

TOWN OF BETHLEHEM, NH
CHECKLIST FOR SITE PLAN APPLICATIONS

Applicant Name: _____ **Map #** _____ **Lot #** _____ **Date:** _____

Using the Applicant column, please check off each item below that is contained in your application material or write "NA" if you feel the item does not apply to your application.

Please note that the Board may require such additional information as it deems necessary to evaluate your application in relation to the Site Plan Review Regulations.

Applicant ✓	For Planning Board Use ✓	<u>Required With All Site Plan Review Applications (Section 6.02):</u>
_____	_____	A. Application for Site Plan Review properly filled out, which includes the names and addresses of the owner(s), applicant if different than the owner, easement holders, any professional whose seal appears on the plan, and all abutters as indicated in Town records not more than five (5) days before the day of filing the application with the Board.
_____	_____	B. Application and abutters fees as shown on the fee schedule in the form of a check made payable to the Town of Bethlehem shall accompany the application. Any and all costs in excess of the above-mentioned fees incurred by the Town in the review of the Site Plan shall be paid by the applicant.

C. A Site Plan on one or more sheets and supporting data which shall include the following information and meet the following requirements as deemed necessary by the Board. See Site Plan Review Regulations Section 6.02 for complete details on the required items listed below.

_____	_____	1. Sheet size: Not to exceed 34" x 22" with a border on all four sides
_____	_____	2. Scale: Maximum scale – 1" = 40'
_____	_____	3. Match lines when needed
_____	_____	4. Three (3) prints of each plan sheet and a PDF
_____	_____	5. Title block in lower right corner giving name and location of development; tax map and lot number; applicant and owner(s) if not applicant; scale; contour interval; name and seal of the surveyor; name, address and seal of the Licensed Professional Engineer and/or Licensed Land Surveyor who prepared the plan; name and address of any other professional responsible for the plans presented to the Board; legend; date and dates of any revisions.
_____	_____	6. North arrow.
_____	_____	7. Proximity map at a scale no smaller than one inch to 2,000 feet showing site in relation to surrounding public street system.
_____	_____	8. Surveyed boundary lines of the area included in the site including angles or bearing of lines, dimensions, monuments, street frontage and lot area. Names and tax map and lot number of all abutters. Precinct and zoning boundaries shall be shown, if applicable. Include required zoning setbacks.
_____	_____	9. Existing and proposed grades with contour lines at 2-foot intervals.
_____	_____	10. Soil type map.

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✓	✓	
_____	_____	11. Location and boundaries of existing man-made and natural features. Natural features include streams, lakes, ponds, wetlands, vegetative cover and ledge outcrops. Man-made features include existing roads and structures. All man-made and natural features within 50 feet of the lot shall also be shown. Map shall indicate which features are to be removed or altered and which are to be retained.
_____	_____	12. The use of abutting properties within 100 feet of the site boundary, roads, streets and driveways within 200 feet of the site boundary.
_____	_____	13. Location of all existing and proposed easements; copies of any existing and proposed deed restrictions, articles of association or covenants.
_____	_____	14. Circulation plan
_____	_____	15. Proposed parking facilities
_____	_____	16. Size, shape, height and location of proposed structures, including expansion or changes to existing structures. Include finished grade at foundation, and an elevation view of all buildings indicating their height and surface treatment.
_____	_____	17. Proposed and existing water lines, wells with protective radii, sewage lines, sewage systems, surface drainage systems, and utility lines, tanks, drains, pipes (with size), poles, service areas, and waste storage facilities.
_____	_____	18. Location of existing and proposed fire hydrants and fire access lanes and other provisions for fire protection, including water supply.
_____	_____	19. Stormwater management plan
_____	_____	20. Location of all wetlands, mapped flood hazard areas and mapped fluvial erosion hazard areas if applicable.
_____	_____	21. Areas where toxic or hazardous materials may be stored, handled or utilized with best management practices to be followed.
_____	_____	22. Plan for pedestrian circulation
_____	_____	23. Exterior lighting plan
_____	_____	24. Plan for the location of free-standing or building-mounted signs, including the size, location, mounting, aiming and shielding of any associated light fixtures.
_____	_____	25. Noise that can reasonably be expected to be heard beyond the property lines, including hours and duration of impact.
_____	_____	26. Landscaping and screening plan, showing natural vegetation to be retained; proposed lawn areas; location, age, size and type of plantings; and any other screening proposed.
_____	_____	27. Plan for snow removal indicating location for snow storage.
_____	_____	28. Construction drawings such as pavements, walks, steps, curbing and drainage structures.
_____	_____	29. Permits as required, e.g., for on-lot sewage systems (from the New Hampshire Department of Environmental Services), driveways (from the New Hampshire Department of Transportation or the Town Road Agent), and any other permits which may be required from state or local regulating bodies.
_____	_____	30. Any other information the Board may require including environmental and economic impact assessments, to be provided at the expense of the applicant.