain the technical data necessary in order for the Planning Board to properly evaluate how the particular application affects the purposes and intent expressed in the Subdivision Regulations and Site Plan Review Regulations.

3. **Purposes.** (RSA 676:41(g)) The purpose of this regulation is:

(a) To provide the Planning Board with a procedure to assess a particular applicant the actual costs of special investigative studies, review of technical data and special documents and other technical review matters which relate to a particular application.

(b) To assure that the actual costs for special investigative studies, review of technical data and special documents and other technical review costs are in fact paid by the particular applicant.

(c) To provide a technical review fee/escrow fund procedure whereby the actual cost incurred by the Planning Board for special investigative studies, review of technical plans and data and other technical review costs for particular applications are paid from an escrow fund; and to establish a procedure for the replenishment of the fund, if necessary, and the return to the particular applicant of any funds which are not actually expended by the Town of Meredith Planning Board for these purposes.

4. **Technical Review Fee.** The applicant shall pay to the Planning Board the technical review fee as initially established by the Town Planner (or other designee) on behalf of the Planning Board. The initial fee is based upon preliminary assessment of the magnitude and technical complexity of the proposed project and is only an estimate of the anticipated costs to the Planning Board for technical review services. The fee is premised on the following five (5) classifications. Each classification reflects a progressive level of technical complexity which corresponds with a sliding fee schedule. The purpose of the following class descriptions is to establish general guidelines which illustrate how the technical review fee is derived.

(a) **Class I - No Technical Review Anticipated** - The complexity of the application is such that technical review services are not anticipated. A technical review fee is not a requirement of a completed application. Should consideration of the application by the Board result in the need for technical review services, the Planning Board reserves the right to require a technical review fee subsequent to the acceptance of the application. Class I applications may typically include Boundary Line Adjustments, Home Occupation Site Plans and other minor projects that do not include technical elements.

(b) **Class II - Minor Level of Technical Review** - The technical complexity of Class II applications necessitates only a minimal amount of technical review in order for the Planning Board to assess the technical merits of the application. Class II applications may typically include low magnitude projects where the review will be limited to general plan review, test pit data, traffic flow, site distance evaluation, site inspection, etc. Class II applications do not include projects involving proposed road construction, municipal utility extension, drainage improvements or the review of investigative studies.

(c) **Class III - Intermediate Level of Technical Review** - The complexity of Class III applications necessitates a more involved, intermediate level of technical review in order for the Planning Board to assess the technical merits of the application. Class III applications may typically include projects of moderate magnitude where the reviews may include grading plans, erosion/sediment control plans, drainage plans, design review for on-site and/or off-site improvements, and new road construction not to exceed approximately 500 linear feet of proposed new road. Depending upon the magnitude of the project, Class III applications may include, (but not necessarily include), design review of small utility extensions and the review of special investigative studies. Class III applications would probably not include projects involving pump station design review.

(d) **Class IV - Major Level of Technical Review** - The complexity of Class IV applications necessitates a major level of technical review in order for the Board to assess the technical merits of the application. Class IV applications involve projects of greater magnitude and complexity than described under Class III. Class IV projects may typically involve design review of new road construction in excess of Class III, with sewer and/or water extensions, sewer or water extensions with pump stations, significant drainage improvements, review of investigative studies, etc.

(e) **Class V - Comprehensive Level of Technical Review** - The technical complexity and magnitude of Class V applications necessitates a comprehensive level of technical review in order for the Planning Board to assess the technical merits of an application. Comprehensive review exceeds the level of review described under Class IV and, typically, involves major impact projects, incorporating significant elements of drainage, traffic, environmental impact, road construction, utility extension, etc. Because of the complexity of projects under this classification, the Town Planner shall, after meeting with the Town Engineer, the applicant and/or the applicant's engineer, determine the required initial technical review fee required under the regulation.

Application Classification	I	II	III	IV	V
Subdivision Review	N/A	\$500.	\$1,900.	\$3,250.	Per Est.
Site Plan Review	N/A	\$500.	\$1,900.	\$3,250.	Per Est.

