I. GENERAL INFORMATION AND FEE SCHEDULE

1. Name, address and phone number of property Owner: ______________________________
___________________________________________________________________________
___________________________________________________________________________

2. Name, Address and phone number of authorized agent: ___________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

3. Location of Site: Street ___________________________ Total acreage _______________
Tax Map No. _____________________ Lot No. __________________

4. Intended Use: Commercial ____________________ Industrial ____________________
Multi-family ____________________ Other ______________________

5. Name and street addresses of abutters: Complete attached Schedule A (abutters must 
also be identified on the plat)


7. Statement of Authorization: If the Applicant is not the Owner of the site, a notarized 
Statement giving authority to the Applicant to make site plan review application must be submitted. 
This statement must include any conditions or restrictions set forth by the Owner and an expiration 
date, if any.

8. Payment of the following fees:
   A. Application of Subdivision (Minor) $100.00
      (Major) $150.00
   B. Lot Origination Fee (per lot/dwelling unit) $75.00 each
   C. Engineering Review Fee $ at cost
   D. Compliance Inspection Fee $ at cost
   E. Boundary Line Adjustment $50.00
   F. Site Plan Review (Minor) $75.00 
      (Major) $200.00
   G. Legal Notice (per hearing) $100.00
   H. Abutters (per lot-include owner and agent) $7.80
      *OR current rates established by the US Postal Service
   I. Driveway Permit $25.00
   J. Gravel Pit Permit $100.00

   K. Recording Fees:
      Mylar (22” x 34” sheet) $45.00 + $26.00 per sheet

Revised: In Planning Board Minutes. 11/5/97, 1/31/01, 7/1/01, 6/30/02, 01/10/07, 1/2009, 3/20/2019
II. EXISTING DATA AND INFORMATION

ITEM CHECKED
1. Location of site shown 1.
2. Names and street addresses of Owner’s of record 2.
3. Names and street addresses of abutters 3.
4. Name & address of firm preparing the plan 4.
5. Scale of plan (1” = 20’ minimum) 5.
   a. entire site area shown on one sheet with index on sheets
7. Plan prepared by a P.E. or R.L.S. with seal. All plans must also be submitted electronically via e-mail or approved storage media in the portable document format (PDF) with a maximum file storage size of 10 M.B. 7.

II. ITEM CHECKED
8. Date of plan 8.
9. Name and address of person or firm preparing other data if different from preparer of plan 9.
10. Boundary lines of site shown 10.
11. Bearings and distances shown 11.
12. Total lot area shown 12.
14. Existing grades shown 14.
15. Existing drainage systems and structures shown 15.
16. Existing easements; locations and dimensions: 16.
   a. drainage
   b. slope
   c. detention ponds
   d. temporary (cul-de-sac, other)
   e. utility
   f. rights-of-way
17. Use of all abutting properties shown with all structures thereon and access roads 17.
18. Vicinity sketch (locus map) 18.
   a. location of site shown
   b. zoning within 1000’ of site shown
   c. 100 year flood plain, if applicable
   d. scale shown
   a. Bench mark established by Applicant or USGS
   b. 2’ contours with spot elevations
   c. existing contours dashed
20. Special features, natural and man made, affecting site or giving it character such as: 20.
   a. bodies of water
   b. streams or water courses
   c. swamps, marshes or wetlands
   d. wooded areas
   e. large (in excess of 24” DBH) trees or boulders
   f. other significant features
21. Location of all existing monuments 21.
22. Statement describing purpose of the plan 22.
23. Tax Map and Lot number 23.
24. Existing zoning variances or special exceptions, with applicable references 24.

III. PROPOSED PLAN AND INFORMATION

1. Plans:
   a. Area to be disturbed for streets, drainage, structures (100,000+ SF requires WSPCD site specific approval)
   b. Sewer, water, gas and electric lines

Revised: In Planning Board Minutes. 11/5/97, 1/31/01, 7/1/01, 6/30/02, 01/10/07, 1/2009, 3/20/2019
c. Erosion and sedimentation control plan
d. Finished contour lines
e. Existing tree lines and proposed plantings
f. Paved areas
g. Percentage of site finished with impervious cover
h. Location and size of structures
i. Scale 1" = 50', or as approved by the Board
j. Details as required:
  1. construction details
  2. grading details
  3. drainage and erosion control
  4. utility details
k. USGS or assumed datum

