

Site Plan Checklist

WINDHAM PLANNING & ZONING BOARD
WINDHAM, NEW HAMPSHIRE

Guidelines for review of plans and applications for the
Town of Windham, New Hampshire Site Plan Regulations that govern all plans and applications.

Project Name: _____
Location: _____
Map: _____ Block: _____ Lot: _____

Owner: _____
Address: _____
Telephone: _____
Engineer: _____
Address: _____
Telephone: _____
Surveyor: _____
Address: _____
Telephone: _____ License #:

Soil Scientist: _____
Address: _____ License #: _____
Telephone: _____
Architect: _____
Address: _____
Telephone: _____ License #: _____

Regional Impact: Yes No

“No work within project without final approval.”

No utility installations, no grading or construction of road, no grading of land or lots, no placing of artificial fill nor doing any other act or acts which will alter the natural state of the land or environment, and no construction of building shall be done on any part of the land or lots within a project until a final plan of such project shall have been duly prepared, submitted, reviewed, approved and endorsed as provided in these regulations, nor until such appropriate permits and approvals as may be required by these regulations, other Town ordinances, and State agencies having jurisdiction shall have been duly issued. (Source: Windham Subdivision Control Regulations – Section 503.1)

Project Description:

Note: Any N/A shall have a written explanation on a separate sheet.

Section 200. General Standards

	Yes	N/A
1. Traffic circulation & access on-site and off-site [201]	<input type="checkbox"/>	<input type="checkbox"/>
2. Sight distance adequate [201]	<input type="checkbox"/>	<input type="checkbox"/>
3. Curb cut NHDOT permit or application [201].....	<input type="checkbox"/>	<input type="checkbox"/>
4. Traffic signals location [201].....	<input type="checkbox"/>	<input type="checkbox"/>
5. Off site improvements [201]	<input type="checkbox"/>	<input type="checkbox"/>
6. Pedestrian safety & access [202]	<input type="checkbox"/>	<input type="checkbox"/>
7. Adequacy of off street parking [203].....	<input type="checkbox"/>	<input type="checkbox"/>
8. Adequacy of off street loading [203].....	<input type="checkbox"/>	<input type="checkbox"/>
9. Traffic safety issues addressed [203]	<input type="checkbox"/>	<input type="checkbox"/>
10. Detrimental effects on community identified [204].....	<input type="checkbox"/>	<input type="checkbox"/>
11. Adequate water supply; domestic & emergency [204 & 211]	<input type="checkbox"/>	<input type="checkbox"/>
12. Adequate drainage [206].....	<input type="checkbox"/>	<input type="checkbox"/>
13. Adequate road widths & public roads [201]	<input type="checkbox"/>	<input type="checkbox"/>
14. Adequate public services [204]	<input type="checkbox"/>	<input type="checkbox"/>
15. Anticipated public expenditures [204].....	<input type="checkbox"/>	<input type="checkbox"/>
16. Zoning district protection [205]	<input type="checkbox"/>	<input type="checkbox"/>
17. Detrimental or offensive uses or structures [205]	<input type="checkbox"/>	<input type="checkbox"/>
18. Adequate disposal of sewerage (method) [206]	<input type="checkbox"/>	<input type="checkbox"/>
19. Adequate disposal of refuse (method) [206].....	<input type="checkbox"/>	<input type="checkbox"/>
20. Adequate disposal of other wastes (method) [206]	<input type="checkbox"/>	<input type="checkbox"/>

- 21. Adequate disposal of drainage from pavement (method) [206]
- 22. Potential pollution [207]
- 23. Potential noise [207]
- 24. Potential odors [207]
- 25. Potential threat to natural land features [207]
- 26. Landscaping details [208]
- 27. Signs (details, colors) [209]
- 28. Outdoor lighting plan details; wattage, coverage [209]
- 29. Buffers, natural or created [210]
- 30. Zoning ordinance compliance
- 31. Minimization of encroachment on neighboring land uses

Section 400. Pre-submission of site plan

- 32. Pre-submission meeting with Planning Board

Section 500. Required Submission

- 33. Application submittal minimum 20 days required in advance of Planning Board meeting
- 34. Eight copies of the **full-size** final plan with a completed application form, abutters list and mailing labels, site plan checklist
- 35. An overall plan summarizing site improvements shall be submitted on **11"x17"** paper
- 36. Completed application materials, supporting materials, and studies submitted on CD in Adobe Pdf format
- 37. Abutters list dated & signed, by applicant less than 5 days prior to submittal
- 38. Filing, notice & application fees
- 39. Signed application form by owner & applicant
- 40. Plans stamped & dated by professional NH registered engineer

Section 600. Legal Data

- 41. Existing zoning districts including WWPD, Aquifer, Flood, etc.[602]
- 42. Property boundaries [603]
- 43. Proposed & existing building setbacks [603]
- 44. Proposed & existing easements [603]
- 45. Street lines with pavement locations [603]
- 46. Land dedicated to public use [603]
- 47. Covenants or deed restrictions [604]
- 48. Plans stamped & dated by Land surveyor [607]
- 49. Location of existing wells, water mains, cisterns, sewer systems, culverts, onsite and on abutting properties with pipe sizes, grades and Direction of flow details[606]