5. **Payment.** The payment of the Technical Review Fee estimate and an executed fee agreement are requirements of a Completed Application as defined in the Planning Board Regulations. The Planning Board will not accept an application as complete without the payment of the technical review fee and the delivery of the executed fee agreement. Payment must be made by way of cash or check made payable to the Town of Meredith in the amount determined by the Town Planner or a designee on behalf of the Planning Board. The technical review fee will be held in an interest bearing account by the Town Treasurer. Payment from the review fee account will be made to pay the actual costs of consulting services rendered to the Planning Board for technical review of the particular application.

6. **Additional Review Fee.** The technical review fee is an initial estimate of the cost of technical services. The actual final cost to the applicant is in part a function of:
 - (1) the magnitude and technical complexity of the project; and/or
 - (2) the quality of the technical documentation submitted; and/or
 - (3) the frequency of submission for technical review; and/or
 - (4) consistency with applicable local, state and federal laws and regulations.

If, prior to the final approval/disapproval, it is determined that the initial fee estimate is inadequate to cover anticipated actual costs, then the applicant will be given notice that an additional technical review fee is necessary. The amount will be determined by the Town Planner or designee. The additional technical review fee is due and payable ten (10) days from the date of the notice. If the applicant fails to pay the additional technical review fee when due, the Planning Board will discontinue the review of the particular application until such payment is received. Continual non-payment may result in disapproval of the application as a result of the failure of the applicant to pay the costs of fees required by the Board. (RSA 676:41(e)).

7. **Final Accounting.** After final action on the application and upon receipt and payment of the final invoices from the technical review consultants, the Planning Board or its designee shall submit to the applicant an account summary for all monies expended for consulting services. Any balance after the payment of all costs for technical services shall be returned to the applicant.

8. **Appeal.** The Planning Board has final authority to determine the appropriate technical review fee. An applicant has the right to request from the Planning Board the review of the retainer fee determination and other issues which arise from the interpretation and implementation of this regulation.

D. Notification and Public Hearing Procedures

The Board, before considering or taking formal action upon a site plan, shall hold a public hearing as required by the provisions of RSA 676:4 to provide an opportunity for public testimony.

At the hearing, the applicant, any abutters or any person with a direct interest in the matter may testify in person or in writing. Other persons may testify subject to Board approval at the hearing.

The applicant and all abutters shall be notified of the hearing by certified mail stating the time and place of such hearing and a general description of the site plan proposal and its location at least ten (10) days before the date fixed for the hearing.

E. Board Action on Completed Application

The Board shall consider a completed application within thirty (30) days of its submission and acceptance, and shall act to approve, modify and approve or disapprove the application within ninety (90) days, subject to an additional ninety (90) days extension as provided in accordance with RSA 676:4. Additionally, the applicant may request a waiver of this requirement and consent to a mutually agreeable extension of the period for action.

Approval of the final site plan shall be written endorsement of the plan and signed by the Chairman and the Secretary of the Board. In case of disapproval of any part of the plan, the grounds for such disapproval shall be stated in the records of the Board and notice given to the applicant.

F. Compliance Hearing

Whenever the Planning Board conditionally approves a site plan, placing a condition or conditions precedent on the approval, all such conditions should be met within a specified period of time as determined by the Board, at which time a noticed hearing shall be held to provide abutters an opportunity to review and comment on the full compliance with the conditions precedent.

G. Building Permits

No building permits shall be issued on any plan acted upon by the Planning Board until such time as the Selectmen or their authorized agent has received a copy of the approved site plan with the Building Permit Application.

VI. AMENDMENT OF APPROVAL

The Planning Board shall have the power to modify or amend its approval of a site plan on application of the owner, lessee, or mortgagee of the premises, or upon its own motion, if such power is reserved by the Board in its original approval. Any site plan coming before the Board for modification or amendment shall be placed on the agenda and posted in the usual manner. The Board reserves the right to require certified mail notification to abutters if it is deemed necessary and the applicant shall then submit a list of abutters names and addresses and a certified mail fee for each mailing. Notification shall be as set forth in these regulations under Section C, third paragraph.

