



**Site Plan Review Application Checklist**

**A site plan review application and plan shall contain the following information to be considered complete. The Planning Board will determine in the case of each application if any information required on this checklist is not applicable.**

**Forms and Documentation:**

<input type="checkbox"/> Application and payment of fees <input type="checkbox"/> List of abutters and addresses, tax map and lot <input type="checkbox"/> Option holder's name and address <input type="checkbox"/> Intent to Excavate Form <input type="checkbox"/> Volume to be excavated <input type="checkbox"/> Volume to be exported off site <input type="checkbox"/> Intent to Cut (tree inventory) <input type="checkbox"/> Stormwater Management Plan and Analysis <input type="checkbox"/> Erosion and Sediment Control Plan <input type="checkbox"/> Copy of Property deed	<input type="checkbox"/> Soil Study and Lot size calculations by Soil Scientist <input type="checkbox"/> Landscaping and Buffer Plan <input type="checkbox"/> Certification of Monumentation <input type="checkbox"/> Construction Cost Estimate for Surety <input type="checkbox"/> Trails Map <input type="checkbox"/> Lighting Plan <input type="checkbox"/> Site Work Cost Estimate <input type="checkbox"/> Sewage disposal plan(s) <input type="checkbox"/> Copy of any easements on subject property
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**Eight (8) 22"x34" minimum plan sets as well as Ten (10) 11"x17" plan sets and one (1) electronic copy to include;**

<input type="checkbox"/> Current Owner's Name <input type="checkbox"/> Surveyor's Name, address and stamp <input type="checkbox"/> Engineer's name, address and stamp <input type="checkbox"/> Abutters' names, Tax Map and Lot numbers <input type="checkbox"/> buildings, wells and septic locations <input type="checkbox"/> North Arrow <input type="checkbox"/> Title Block and Planning Board endorsement <input type="checkbox"/> block. <input type="checkbox"/> Scale (not less than 1" = 100') <input type="checkbox"/> Date of plan preparation or revision <input type="checkbox"/> Location (Locus) Map <input type="checkbox"/> Tax Map & Lot Number <input type="checkbox"/> Zoning District: <input type="checkbox"/> Industrial / Commercial <input type="checkbox"/> Wetland Conservation District <input type="checkbox"/> Residential / Agricultural <input type="checkbox"/> Resource Protection District <input type="checkbox"/> Wetland Conservation District <input type="checkbox"/> Aquifer Protection District <input type="checkbox"/> Location and dimensions of property lines <input type="checkbox"/> (including entire parent parcel) <input type="checkbox"/> Area of proposed lots including original parcel <input type="checkbox"/> Names of proposed streets / roads <input type="checkbox"/> List of all required Federal State and other <input type="checkbox"/> approvals with approval number and date.	<input type="checkbox"/> Make, width, class and location of existing and <input type="checkbox"/> proposed roads within 200 feet of the proposal <input type="checkbox"/> Location of Easements and Rights-of-Way; copy of <input type="checkbox"/> easement documents <input type="checkbox"/> Location of existing structures and their setbacks to lot <input type="checkbox"/> lines and resource buffers <input type="checkbox"/> Fire Protection measures and location of nearest fire <input type="checkbox"/> pond <input type="checkbox"/> Septic Reserve Area <input type="checkbox"/> Test pit locations and report (RCCD) <input type="checkbox"/> Location of existing and proposed utilities <input type="checkbox"/> Location of wetlands, water courses, and surface water <input type="checkbox"/> Location of ledges and other natural features <input type="checkbox"/> Road cross-sections <input type="checkbox"/> Topography (2 ft. intervals), existing and proposed <input type="checkbox"/> Soil / Wetland Scientist name, address and stamp <input type="checkbox"/> Sequence of Construction <input type="checkbox"/> Flood Hazard and Shoreland protection districts must <input type="checkbox"/> be detailed on plan. <input type="checkbox"/> Error of Closure note must be detailed on plan <input type="checkbox"/> Geometry of all access ways needs to be detailed on the <input type="checkbox"/> plan; driveway reserves areas need to be detailed
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Any variances granted must be detailed on the plan,  
 Existing and proposed impervious area. (Square feet and percentage of overall lot  
 Open spaces landscaping and proposed tree retention must be detailed  
 Any proposed public use of land and associated deed restrictions must be detailed  
 Proposed new lots shall be lettered on the plan  
 Waivers granted shall be detailed on the plan.  
 Location of proposed signage  
 Location of proposed fencing  
 Pedestrian and Parking Plans as required

**The following items may be required by the Planning Board before final approval is granted:**

Kensington Conservation Commission Review  
 Traffic Impact Analysis  
 Environmental impact study  
 NH DES Wetlands Bureau Dredge & Fill Permit  
 NHDOT or Kensington Driveway Access Permit

NHDES Subsurface Bureau Subdivision Approval  
 NHDES Alteration of Terrain Permit  
 Road Performance and Maintenance study  
 Town Engineer and Planner reviews  
 Miscellaneous engineering or resource studies  
 Performance bonding