

**Town of Candia - Planning Board
Minor Site Plan Review
Application and Checklist**

Scope: This application is to be used in accordance with the Candia Minor Site Plan Review Regulations for expansion or change of existing business.

DEFINITION: Lesser of: 25% of existing floor space (outside dimensions of all floors); or 2,000 sq. ft. of total disturbed land (includes, e.g.: parking, driveway, septic, drainage pipes, ditches, etc.), no more than 1,000 sq. ft. to be new building floor space (outside dimensions of all floors).

REQUIREMENTS:

1. Area and frontage of lot must meet minimum requirements of Zoning Ordinance for district and permitted use;
2. Existing buildings or proposed addition complies with front, side, and rear requirements of the district; and
3. The proposed use/change is permitted in the district in which the lot is located.
4. The application deadline is 30 days prior to the public meeting at which time the application is to be considered for acceptance by the Planning Board.

EXEMPTION AGENDA: Paving of an existing driveway and/or parking lot, 1,600 sq. ft. in area or less, shall be exempt from site plan review only, unless there is environmental impact, as determined by the Building Inspector. Appropriate permits are required.

PERIOD OF USE: The minor site plan review process shall be used only once in any 3-year period with respect to a particular parcel. The 3-year period shall run from the date of approval.

General Information and Minimum Filing Requirements

GENERAL INFORMATION:

1. Name and address of property owner: _____
_____ phone # _____

2. Name and address of authorized agent (if any): _____
_____ phone # _____

3. Location of site:
Street/Road Address _____

4. Complete attached abutter's list and show abutter's names on plan.

5. Describe proposed use/change in use: (use separate sheet if necessary)

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6. Statement of Authorization: If the applicant is not the owner of the property, the owner must provide a notarized authorization which must include any conditions or restrictions whatsoever. If there is an expiration date, it must be included.

7. The following fees shall be paid at the time of filing application:

a) Application fee:	\$ 75.00
b) Legal Notice Fee:	100.00
c) Abutter's notices: each (include owner)	7.56*
d) Compliance inspection fee (if necessary)	at cost

*Postal rates plus \$1

In addition to the above General Information, all information under Minimum Filing Requirements must be submitted along with the application:

PREPARATION OF PLAN: Plans for review by the Planning Board under the Minor Site Plan Review process do not need to be prepared by a professional engineer or licensed land surveyor. All plans must be drawn to scale.

WAIVER PROVISION: In accordance with Article 1.06 of Section I of the Candia Minor Site Plan Review Regulations, the Planning Board may grant a relaxation of one or more of the following provisions for minor site plan review, upon receipt of the applicant's written request for such.

MINIMUM FILING REQUIREMENTS: The following requirements are to be shown on the plan at the time of filing the application with the Board's assistant:

- _____ 1. Name and address of person/firm preparing plan
- _____ 2. Scale of plan (minimum 1 inch = 25 foot)
- _____ 3. North arrow
- _____ 4. Date of plan
- _____ 5. Name and address of person preparing other data to be included in the plan, if other than preparer of plan (if applicable)
- _____ 6. Boundary lines of site within 100' of disturbed land, and front, rear, side, and wetland set-backs
- _____ 7. Total area: Show:
 - a) sq. ft. of proposed building, and
 - b) sq. ft. of disturbed land
- _____ 8. Zoning district of subject property, and ZBA Case #, if applicable

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SITE INFORMATION: The following information must be shown on the final plan to be approved by the Planning Board:

1. _____ Vicinity sketch identifying location of site
2. _____ Existing easements, if any (e.g., utilities, rights-of-way)
3. _____ Special features, natural or man-made, and other data within 100 feet of proposed activity:
 - _____ a) bodies of water
 - _____ b) streams and water courses
 - _____ c) swamps, marshes, and wetlands
 - _____ d) wooded areas
 - _____ e) other significant features (ex. grave sites, discontinued roads)
 - _____ f) use of abutting properties
4. _____ Miscellaneous data to be shown on plan (if applicable)
 - _____ a) gas and electric lines to be installed
 - _____ b) paved/gravel/seeded areas
 - _____ c) location and size of structures
 - _____ d) proposed driveways
 - _____ e) proposed parking spaces - Zoning Ordinance requires _____ spaces for proposed expansion
 - _____ f) location of all utilities
 - _____ g) site drainage, existing and proposed
5. _____ Additional lighting and signage proposed
6. _____ Location of existing and/or proposed water supply & septic system
7. _____ Wetlands, if any, must comply with Candia Wetlands Ordinance (see Candia Zoning Ordinance, Article X)
8. _____ Soils map, wetlands map, state permits for filling/dredging of wetlands, if applicable
9. _____ Completion schedule
10. _____ Landscaping shall not interfere with sight-lines of entering/exiting traffic

Other information required by the Board:

NOTE: An approved local or state driveway permit is required for any new driveway or relocation or paving of an existing driveway.

NOTE: Reference materials (for example: USGS maps, soils map, flood plain maps) are available for applicant's use at the Land Use Office but may not be removed from that office.

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ABUTTER'S LIST**

NOTE: Include the applicant, property owner, and preparer of plan.

Map #	Lot #	Name	Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

_____ total number of abutters

All the above names and addresses must be shown on the site plan, *for a definition of an abutter refer to RSA 672.3*. Applicant bears full responsibility that all required abutters notices were given. The Planning Board reserves the right to continue the hearing if proper notice was not given. A fee of \$7.56 per abutter is required at the time of filing the application.

I hereby certify that the above list contains the names and mailing address of all property owners as prescribed by the Minor Site Plan Review Regulations for the Town of Candia, New Hampshire.

Applicant _____ Date _____

Total Received: \$ _____