VII. IMPACT STATEMENT (ANALYSIS)

The Planning Board may require an impact analysis as a requirement of its Site Plan Review, if in the opinion of the Board that increased activities, traffic circulation, parking, community facilities or surrounding land uses will be directly or indirectly or potentially affected by the proposed development. It shall be the responsibility of the developer to pay all reasonable costs for such analysis as may be required by the Board. The Board shall not grant final site plan approval until all costs have been paid in full.

VIII. HIRING OF CONSULTANTS

The Board may require that a site plan or any portion thereof be reviewed by a consulting engineer to ensure compliance with all applicable local, state and federal regulations, construction standards and building codes. The Town shall periodically retain a consulting firm for this purpose. The consultant shall submit a written report to the Board summarizing the technical review of the proposal. The cost of such consultant shall be paid by the applicant prior to the Board's final approval or disapproval of the Site Plan. (Oct. 14, 1986)

IX. REVIEW OF CONDOMINIUM DECLARATIONS

The Planning Board shall require submission of condominium declarations for review and comment by Town Counsel on the contents and sufficiency of the proposed condominium declaration. The applicant shall reimburse the Town for any legal fees incurred in this review.

X. PERFORMANCE BOND

The Planning Board may require the applicant to post a bond or file an escrow agreement in an amount approved by the Board to guarantee conformity with the elements such as street, sewer, water or drainage improvements of the site plan. Where an applicant is required to post a bond, it shall be posted prior to the start of any construction, improvement or issuance of a building permit.

XI. STATUTE OF LIMITATIONS

The Planning Board approval of a Site Plan shall be valid for one year from date of approval. If a building permit has not been issued or if a building permit has been issued but not substantially acted upon within a one year period, the approval shall automatically become null and void.

XII. FEE SCHEDULE

An application for Site Plan approval must be accompanied by an application filing fee. The Fee Schedule for Planning Board applications can be found in Appendix B of these regulations. In addition to the application filing fee, abutter notification and publication fees are required at the time an application is filed. Reasonable fees in addition to fees for notice may be imposed by the Board to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications.

XIII. SIGNS

Whenever an existing sign which meets all the requirements of the Town of Meredith Zoning Ordinance is proposed for an advertising change because of a tenant change in a commercial establishment or a minor change in the location and placement of an approved sign, the owner or the owner's agent may require that the Planning Board waive the requirements of a site plan review. The Planning Board may grant such waiver and allow the Board's agent to review and approve of such sign change request, providing the Board has determined that such waiver will not affect the purpose and intent of the Site Plan Review Regulations.

XIV. GENERAL REQUIREMENTS FOR SITE PLAN SUBMISSION

An application for Site Plan Review shall be prepared in accordance with the Site Plan Application Checklist in Appendix A of these regulations. The Board reserves the right to request additional information or investigative studies during the application review and public hearing processes.

XV. DESIGN STANDARDS AND REQUIRED IMPROVEMENTS

A. Off-Street Parking and Loading

General Requirements. All developments shall make adequate provisions for off-street parking and loading facilities. Such facilities shall be designed to ensure the orderly flow of traffic on the site. The design shall also minimize the impact of intrusive elements of parking and loading such as noise, dust and glare upon neighboring properties and land uses.

Whenever an existing use is expanded or changed to a new use, parking and/or loading facilities shall be provided for such new use. Every development shall provide an area for parking and loading on the site which is properly drained. The

number and size of parking spaces and the loading area shall conform to the requirements in the Meredith Zoning Ordinance.

All developments shall provide for parking and loading to be situated on the same parcel of land as the primary use or structure except when off-street public parking is available. The calculations used to determine the number of parking spaces shall be shown. Consideration shall be made for the plowing, storage or removal of snow during the winter months.

B. Off-Street Parking Requirements and Performance Standards

1. Function and Purpose

Off-street parking is an important functional and aesthetic design element. Off-street parking shall be required in accordance with these regulations in order to accommodate the needs of customers, patrons and employees and for purposes of promoting safety, adequacy and convenience.

2. Number of Spaces

Guidelines for Off-Street Parking Requirements are set forth in *Table 1* on Page 10.

