

EPSOM PLANNING BOARD

TOWN OF EPSOM PLANNING BOARD P.O. Box 10 EPSOM, NH 03234-0010

APPLICATION FOR NON-RESIDENTIALSITE PLAN REVIEW GENERAL INFORMATION

This packet contains six pages. The Planning Board reserves the right to change this general information packet at any time, without public hearing or prior notification. All applicable signatures and information must be complete before the Planning Board will consider the application.

The Planning Board meets every second and fourth Wednesday of the month at 7:00pm at the Town Office located at 940 Suncook Valley Highway.

SUBMISSION ITEMS

- 1. Conceptual Meeting
 - a. A preliminary sketch should be submitted for discussion purposes only. The rest of the information packet need not be completed for a conceptual meeting.
- 2. Preliminary Site Plan Meeting
 - a. If all the information is complete, the Planning Board can move to Public Hearing.
- 3. Site Plan Review
 - a. Check with the Town of Epsom for the fees listed below.
 - b. Attached information must be completed.
 - c. Site plan maps prepared by a registered land surveyor or registered Professional Engineer.
 - d. Three (3) copies of the plan are required and the plan scale shall be 1-inch = 40 feet. (And 10 copies of 11x17).
 - e. A sketch showing the location of the site in relation to the surrounding area and roads must be submitted to the Board.
 - f. Scale to be 1-inch = 500 feet.
 - g. A completed abutter's list including name, mailing address, lot and map numbers of each abutter.

A complete copy of the Zoning Ordinance and Subdivision Regulations can be found online at http://www.epsomnh.org/epsom and/or purchased at the Epsom Town Office for \$15.00 each.

Schedule of Fees

\$ 175.00	Application Fee
\$ 13.00	Abutter Notification (each)
	Abutters also include the property owner and
	Authorized Agent (if applicable). If represented by
	an attorney or additional party, it is also
	recommended they be included in the Abutter
	Notification
\$ 175.00	Mylar Recording for the first page and
	\$ 150.00 for each additional page
\$ 125.00	Lot Merger Recording
\$ 75.00	Recording of deeds, easements and / or other
	required documents for the first page and
	\$ 50.00 for each additional page
\$ 650.00	Each newly created building lot

ESCROW ACCOUNT – Based upon Engineers Estimate and additional fees for review by a Planning, Attorney's Fees and other professionals as deemed necessary by the Board.

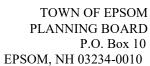
BEFORE ANY MYLAR CAN BE RECORDED FOR SUBDIVISION, A FEE OF **§650.00** PER LOT CREATED IS TO BE PAID TO THE TOWN OF EPSOM.

ALL CHECKS MADE PAYABLE TO THE "TOWN OF EPSOM"

TOWN OF EPSOM APPLICATION FOR NON-RESIDENTIAL SITE PLAN REVIEW RELEASE & AUTHORIZATION FORMS

All forms must be typed or har	id printed in black ink.
Location Address:	
Map & Lot Number:	
Present Use of Property:	
Proposed Use of Property:	
Owner's Name(s):	
Owner's Address:	
Telephone Number:	
materials attached, to the best ordinances and regulations; the applicable check list attached highlights of some of the application and all related matericognized professional standard	eview and acknowledge that this application and all of the related of my knowledge, conform in each and every respect with all laws, at I or my designated authorized agent have completed the nereto (recognizing that the check list is merely a summary of the cable regulations and is not intended to be all inclusive); that this erials and information have been prepared in accordance with ards; and that all necessary information, permits and check lists are ith all laws, ordinances, regulations and application procedures can of the application.
Date:	Owner's Signature:
	ALL OWNERS MUST SIGN
Authorized Agent Designation	<u>on</u>
Map & Lot Number:	
I / we (owner or owners)	
hereby designate Epsom Planning Board to who person / company to whom all arising out of this application.	To serve as my authorized agent with the mall communications to the applicant may be addressed and the legal process may be served in connection with any proceedings
Date:	Owner's Signature:

ALL OWNERS MUST SIGN





<u>APPLICATION FOR NON-RESIDENTIALSITE PLAN REVIEW</u> PERMISSION / RELEASE FORM

I / we the property owner(s) hereby give permission for any member of the Planning Board, Town Engineer, Member of the Conservation Commission and such agents or employees of the Town or other persons as the Planning Board may authorize to enter upon the property which is the subject of this application at reasonable times for the purpose of such examinations, surveys, tests, inspections as may be appropriate; to enable release of any claim or right we may now or hereafter possess against any of the above individuals as a result of any examinations, surveys, tests and inspections conducted on my / our property in connection with this application.

Date:	Owner's Signature:	
	ALL OWNERS MUST SIGN	

Planning Board

Additional Items (when applicable)

Fiscal Impact Study
Traffic Analysis
Wetlands Analysis
Soil Erosion Study
Performance Bond
Additional Items as Requested by the Planning Board

Plans submitted to other town departments when necessary and sign off or letter by authorized department personnel.

Fire Department
Police Department
Road Agent
Zoning Compliance Officer
Board of Selectmen
Zoning Board of Adjustment
Conservation Commission
Water Precinct

School District Additional departments or organizations as requested by the Planning Board

Planning Board Site Plan Checklist

Checklist Items		<u>Applicant</u>	Planning Board	N/A
1.	3 copies of site plan map (22x34) and 10 copies of 11x17			
2.	Vicinity Sketch (100 year flood elevation line if necessary)			
3.	Location of site, name & address of owner(s)			
4.	Name & address of person / company preparing plans			
5.	North / south indicator on map			
6.	Lot area & boundary description			
7.	Map & Lot number			
8.	Easements or rights-of-way			
9.	Square footage & location of all existing buildings			
10.	Square footage & location of all proposed buildings / addition	ons		
11.	Construction drawings			
12.	Proposed street & / or driveways			
13.	Traffic & pedestrian flow			
14.	Proposed curb cuts & their radii			
15.	set back lines (front, back & sides)			
16.	Drainage plans & snow removal & storage			
17.	Location of public & private utilities			
18.	Existing or proposed septic, leach field & well locations			
19.	Proposed landscaping plan & screening when applicable			
20.	Proposed outdoor lighting			
21.	Dumpster location			
22.	Location of loading docks or bays			
23.	Location & topographic contours & grade of all natural or Man-made features (wetlands, marshes, ponds, etc.)			
24.	Sign location, size & general description			
25.	Map shall include Planning Board approval block			
26.	Registered stamp & signature of surveyor / engineer			
27.	A copy of all applicable town, state & federal permits:			
	i.e.: wetlands, septic, driveway, etc.			