

Site Plan Review Checklist

TOWN OF RAYMOND, NH

Updated 2023

PROJECT NAME: _____ APPLICANT NAME: _____ DATE RECEIVED: _____

MAP#: _____ LOT #: _____ APPLICATION DATE: _____ APPLICATION #: _____

A copy of all plans and technical reports must be sent to the Town engineer. Proof of submittal must be provided to the Community Development Department at the time of application. If proof of transmittal is not provided, the application may be delayed until the following month's Planning Board meeting. Address is: Dubois & King, 15 Constitution Dr. Suite 1L, Bedford NH 03110, ATTN: Jeffrey Adler, P.E.

SUBMITTED

YES NO			WAIVER REQUEST	
___	___		YES	NO
___	___	1. Name of project; names and addresses and letters of authorization of all owners of record; Tax Map and Lot number.	___	___
___	___	2. Name, license number and seal of surveyor, architect, landscape architect, or other design professional; north arrow, scale, and date of plan; signature block of 4 inches (long) by 2 inches (wide).	___	___
___	___	3. Vicinity map and zoning district(s) of all parcels within the application.	___	___
___	___	4. Abutters and uses of abutting land within 200 feet of the site.	___	___
___	___	5. Shape, size, height, location, and use of existing and proposed structures located on the site and within 200 feet of the site.	___	___
___	___	6. Boundary lines, dimensions, and bearings; lot(s) area in acres and square feet and a calculation of the total disturbed area in square feet.	___	___
___	___	7. Location, name, and widths of any existing and proposed roads on the property and within 200 feet of the site.	___	___
___	___	8. Location of all existing and proposed sidewalks and driveways, with indication of the direction of travel for both pedestrian and vehicular traffic.	___	___
___	___	9. All proposed access points to the site, sight distance at access point(s), curb cuts (existing or proposed) and any proposed changes to existing streets; copy of driveway permit.	___	___
___	___	10. Location and number of parking spaces (including ADA accessible spaces) and loading spaces.	___	___
___	___	11. Location, type, and nature of all existing and proposed landscaping and screening including size. Include an Invasive Species checklist and plan designation of NH Native Species.	___	___

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**WAIVER
REQUEST**

YES NO

YES NO

___	___	12. Location, type, and nature of all existing and proposed exterior lighting and show the illumination rate in footcandles.	___	___
___	___	13. All natural features within the site (streams, ponds, vernal pools, wetlands, etc. <u><i>(If there is Zone G land the conservation committee must be notified)</i></u>)	___	___
___	___	14. Waste/dumpster locations and elevations of their enclosures and snow storage Areas.	___	___
___	___	15. Existing and proposed grades and contour lines, including Base Flood Elevation (BFE) where appropriate.	___	___
___	___	16. Size and location of all existing and proposed water mains, sewers, culverts, and distances to the existing fire hydrants, cisterns and/ or fire ponds.	___	___
___	___	17. Copy of certification from licensed septic designer as to sufficiency of the OSTDS.	___	___
___	___	18. Location and type of proposed wastewater disposal system; outline of 4,000 sq. ft. area; test pits; record of percolation tests.	___	___
___	___	19. Existing and proposed stormwater drainage system.	___	___
___	___	20. Location of existing and proposed on-site wells (showing required radii on the property).	___	___
___	___	21. Soil survey data (see: requirements for soils and wetlands data).	___	___
___	___	22. Location and dimensions of any existing or proposed easements, deed restrictions, covenants, or other encumbrances upon the lot(s).	___	___
___	___	23. Information about any hazardous issues or conditions within the subject property or adjacent properties known to the application prior to the application. (IE. Phase 1)	___	___
___	___	24. Copy of the NHDES OSTDS application, if applicable.	___	___
___	___	25. NHDES Alteration of Wetlands Application or Permit, if applicable.	___	___
___	___	26. NHDES Alteration of Terrain Application or Permit, if applicable.	___	___
___	___	27. NHDOT Driveway Application or Permit, if applicable.	___	___
___	___	28. All state applications related to underground storage tanks (USTs).	___	___
___	___	29. Army Corps of Engineers (ACOE) Application or Permit, if applicable.	___	___
___	___	30. Written narrative summarizing the project, separate from the site plan pages themselves.	___	___

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YES NO

___ ___ 31. Copy of all submitted materials submitted on a thumb drive or sent to the Town of Raymond via Dropbox link or other filesharing method.

___ ___

OTHER:

___ ___ 1. Any other federal, state, or local permits.

___ ___

___ ___ 2. Building elevations (in color and of all four sides) and depiction of overall design.

___ ___

___ ___ 3. Proposed sign location, size, height, and design.

___ ___

___ ___ 4. Such additional studies as may have been required by the Planning Board during Conceptual or Design Review or through the Technical Review Committee.

___ ___

___ ___ 5. Seven (7) full-size copies (24 x 36) of all plans and two (2) copies of all plans in 11 X 17 format, and digital copy of plans.

___ ___

___ ___ 6. Seven (7) copies of all studies.

___ ___

FEES:

___ ___ 1. Application Fees

___ ___ 2. Abutter Notice Fees (*include three (3) labels per abutter*) (\$10.00 per abutter)

___ ___ 3. Engineering and Legal Escrow

___ ___ 4. Site Review-Administrative Fee

Name of the person and date performing the Site Plan Checklist: _____