TABLE 1

USE	MIN. # OF OFF-STREET PARKING SPACES
1. Single-Family Res. & Duplex	2 spaces/dwelling unit.
2. Multi-Family	1 space for each unit with one bedroom and an additional ½ space for each additional bedroom in each unit.
3. Multi-Family (elderly)	1 space/dwelling unit.
4. Hotels, Motels, Inns	1 space/rented sleeping room & one space for 50 s.f. of floor area for meetings and functions.
5. Hospitals	1 ½ spaces per bed.
6. Educational Facilities	1 space/3 seats in largest public assembly room (auditorium, gym, cafeteria, etc.) or 1 space/ staff member, whichever is great
7. Rest Home/Nursing Home	1 space/4 beds.
8. Place of Assembly with Seating such as a Church, Funeral Parlors, Auditorium, Restaurant, Theatre, etc.	1 space/3 seats.
9. Place of Assembly without fixed seats such as a Skating Rink, Meeting/Function Rooms, Dance Hall, etc.	1 space/50 s.f. of floor space accessible to the public.
10. Kindergarten, Nursery School, Day Care Facilities	1 space/10 children.
11. Library, Museum, Gallery	1 space/100 s.f. accessible to the public.
12. Marinas	1.5 spaces/wet slip.
13. Bowling Alley	5 spaces/bowling lane.
14. Retail Commercial	1 space/200 s.f. of sales floor area plus 1 space/ 600 s.f. of storage.
15. Office Building, Banks, Business and Professional Offices	1 space/200 s.f. of gross floor area.
16. Medical Offices	1 space per 150 s.f. of gross floor area.
17. Auto Service Stations	1 space/100 s.f. of area in service bays.
18. Roadside Stand	4 spaces/stand.
19. Industrial	1 space/250/s.f. of floor area designed to be occupied by employees, not including areas used only for storage, utilities, fully automated equipment, etc. No off-street parking shall be maintained within the required front yard.

b. A parking summary shall be provided for all proposed new construction and proposed changes of use. The summary shall be presented in the format prescribed by the Board as set forth as *Figure 1* on Page 11. In the event the number of spaces proposed is less than the required parking indicated in *Table 1*, the applicant shall provide written justification for the proposed number of parking spaces.