III.
2. Proposed streets, including names

* 3. Proposed drives, parking spaces and sidewalks
4. Radii of all curves shown
5. Widths of streets, drives and sidewalks shown
6. Parking required by Zoning Ordinance ________ spaces
   Parking provided by proposed site plan ________ spaces
   Size of parking spaces: ______ X ______
7. Size and location of all proposed and public utilities
8. Proposed landscaping and screening
   a. location
   b. type
   c. size
   d. planting schedule
9. Lighting and signage plans
10. Drainage Calculations/Report
   a. System sizing
   b. detention, retention provided as necessary
   c. headwalls provided as necessary
   d. pipes adequate for the designated design storm
   e. end treatments for all
11. Circulation plan provided
   a. pedestrian and vehicular traffic
   b. checked turning radii for fire equipment
   c. checked for access to fire hydrant(s)
12. Construction drawings and details provided:
   a. pavement and road profiles
   b. walks and steps
   c. curbing
   d. drainage structures
   e. other details as required
13. Architectural Renderings
14. Solid Waste Disposal Plan
15. Timetable for construction and completion of buildings, improvements and landscaping
16. Snow storage areas
17. Location of any fire suppression system as required by the Fire Department
18. A signature block for signing by seven members of the Planning Board
19. All required State, Federal and Local permits and permit numbers
20. All proposed waivers of Town of Candia regulations
21. A table summary of the area or impervious cover, greenspace, landscaping and
   building area.
22. SWPPP
23. Sight Distance Plan

IV ADDITIONAL INFORMATION AS REQUIRED

1. Abutters list provided
2. Permits secured or applications submitted, copies provided
3. Review letter by Fire Department
4. Review letter by Police Department

Revised: In Planning Board Minutes. 11/5/97, 1/31/01, 7/1/01, 6/30/02, 01/10/07, 1/2009, 3/20/2019
5. Review letter by Building Inspector
6. Other (Zoning Board of Adjustment, for example)
7. Drainage calculations and report

V. DESIGN AND CONSTRUCTION REQUIREMENTS

See Section III: Standards and requirements for Site Development

* All newly proposed driveways and points of access must be approved by either the local
  Road Agent or by the NH Department of Transportation for curb cut locations.

VI. ENGINEERING REVIEW

1. Consolidation or subdivision required
   a. plan submitted
   b. plan per regulation (see major subdivision checklist)
2. Zoning Issues
   a. zoning district shown
   b. zoning district for adjacent properties within 1000’ shown
   c. wetlands involvement (see Article X, Candia Zoning Ordinance for definition of wetlands)
   d. wetlands exception obtained from ZBA
   e. site per zoning ordinance:
      1. frontage required _________
         frontage proposed __________
      2. area required ___________
         area proposed ___________
      3. usages permitted ________________
         usages proposed ________________
      4. proposed usages permitted by special exception ________________
   f. date project scheduled with ZBA
   g. ZBA stipulation recorded and complied with
   h. buffers provided per regulations
   i. parking adequate per regulations
   j. set-backs:
      1. shown per regulations
      2. distances correct
      3. front yards per regulations
      4. rear and side yards per regulations
   k. building height conforming
3. Plan elements submitted:
   a. subdivision or lot line adjustment plan
   b. site plan
   c. landscaping, signage and lighting plan
   d. drainage and utility plan
   e. drainage profiles
   f. drainage calculations
   g. test pit data
   h. soils map and or wetlands map
      1. SCS
      2. HISS
   3. Legend for soil types
   l. sedimentation and temporary erosion control plan
4. Construction cost estimates and completion schedule

* Also required is an approved local or state driveway permit for all new access ways
## APPLICATION FOR SITE PLAN REVIEW
CANDIA, NEW HAMPSHIRE

<table>
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<th>Name</th>
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<td>1. Applicant</td>
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<td>2. Owner (if different than Applicant)</td>
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<td>3. Contact person</td>
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All the above names and addresses must be shown on the site plan. A fee of $7.47 per abutter is required at the time of application. **Applicant bears full responsibility that all required notices were given. Board reserves the right to continue the hearing if proper notice was not given.**

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

__________________________________________  
Applicant's signature  
_________________________  
Date

Date received ________________________________  
By ________________________________  

Revised: In Planning Board Minutes. 11/5/97, 1/31/01, 7/1/01, 6/30/02, 01/10/07, 1/2009, 3/20/2019