

TOWN OF BRIDGEWATER PLANNING BOARD SITE PLAN REVIEW APPLICATION INFORMATION

APPLICATION MATERIALS AND PROCESS: To comply with the Town's regulations for the submission of plans for Non-Residential or Multi-Family sites, you will need copies of a Site Plan Review Application and Checklist and access to the Site Plan Regulations. These items are available at both the Town Hall and Library as well as at the Planning Board's web site at www.bpbnh.org.

PRE-APPLICATION DISCUSSION: In accordance with Section 5:A of the Site Plan Review Regulations, an applicant may wish to schedule an informational meeting with the Planning Board to discuss his/her proposed project. The Planning Board **strongly recommends** that you schedule an informational meeting with the Planning Board prior to submitting your application and checklist to discuss your project and the checklist requirements for it. Such a meeting can save you both time and money by clarifying the exact and necessary requirements for your specific project. A "rough-drawn" preliminary sketch may be submitted at this time to aid in the discussion and understanding of the project. It is also recommended that you discuss any potential checklist waiver requests with the Planning Board at this informational meeting.

WAIVER OF REQUIREMENTS: If your project is of such a nature that you believe certain items on the checklist do not apply, you may request a waiver of specific checklist requirements as provided in Section 13:B of the regulations. Unless specifically waived by the Planning Board, all materials indicated in the Regulations and on the Checklist **must** be submitted with the application. The Planning Board may waive or modify specific requirements of the regulations under the following circumstances:

- Conformity with any specific requirements would cause undue hardship or injustice to the landowner.
- The review procedures have been in general conformity with the regulations.
- The general spirit, intent and purpose of the regulations will not be adversely or substantially affected or harmed.
- The public convenience and welfare of the citizens of Bridgewater will not be adversely or substantially affected or harmed.

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 the regulations.

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

APPLICATION/CHECKLIST SUBMISSION: Completed applications and checklists must be submitted not less than fifteen (15) days prior to a regularly scheduled meeting of the Planning Board. Since neither the day materials are delivered nor the day of the actual Planning Board hearing may legally be counted as included in the 15-day requirement, you are advised to submit materials no later than the 17th day prior to the Board hearing, earlier if possible.

**TOWN OF BRIDGEWATER PLANNING BOARD
APPLICATION FOR SITE PLAN REVIEW**

1. Date: _____

2. Name of Legal Owner: _____

Address: _____

_____ Telephone: _____

3. Name of Applicant (if different from owner) _____

Address: _____

_____ Telephone: _____

4. Property Address: _____

Tax Map _____ Lot # _____

5. Check one: Multi-Family _____ Non-residential _____

6. Project description: (Briefly describe specifically what you propose to do) _____

7. Do any deed restrictions and covenants apply? Yes ___ No ___ If yes, attach copy.
8. Are any deed restrictions or covenants contemplated? Yes ___ No ___ If yes, attach copy.
9. Have abutters been notified? Yes ___ No ___ If yes, attach copy of Abutter List and proof of mailing.
10. Is the application fee for site plan approval (\$40 - review fee; \$15 - for sign only) attached?
Yes ___ No ___ (Check payable to the Town of Bridgewater)

The Applicant certifies that all of the submission requirements listed in the Site Plan Review Regulations of the Town of Bridgewater have been complied with, unless specifically modified by the Planning Board, and understands that the Site Plan Review Regulations guide the procedures and conditions for approval. The **Site Plan Review Checklist** for this project must accompany this application.

Signature of Applicant _____

TOWN OF BRIDGEWATER PLANNING BOARD

SITE PLAN REVIEW CHECKLIST

Project: _____

Applicant: _____ Date: _____

General Requirements Checklist For Site Plan Submission

In accordance with Section 10 of the Site Plan Review Regulations, an application for site plan approval shall be accompanied by the following information and documents unless waived or modified by the Planning Board in accordance with Section 13:B of the Regulations.

Applicants should check either column **S** (Required materials are Submitted with the application) or **WR** (Waiver Requested). Items waived by the Planning Board will be so noted as **W** (Waived) on the Checklist.

A. BASE SURVEY

#	S	WR	W	Description
1				Bearings and lengths of the boundaries of the parcel
2				Topography with not more than five (5) foot contour interval. At major construction sites
3				Reference to established permanent benchmark based on U.S.G.S. or other datum approved by the Town Engineer.
4				Location and names of approved roadways and rights-of-way and easements.
5				Boundaries of existing natural features (rivers, lakes, wetlands, swamps, ledges, etc.).
6				Surface cover of area (weeded, cleared, graveled or paved areas.).
7				Any important specimen trees.
8				All existing features on and within a minimum of fifty (50) feet of the site boundaries, one hundred (100) feet from front corners on State highways, and one hundred (100) feet back from right-of-way lines (buildings, fences, streams, roads, walks, utility lines, or easements.).

B. SITE PLAN

#	S	WR	W	Description
1				Sheet size 24" X 36" with 1" border on three (3) sides and 2" on left edge.
2				Scale: 1" equals twenty (20) feet preferred.
3				Title block in lower right corner giving name and location of development, scale, contour interval, survey by, design by, seal of Surveyor, seal of the Engineer or Architect, legend.
4				North arrow.
5				Location plan - shows site in relation to surrounding portion of the Town.
6				Zoning district designations and boundaries.

C. SITE PLAN DETAILS

#	S	WR	W	Description
1				<p>. Planned roads showing:</p> <ul style="list-style-type: none"> a. Complete horizontal and vertical alignment data. b. Planned roads width (shoulder to shoulder), include typical cross section.
2				Parking area, location with overall dimensions, parking method (parallel or angle) capacity, and type of surface.
3				<p>Structures and special facilities:</p> <ul style="list-style-type: none"> a. Location to scale. b. Proposed finished grade elevation at foundation. c. Floor elevations.
4				Finished contours - proposed grades shown in solid lines.
5				Location of proposed and existing water lines, wells, sewerage lines, sewerage systems, surface drainage system and utility lines, including location of source, tanks, drains, size of pipes, poles, and sewage disposal fields, service areas, loading area.
6				Limit of lawn areas, location and type of landscape planting, existing trees to remain.
7				Location of walks, fences and screening.
8				Location of signs and lighting.
9				Site lighting.

D. ADDITIONAL MATERIAL OR INFORMATION REQUIRED

#	S	WR	W	Description
1				For on-lot sewage systems: New Hampshire Water Supply and Pollution Control Division approval for construction.
2				Approved driveway permit. (From State Highway Department for sites on a state highway, town permit for sites on other town roads.)
3				Sight distance at entrance from ten (10) feet off edge of pavement.
4				Plans and elevations of structure and/or signs and lighting facilities
5				Any necessary wetlands approvals.

TOWN OF BRIDGEWATER

ABUTTER LIST

PLEASE LIST ALL PERSONS WHOSE PROPERTY ADJOINS OR IS DIRECTLY ACROSS THE STREET OR STREAM FROM THE LAND UNDER CONSIDERATION BY THE BOARD. THIS LIST SHALL BE COMPILED FROM THE TOWN OF BRIDGEWATER'S TAX ASSESSOR'S RECORDS.

Tax Map #: _____
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NOTE: PLEASE ATTACH ADDITIONAL SHEETS, IF NEEDED.