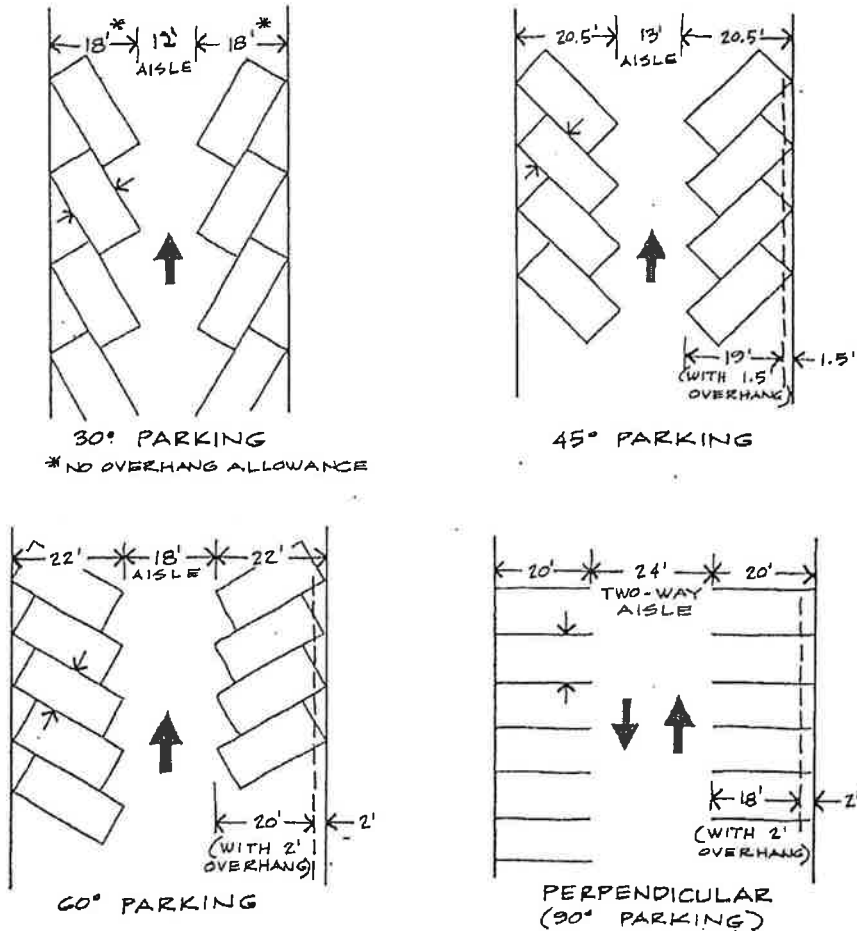
3. Size of Spaces

- a. Each off-street parking space shall measure a minimum of ten (10) feet in width by twenty (20) feet in length for new construction.
- b. Larger parking space dimensions shall be permitted.
- c. Handicap parking spaces shall measure twelve (12) feet in width. Two (2) eight (8) foot wide spaces separated by a four (4) foot wide center, striped aisle can be used as an alternative.

4. Parking Areas

- a. On-site parking areas shall be oriented to and within a reasonable walking distance of the buildings they are designed to serve.
- b. Access to parking areas shall be designed so as not to obstruct flow of traffic. There shall be adequate provisions for ingress and egress from all parking spaces to ensure ease of mobility, ample clearances, and safety of pedestrians and vehicles.
- c. On-site circulation patterns shall be designed to provide sufficient maneuvering room for vehicles entering or leaving the lot, individual spaces or designated loading/delivery areas.
- d. Dead-end parking bays shall be avoided to the extent practical.
- e. The minimum width of aisles providing access to individual parking spaces shall be in accordance with *Figure 2 on Page 13*.

FIGURE 2



- f. Fire lanes may be required upon recommendation of the Meredith Fire Chief.
- g. Parking areas shall be designed so that overhanging vehicles will not conflict with walkways, signage, landscaping or lighting structures.
- h. Off-site parking may be approved upon such terms and conditions the Board may determine are necessary to provide safe, adequate and convenient parking.
- i. Site plans shall clearly indicate all proposed striping including parking spaces, no parking zones, circulation patterns and islands.
- j. Parking areas should be located and designed so as to avoid the appearance of "strip development".