Section 700. Ecological Data

- 50. Existing land contours at two (2) foot intervals [701]
- 51. Location of watercourses, wetlands, rock outcrops, wooded areas [702]
- 52. Single trees greater than 12 inches (Except in Open Space Subdivisions) [702]
- 53. Other significant existing land features [702]
- 54. Soil types stamped & dated by NH certified soils scientist [704.1]
- 55. Location of Wetlands Watershed Protection District (WWPD), Salem Wellhead Watershed Protection Districts, Flood Plain District, Aquifer Protection District and Vernal Pools [703]

- 56. Wetlands vegetation noted [704.2]
- 57. Delineate location of overlay districts [703.1-5]
- 58. WSPCD statement entered on the plan [703.3.1]
- 59. WWPD Special Permit application [703.3.3]
- 60. Vernal pool locations certified by a New Hampshire Wetland Scientist
- 61. Proposed and existing tree-line or limit of clearing

Section 800. Site Development Impact

- 62. Detailed reports for environmental or municipal impact [800]
- 63 Air, water & noise pollution identified [801]
- 64. School system impact analysis [802]
- 65. Tax base impact analysis [803]
- 66. Traffic impact analysis [804]
- 67. Municipal service impacts analysis [805]
- 68. Other reports required by Planning Board [805]

Section 900. Development Data

- 69. General floor plans [901]
- 70. Exterior sketches indicating building materials, colors [901]
- 71. Construction drawing of sewer & waste disposal systems [902]
- 72. Location of parking & loading areas, dimensions, surfaces [903]
- 73. Location & construction details of water system [904]
- 74. Location & types of screening/buffers [906]
- 75. Location & construction details of signs, colors [905]
- 76. Location of driveways, driveway openings and walkways [907]
- 77. Outdoor lighting plan details, location, type, wattage, light coverage [908]
- 78. Vicinity plan [909]
- 79. Title of development, plan, date, north point, scale [910]
- 80. Name & address of record owner [910]
- 81. Name & address of engineer [910]
- 82. Name & address of qualified plan preparer [910]
- 83. Location & construction details of storm drainage system [911]
- 84. Drainage computations for a 10 year storm signed and sealed by NH Registered Professional Engineer [913]
- 85. All plans should conform to the recommendations of the Stormwater and Erosion Control Handbook for Urban and Developing Areas in NH and to N.P.D.E.S.II [913]
- 86. Independent review of drainage details [913]
- 87. Location of snow storage areas and method of removal and location of sand and salt piles[914]

Section 1000. Construction Requirements

- 88. Construction sequence and temporary erosion control measures including dust control, temporary construction entrance, and stock pile locations shown on plan [1001]
- 89. Restoration plan for Open Space Residential developments restoring disturbed areas to pre-development conditions [1003]

Section 1100. Duties of the Planning Board

- 90. Maximum safety of traffic access and egress both on and off-site [1101]

- 91. Site layout which would have no adverse effect upon adjacent residential use or districts by impairing the character or the potential use of the properties [1102].....
- 92. Reasonable screening at all seasons of the year of all parking, service, loading, and storage areas from the view of adjacent residential properties and streets [1103].....
- 93. Conformance with the Master Plan [1104] [1308].....
- 94. Off-site improvements [1106]

Section 1200. Procedures

- 95. Required statements regarding off-site improvements, drainage, and emergency water supply as noted in Section 1204 [1204]

Section 1300. Design Review Guidelines

- 96. Building orientation [1304.1]
- 97. Visual continuity [1304.4]
- 98. Street, side, and rear landscape strip details [1305.1-4].....
- 99. Parking lot, landscape island details [1305.1-4].....
- 100. Building architectural details, materials [1306.1].....
- 101. Building materials & colors [1306.2].....
- 102. Sign materials & colors [1306.3]
- 103. Roof materials & colors [1306.2.2].....
- 104. Window details [1306.2.2].....
- 105. Exterior wall materials [1306.2.2].....
- 106. Outdoor lighting details, wattage, coverage [1306.4].....
- 107. Historic building details [1307]
- 108. Utility connections; details [1306.4].....
- 109. Note on historic features [1307].....
- 110. Stonewalls should be either retained in place or relocated or stockpiled for future use.....

Other Items

- 111. Clean ditch lines on town roads that abut the site
- 112. Wells tested for salt contamination & other pollutants prior to Planning Board approval
- 113. Note on any discontinued road involved with site
- 114. Site plan at 1"=50' and landscaping plan and building elevations at 1"=20' [1309.1].....
- 115. Color renderings of the project [1309.2]
- 116. Building material samples and material samples [1309.3]

For explanations of N/A items, please number as above.