

**Town of Windham, New Hampshire
Application for Minor Site Plan Review**

1. Name of Project _____

2. Location _____

3. Tax Map Number: Map _____ Block _____ Lot _____

4. Owner _____ Phone # _____
 (name)

(address)

5. This application shall be received at least twenty (20) days prior to the public meeting at which the Planning Board can review the plan.

6. Names and addresses of all abutters, as indicated on town records, shall be submitted not more than five (5) days preceding the day the application is filed with the Planning Board.

7. Notification costs, plus other fees listed on the fee schedule are payable at the time of filing this application.

8. I/We hereby authorized the Windham Planning Department, its staff and/or agents to enter on and inspect the property for action by this application.

9. Owners Concurrence – The owner concurs in the representation by the agent and agrees that the information presented is accurate, agrees to the Windham Planning Board review process, and requests Planning Board approval of the above identified site plan.

10. Agents Request –. The Agent seeking a site plan approval requests that the Planning Board review the attached information. This information presented by the Agent is to the best of his/her knowledge in accordance with the Town of Windham Zoning Ordinance and Site Plan Regulations and all revisions thereof.

(Agent's Signature)

11. Agent _____ Phone # _____
 (name)

(address)

12. Date of Hearing _____ Date Approved _____

Fee Amount _____ Approved By _____

Staff processing of this application and inclusion of the plan on the Planning Board's agenda does not infer all plan requirements have been satisfied, or that the application will be accepted by the Windham Planning Board.

305. All site plan applications shall follow the major site plan track unless it is requested by the applicant and determined by the Board that a submittal qualifies as a minor site plan. Only the Planning Board can determine whether or not a plan qualifies as a minor site plan. To request a minor site plan classification the applicant shall submit a letter describing the proposed development or change-of-use. The letter will be considered correspondence to the Board. The Board will discuss the reasons for classifying the proposal as a minor site plan and vote to review the proposal based on the criteria of a minor site plan (See Section 306 below).

306. MINOR SITE PLAN CLASSIFICATION CRITERIA: Minor Site Plan is a site plan or change of use that meets the following criteria as applicable:

- 306.1.** The purpose of the plan is for a minor change of use or expansion of use.
- 306.2.** The site plan will have minimal traffic impact on the surrounding road network.
- 306.3.** There is no increase of access ways to public streets.
- 306.4.** Minimum lot grading is proposed.
- 306.5.** Existing drainage systems can accommodate additional drainage needs.
- 306.6.** Increase in gross floor area does not exceed 25% of the existing gross floor area up with a maximum allowed increase of 500 sq. ft.
- 306.7.** Expansion of pavement does not exceed 25% of the existing paved area up to a maximum allowed change and not to exceed 1200 sq. ft.
- 306.8.** There are no unusual or special conditions which require supplemental information for Planning Board review.
- 306.9.** An open space subdivision with no more than two (2) residential lots.
- 306.10.** A multi-family housing project with three (3) units or less.
- 306.11.** Any public safety or non-conforming uses within current regulations may be considered a special condition.
- 306.12.** Does not have negative adverse impacts to Section 703 of this ordinance.

406. APPLICATION SUBMISSION REQUIREMENTS FOR MINOR SITE PLAN:

The site development plan shall be submitted at least twenty (20) days in advance of a regularly scheduled meeting of the Planning Board. The application shall include the following:

- 406.1.** Eight (8) copies of the final plan set.
- 406.2.** A letter of intent detailing the proposal.
- 406.3.** One completed Minor Site Plan application form.
- 406.4.** One list of abutters including the abutter's addresses, as shown not more than five (5) days before the day of filing, and two (2) sets of mailing labels for the certified mailings to notify the abutters.
- 406.5.** All filing and notice fees.
- 406.6.** One Site Plan checklist including a written explanation of all items marked "Not Applicable"

(N/A).