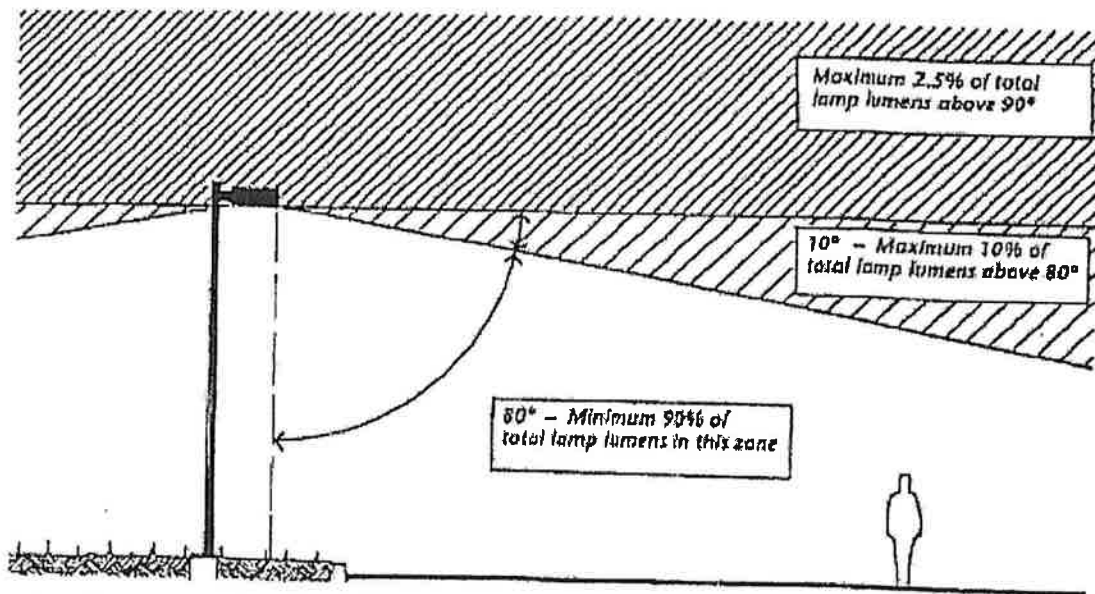
5. Landscaping

- a. Parking areas shall be suitably landscaped to minimize noise, glare and to improve the overall environment of the site.
- b. Landscaping shall be used to separate large parking lots into smaller sections.
- c. Landscape material selection and location shall anticipate growth patterns and shall not interfere or obstruct sight lines for pedestrians and vehicles.
- d. Landscape material selection and location shall anticipate specific demands associated with parking lot environments including but not limited to snow removal, snow storage, heat generation, soil compaction, drainage, etc.

6. Parking Lot Lighting

- a. Parking lot lighting shall be designed to provide the minimum lighting necessary to ensure adequate vision and comfort.
- b. Parking lot lighting shall not cause glare or direct illumination onto adjacent properties or streets.
- c. Parking lot lighting fixtures shall be cut-off fixtures as defined by the Illuminating Society of North America (IESNA). See Figure 3 below.

FIGURE 3



Cut-off fixture as defined by IESNA.

- d. The design for an area may suggest the use of parking lot lighting fixtures of a particular historical period or architectural style. If such fixtures are not "cut-off" fixtures, the fixtures and lumens generated by the fixture shall be specified so as to minimize potential adverse impacts.
- e. Mounting heights of lighting fixtures shall be appropriate to the scale of the surrounding architecture and the scale of the site.
- f. The Board may require a lighting plan showing the location of all proposed lighting fixtures, lighting levels and distribution patterns.

7. Other Considerations

- a. Limits of all proposed curbing and curbing type(s) shall be clearly indicated on the site plan.
- b. Curbing may be required for purposes of drainage, safety and delineation and protection of pavement edge. Curbing may also be required for the delineation of parking areas, for the protection of landscaped areas and/or lighting fixtures, at intersections, corners and tight radii.
- c. Parking lot design shall consider potential conflicts between proposed curbing and snow removal.
- d. Flexibility regarding curb type shall be permitted as long as the curb type adequately accommodates the purposes intended. Granite curbing may be required in favor of other materials in areas where the durability of the curbing or the appearance of the parking area is of particular importance.
- e. Use of asphalt curbing will be discouraged.

C. Signs

All development proposals shall submit designs for all new proposed signage. Additionally, the size and location of existing signs shall be noted on the plan.

Sign size, type, location, height and illumination shall conform to the Meredith Zoning Ordinance.

Any sign which refers to a discontinued use shall be removed. All signs shall be maintained in good condition and in good repair at all times.

D. Landscaping

A landscape plan shall be submitted which shall include:

The location (present and future), size and type, including common names of all new plant material to be installed.

The location of all existing plant material to be retained on the site.

The location, width and material of all walkways and pathways.

The location, type of material and dimensions of all fences, walls and outdoor recreation facilities.

Selective tree and/or shrub plantings may be required in established buffer areas or other areas as determined by the Board. Wood chips or crushed stone shall not be considered acceptable where green areas are required.

A landscaped buffer area shall be required wherever a zone or use other than residential abuts an adjacent residential property.

A minimum of 10% of the land area shall be reserved for green area.

XVI. DOCUMENTATION

Applications for site plan approval shall include the following documentation:

A statement describing the development, including the use or uses to be conducted on the lot or any changes of an existing use.

If the development is to be staged or phased, a description of the project in terms of such stages.

Deeds of easements and rights-of-way.

Covenants or restrictions that are intended to cover all or part of the land area to be developed.

Articles of Incorporation of a landowner's association and the By-Laws of the association.

The condominium declaration as it has been prepared for submittal to the State of New Hampshire Attorney General's Office.

XVII. ADMINISTRATION

A. Enforcement

The Planning Board shall have the power to modify or amend its approval of a site plan on application of the owner, lessee, mortgagee of the premises or upon its own motion if such power is reserved by the Board in its original approval.

