

**WINDHAM PLANNING & ZONING BOARD  
WINDHAM, NEW HAMPSHIRE**

**Application for Site Plan Review**

1. Name of Project \_\_\_\_\_

2. Location \_\_\_\_\_

3. Tax Map Number \_\_\_\_\_

4. Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
(name)

\_\_\_\_\_  
(address)

5. This application shall be received at least fifteen (15) days prior to the public meeting at which the Planning Board can review the plan.

6. Names and address 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 are attached.

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

8. I/We hereby authorize 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.

\_\_\_\_\_  
(Owner's Signature)

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.*

|                            |       |
|----------------------------|-------|
|                            | Date  |
| Police Department Review   | _____ |
| Fire Department Review     | _____ |
| Planning Department Review | _____ |
| WWPD Review                | _____ |
| Zoning Board of Adjustment | _____ |
| Conservation Commission    | _____ |
| Dredge & Fill Permits      | _____ |
| NH DOT Driveway Permits    | _____ |
| Other Necessary Permits    | _____ |

**Required Review Information:**

1. Area of lot \_\_\_\_\_ Zoning \_\_\_\_\_
  2. Zoning of adjacent lots \_\_\_\_\_
  3. Use or uses to be conducted on lot \_\_\_\_\_
  4. Is such a use permitted in this zone \_\_\_\_\_
  5. Total square foot gross floor area \_\_\_\_\_
  6. Proposed percent coverage of lot by building  
\_\_\_\_\_
  7. Total # of employees \_\_\_\_\_ Number of shifts \_\_\_\_\_
  8. Total parking spaces required \_\_\_\_\_
  9. Total required parking spaces provided \_\_\_\_\_
  10. % of lot area used for parking, loading, vehicular circulation \_\_\_\_\_
  11. Present traffic volume # of cars per day onto and off the property  
\_\_\_\_\_
  12. Present traffic volume on adjacent town streets # of cars per day \_\_\_\_\_
  13. Drainage information: List drainage easements \_\_\_\_\_
  14. Will there be increased surface runoff onto the adjacent property as the result of any construction of this property? \_\_\_\_\_ If yes, show plan.
  15. Adequate lighting shall be provided if parking facilities are used at night. All lighting to be shown on the plan.
  16. All signs shall be shown on the plan.
  17. Other ecological data and environmental impact information as required.
  18. A plat indicating that the subject property is a lot of record.
  19. Existing and proposed topography at two-foot contour intervals.
  20. Preliminary building elevation views and floor plans indicating the number of activities to take place on site.
  21. Driveway permits \_\_\_\_\_
  22. Sewage and well permits \_\_\_\_\_
  23. Copies of site plan \_\_\_\_\_
  24. Fees to be paid before public hearing \_\_\_\_\_
  25. Estimated site development costs \_\_\_\_\_
  26. Description of request \_\_\_\_\_
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