

TOWN OF SUNAPEE  
APPLICATION FOR SITE PLAN REVIEW

1. Landowner(s) Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
Phone \_\_\_\_\_

3. Project Location:  
Building Number \_\_\_\_\_  
Street \_\_\_\_\_

2. Zoning District \_\_\_\_\_

4. Tax Map Location:  
Parcel ID # \_\_\_\_\_

5. Complete description of current use of property:  
\_\_\_\_\_  
\_\_\_\_\_

6. Does this project require a special exception or variance by the ZBA as outlined in the Sunapee Zoning Regulations? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, complete the Zoning Board of Adjustment application, and Land Use Questionnaire.)

7. Complete description of proposed project (Include area dimensions, use, # of employees, # of dwelling units, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Certification/Permission for inspection. To the best of my knowledge, the above is true and accurate. I hereby grant permission for site inspection to Planning Board official(s). I also understand that it is my responsibility for providing a complete application. I realize that any of the application requirements, which are assumed waivable during the initial review, may still be required at the time of review by the Planning Board.

\_\_\_\_\_  
Signature(s) of Landowner(s) \_\_\_\_\_  
Date

DO NOT WRITE BELOW THIS LINE

Date of Application:  
Phase I \_\_\_\_\_  
Phase II \_\_\_\_\_  
Phase III \_\_\_\_\_  
Major Site Plan \_\_\_\_\_

Home Business \_\_\_\_\_

Fee Paid, \_\_\_\_\_

Method of Payment, \_\_\_\_\_

FINAL HEARING CHECKLIST  
Site Plan Review

The following items must be submitted in accordance with the attached meeting and deadline schedule for the Planning Board meeting you wish to attend:

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Fees
- \_\_\_\_\_ Four (4) Copies of Plans (with required information per Article V)
- \_\_\_\_\_ List of Abutters, Including Mailing Addresses
- \_\_\_\_\_ Completed and signed Department Head reviews of project

The Planner will review the plans to determine if the appropriate information has been provided on the plans. If the application is deemed complete, notices will be sent 14 calendar days prior to the hearing. The following items must be included on the plan per Article V:

- \_\_\_\_\_ Plan at a scale of 1" = 20' or less
- \_\_\_\_\_ Perimeter boundary survey
- \_\_\_\_\_ Title of drawing with name of applicant
- \_\_\_\_\_ Parcel ID
- \_\_\_\_\_ Names and mailing addresses of abutting property owners
- \_\_\_\_\_ Signature block for Water & Sewer Commission, Police Chief, Road Agent, & Conservation Commission
- \_\_\_\_\_ Site location map
- \_\_\_\_\_ North point, bar scale, appropriate dates
- \_\_\_\_\_ Name, address, and seal of person preparing map
- \_\_\_\_\_ Location and shape of existing and proposed buildings
- \_\_\_\_\_ Square footage for each use designated on plan
- \_\_\_\_\_ Existing and proposed contours at an interval or no more than 5'. Spot elevations for level lot.
- \_\_\_\_\_ Streams, wetlands, and other water bodies

Article V requirements (cont.):

- \_\_\_\_\_ Width, location, and grades of existing and proposed streets and driveways
- \_\_\_\_\_ Layout and size of parking spaces
- \_\_\_\_\_ Sewage disposal facilities for property including mains and service lines
- \_\_\_\_\_ Water supply for property including mains and service lines
- \_\_\_\_\_ Proposed landscaping plan
- \_\_\_\_\_ Existing and proposed electric lines
- \_\_\_\_\_ Existing and proposed telephone lines
- \_\_\_\_\_ Exterior lighting plan
- \_\_\_\_\_ Proposed signs – size and location
- \_\_\_\_\_ Locations of retaining walls, fences, and outside storage areas
- \_\_\_\_\_ Location of fire alarms and sprinklers

The Planning Board may waive the following items if it is determined, the project's impact will be minor, and otherwise, each item will be required:

- \_\_\_\_\_ Drainage design, including drainage structures, culverts, ditches, and storm sewer lines
- \_\_\_\_\_ Drainage calculations
- \_\_\_\_\_ Plans for toxic waste storage
- \_\_\_\_\_ Location of hazardous materials storage

State of New Hampshire Permits:

- \_\_\_\_\_ Department of Transportation (Highway/Access)
- \_\_\_\_\_ NHWSPCD (Septic Systems)
- \_\_\_\_\_ Water Supply Division
- \_\_\_\_\_ Site Specific (Department of Environmental Services)
- \_\_\_\_\_ Wetlands Board

**Minimum Submission  
Requirements for  
Planning Board  
Applications\***

- \_\_\_\_\_ Complete Application Form, including signatures
- \_\_\_\_\_ Letter(s) of Authorization – if required
- \_\_\_\_\_ Fees – Town & Postmaster
- \_\_\_\_\_ Abutter List
- \_\_\_\_\_ At least one set of scaled drawings for completion review

\_\_\_\_\_  
**Received**

\_\_\_\_\_  
**Date**

\* If all of these items are not received by the deadline date, the case will not be put out for public notification and will not be on the following month's agenda

**TOWN OF SUNAPEE  
PLANNING BOARD  
2017 APPLICATION DEADLINES  
FOR PUBLIC HEARINGS**

<b>MEETING DATE</b>	<b>DEADLINE DATE</b>	<b>PUBLISH / INTERTOWN</b>
JANUARY 05, 2017	DECEMBER 01, 2016	DECEMBER 21, 2016
FEBRUARY 02, 2017	JANUARY 05, 2017	JANUARY 18, 2017
MARCH 02, 2017	FEBRUARY 02, 2017	FEBRUARY 15 2017
APRIL 06, 2017	MARCH 02, 2017	MARCH 22, 2017
MAY 04, 2017	APRIL 06, 2017	APRIL 19, 2017
JUNE 01, 2017	MAY 04, 2017	MAY 17, 2017
JULY 06, 2017	JUNE 1, 2017	JUNE 21, 2017
AUGUST 03, 2017	JULY 06, 2017	JULY 19, 2017
SEPTEMBER 07, 2017	AUGUST 03, 2017	AUGUST 23, 2017
OCTOBER 05, 2017	SEPTEMBER 7,2017	SEPTEMBER 20, 2017
NOVEMBER 02, 2017	OCTOBER 05, 2017	OCTOBER 18, 2017
DECEMBER 07, 2017	NOVEMBER 02, 2017	NOVEMBER 22, 2017
JANUARY 04, 2018	DECEMBER 7, 2017	DECEMBER 20, 2017

**ALL APPLICATIONS *MUST BE IN BY NOON ON THE DEADLINE DATE. THIS WILL BE STRICTLY OBSERVED.***

**THE CHAIRMAN RESERVES THE RIGHT TO CALL SPECIAL MEETINGS TO SATISFY RSA REQUIREMENTS REGARDING TIMELINES OF THE PLANNING BOARD.**