Further, if within one year after a Certificate of Occupancy (temporary or permanent) has been issued and the building or structure is occupied or used and the Planning Board finds that any of the conditions of an approved final site plan application are in violation, the Planning Board shall give notice to the owner to make such corrections as it deems necessary to bring the use and operation into compliance with the conditions of such approval. Such order shall be complied

with within a period of time extending not more than 60 days from the original violation notice. Where the owner fails to conform with the notice and order of the Planning Board, a fine not to exceed \$100 per day may be levied against the owner in addition to any other legal or equitable remedy as may be afforded through appropriate legal action.

B. Waivers

When, in the judgment of the Planning Board special circumstances exist where strict conformity with any specific requirements of these regulations would cause undue hardship or injustice to the owner of the land to be developed and being reviewed and where the review procedures have been in general conformity with these regulations and provided the general spirit, intent and purpose of these regulations will not be adversely or substantially affected or harmed, and further provided that the public convenience and welfare of the citizens of Meredith will be substantially served and not adversely affected, the Planning Board may waive or modify such specific requirements of these regulations.

In approving waivers, the Planning Board may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these regulations.

A petition for any waiver shall be submitted in writing by the applicant at the time when the application is filed for the consideration of the Planning Board. The petition shall state fully the grounds for the waiver and all the facts relied upon by the petitioner.

C. Site Inspection

The Board and/or designated agent may conduct a site inspection for the purpose of determining natural/built up conditions of the site and to review the layout of the proposed improvements.

APPENDIX A

APPLICATION FOR SITE PLAN APPROVAL AND SITE PLAN APPLICATION CHECKLIST

**MEREDITH PLANNING BOARD
APPLICATION FOR SITE PLAN APPROVAL**

_____ sf x \$0.03 =
Disturb. _____
Base fee _____
Abutter _____
Total Fee \$ _____

Applicant: _____ Phone: _____ Fax: _____

Mailing Address: _____ Email: _____

Owner: _____ Phone: _____ Fax: _____

Mailing Address: _____ Email: _____

If different than applicant.

Agent: _____ Phone: _____ Fax: _____

Mailing Address: _____ Email: _____

Project Name: _____ Tax Map: _____ Lot #: _____

Location: _____ Zoning District: _____

Current Use: _____ Proposed Use: _____ Disturbed Area (sq. ft.): _____

Check all that apply to site plan: New Driveway New Water Service New Sewer Service
 ZBA Special Exception or Variance Waiver Request to Planning Board

AUTHORIZATION FOR REPRESENTATION:

I hereby authorize _____ to act as my representative in connection with this application to the Town of Meredith for the subject property. I understand as the property owner, I will be held responsible for all conditions provided in the Notice of Decision issued by the Meredith Planning Board. I also understand that the Notice of Decision and associated conditions run with the land in perpetuity. I authorize the Planning Board Members and their staff to access my property for the purpose of this review.

Owner(s) Signature: _____ Date: _____

_____ Date: _____

DECLARATION:

I hereby certify to the best of my knowledge this application and information submitted as part of this application is correct and accurately represented.

Signature: _____ Date: _____

(Person Preparing Application)

SITE PLAN APPLICATION CHECKLIST

The following checklist items are required for an application to be accepted as complete by the Board. Provide all items below or insert a “W” if requesting a waiver. Include rationale for each waiver item. The Meredith Planning Board reserves the right to request additional information necessary for making an informed decision.

