

CANDIA PLANNING BOARD

MINOR SITE PLAN - INSTRUCTIONS FOR MAKING APPLICATION FOR MINOR SITE PLAN AND REVIEW

I.

1. Name and street address of Applicant(s): _____

Phone #: _____ Email: _____

2. Name and street address of property owner(s): _____

Phone #: _____ Email: _____

3. Name and street address of authorized agent: _____

Phone #: _____ Email: _____

4. Location of Site: Address: _____

Tax Map and Lot # _____

Total number of acres in parcel _____

5. Intended use: Commercial _____ Residential _____ Industrial _____

6. Intent: _____

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

8. Statement of Authorization: If the applicant is not the owner of the site, a notarized statement giving authority to the applicant to make a 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 Fee of Minor Site Plan	\$75.00
B. Legal Notice Fee (Per Hearing)	\$150.00
C. Abutters' Notices	\$11.64 (per abutter) * or current postal rate plus \$2
D. Fire Department Review	\$ at cost
E. Gravel Pit Permit	\$ at cost

Article 4.00 -General Information and Filing Requirements:

Site plans for applications under these regulations are not required to be prepared by a professional engineer or licensed land surveyor. All plans must be drawn to scale.

4.01 -Number of Copies Required:

The application for minor site plan review shall be submitted with three copies of the proposed site plan to the Planning Board. In addition, copies of the plan must also be submitted to the Fire Chief, Police Chief, Conservation Commission, and Building Inspector at the time of application.

4.02 -General Information:

The following general information is required for all minor site plan applications:

- A. Name and address of property owner and authorized agent;
- B. Location of site, street address, tax map information;
- C. Abutters list;
- D. Description of existing and proposed use/change in use;
- E. Statement of authorization, if applicable; and
- F. All filing fees.

4.03 -Filing Requirements:

The following minimum filing requirements are to be shown on the plan at the time of filing the application:

- A. Name and address of person preparing the plan;
- B. Scale of plan, minimum 1 inch = 25 feet;
- C. North arrow
- D. Date of plan;
- E. Name and address of person preparing other date to be included in the plan (if different than preparer of plan);
- F. Boundary of site within 100' of disturbed land, and set-backs;
- G. Total area of proposed building and distributed land; and
- H. Zoning district and ZBA Case # if applicable.

4.04 -The following information must be shown on the final minor site plan to be approved by the Planning Board:

- A. Vicinity sketch identifying location of site;
- B. Existing easements, if any;
- C. Use of abutting properties and special features, natural or man-made and other date, within 100' of proposed activity, such as bodies of water, streams and water courses, swamps, marshes, wetlands, wooded areas, grave sites, discontinued roads;
- D. Miscellaneous date, such as gas and/or electric lines, paved areas, location and size of structures, proposed driveways and parking spaces (in accordance with the Zoning Ordinance), location of all utilities, and existing and proposed site drainage;
- E. Additional lighting and signage proposed;
- F. Location of existing and/or proposed water supply and septic system;
- G. Wetlands, if any, copies of state permits for filing or alteration of wetlands, if applicable;
- H. Completion schedule;
- I. Landscaping shall not interfere with sightlines of entering/exiting traffic;
- J. Approved fire suppression plan, if required, must be shown on site plan; and
- K. Signature block for the signing by at least four members of the Board.

4.05 -Representation at Public Hearings:

Representations made at public hearings or material submitted to the Board concerning features of the proposed buildings, structures, parking or use which is subject to these regulations shall be deemed conditions of the Board's approval of the minor site plan.

**APPLICATION FOR SITE PLAN REVIEW
CANDIA, NEW HAMPSHIRE**

ABUTTER'S LIST (attach typed address labels -3 across)

*** Include property owner(s), abutters (within 200 feet), agent and surveyor/engineer on the abutters list***

Fees: \$ _____ x _____ = \$ _____

Applicant/Subdivider _____

Property Owner _____

Property Tax Map and Lot No. _____

ABUTTER NAME AND STREET ADDRESS MAP/LOT#

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

All the above names and addresses must be shown on the site plan. A fee of \$11.64* per abutter is required at the time of application *(rates subject to change per US Post Office). **Applicant bears full responsibility that all required notices were given. Board reserves the right to continue the hearing if proper notice was not given.**

Applicant's signature

Date