



## EPSOM PLANNING BOARD

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

### **APPLICATION FOR NON-RESIDENTIAL SITE 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 hand 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: \_\_\_\_\_

I hereby apply for a site plan review and acknowledge that this application and all of the related materials attached, to the best of my knowledge, conform in each and every respect with all laws, ordinances and regulations; that I or my designated authorized agent have completed the applicable check list attached hereto (recognizing that the check list is merely a summary of the highlights of some of the applicable regulations and is not intended to be all inclusive); that this application and all related materials and information have been prepared in accordance with recognized professional standards; and that all necessary information, permits and check lists are attached. Failure to comply with all laws, ordinances, regulations and application procedures can lead to summary disapproval of the application.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

\_\_\_\_\_  
**ALL OWNERS MUST SIGN**

**Authorized Agent Designation**

Map & Lot Number: \_\_\_\_\_

I / we (owner or owners) \_\_\_\_\_

hereby designate \_\_\_\_\_ To serve as my authorized agent with the Epsom Planning Board to whom all communications to the applicant may be addressed and the person / company to whom all legal process may be served in connection with any proceedings arising out of this application.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

\_\_\_\_\_  
**ALL OWNERS MUST SIGN**



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**APPLICATION FOR NON-RESIDENTIAL SITE PLAN REVIEW**  
**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

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