Tax Map: _____ Lot #: _____

- | | Applicant | Staff | |
|--|-----------|-------|--|
| 1. | _____ | _____ | Completed application form and owner’s signature. |
| 2. | _____ | _____ | Project Description. |
| 3. | _____ | _____ | Abutters list. |
| 4. | _____ | _____ | Fees: application and abutter notification (see Planning Board Fee Schedule). |
| 5. | _____ | _____ | Soil profile & percolation rate, date of field inspection and seal with signature of certified septic designer.* |
| 6. | _____ | _____ | Engineering plan for new roads and utility main extensions.* |
| 7. | _____ | _____ | Easements and deed restrictions, existing and proposed. |
| <u>Site Plan, 7 copies to include the following items:</u> | | | |
| 8. | _____ | _____ | Lot lines and setbacks. |
| 9. | _____ | _____ | Lot area(s). |
| 10. | _____ | _____ | Lot Coverage proposed and maximum allowed by district. |
| 11. | _____ | _____ | Area of disturbance (grading, paving, building and landscaping) identified & in SF. |
| 12. | _____ | _____ | Parking demand calculation. |
| 13. | _____ | _____ | Topography 2’ intervals. |
| 14. | _____ | _____ | Map scale and north arrow. |
| 15. | _____ | _____ | Tax map and lot number. |
| 16. | _____ | _____ | Zoning district. |
| 17. | _____ | _____ | Locus. |
| 18. | _____ | _____ | Plan and revision dates. |
| 19. | _____ | _____ | Owner of record. |
| 20. | _____ | _____ | Abutter names with tax map & lot number. |
| 21. | _____ | _____ | Surveyor name, seal and signature. |
| 22. | _____ | _____ | Easement locations, existing and proposed. |
| 23. | _____ | _____ | Roads, driveways and structures, existing and proposed. |
| 24. | _____ | _____ | Overhead utilities with pole locations and numbers. |

- 25. ___ ___ Snow storage.
- 26. ___ ___ Fuel storage location.
- 27. ___ ___ Sign location.
- 28. ___ ___ Municipal water and sewer or well and septic locations, existing and proposed.
- 29. ___ ___ Buildings, structures, cemeteries and rock walls.
- 30. ___ ___ Drainage elements, existing and proposed.
- 31. ___ ___ Wetlands:
 - ___ ___ a. Wetland scientist name, certification number, stamp and signature.
 - ___ ___ b. Date field work was performed.
 - ___ ___ c. Mapping standards applied to delineation.
 - ___ ___ d. Applicable permit history.
 - ___ ___ e. Identification of water resource, buffer and setbacks (see Zoning Ordinance).
- 32. ___ ___ Planning Board signature block.

*May not apply to every site plan.

ABUTTERS LIST

Applicant: _____ Tax Map: _____

Address: _____ Lot #: _____

In accordance with RSA 676:4 I(d), the Planning Board shall notify the abutters, the applicant, subject property owner, holders of conservation restrictions, and the engineer, architect, land surveyor, wetland scientist or soil scientist whose professional seal appears on any plat submitted. An abutter is any person whose property or conservation easement adjoins or is directly across the street or stream from the land under consideration by the Planning Board. Use additional paper if necessary.

- 1. Name _____ Tax Map _____ Lot # _____
Address _____

- 2. Name _____ Tax Map _____ Lot # _____
Address _____

- 3. Name _____ Tax Map _____ Lot # _____
Address _____

- 4. Name _____ Tax Map _____ Lot # _____
Address _____

- 5. Name _____ Tax Map _____ Lot # _____
Address _____

- 6. Name _____ Tax Map _____ Lot # _____
Address _____

- 7. Name _____ Tax Map _____ Lot # _____
Address _____

- 8. Name _____ Tax Map _____ Lot # _____
Address _____

- 9. Name _____ Tax Map _____ Lot # _____
Address _____

APPENDIX B

PLANNING BOARD APPLICATIONS FEE SCHEDULE

Abutter Notification: \$10/abutter notification + \$50 publication fee

*see abutters list for number of notifications

Site Plan Review:

- Home Occupation: \$100
- Change of Use (w/no site modification): \$125
- All other site plans: \$150 + \$0.03/sf of disturbance
- Amendments: \$150 + \$0.03/sf of disturbance (new or changed area)

*total fee = site plan application fee + abutter fee

Architectural Design Review: \$100

*abutter fee required if filed without site plan review

Subdivision:

- Over 3 lots: \$150/lot
- 3 or less lots: \$300
- Boundary Line Adjustment application: \$200
- Town Recording: \$50
- Belknap County Registry: dependent on document size

*total fee = application fee + abutter fee + town recording fee + BCR recording fee

Applications are subject to a Technical Review Fee per Section 4.17 of the Land Subdivision Regulations.