

**Town of Stratham  
Site Plan Review Checklist**



Project Name: \_\_\_\_\_

Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Date: \_\_\_\_\_

**Site Plan Review - Information Checklist**

A site plan review application shall contain the following information, where applicable, to be considered complete. However, this checklist is intended only as a guide; the Planning Board may require additional information as deemed necessary. All plans shall conform to the applicable requirements of the Zoning Ordinance, Building Ordinance, Subdivision and Site Plan Review Regulations, and other state, local, and federal requirements. (All data/information sources should be referenced.)

**X – Information Provided**

**O – Information Not Provided**

**W – Waiver Requested**

**I. Preliminary Consultation**

\_\_\_\_\_ **A. Base map drawn to scale**

- \_\_\_\_\_ 1. General description of existing conditions on the site.
- \_\_\_\_\_ 2. Any facilities and utilities.
- \_\_\_\_\_ 3. Dimensions and sizes of the proposed structure(s).
- \_\_\_\_\_ 4. Topographic map showing the proposed layout of the site: parking, driveways(s), sidewalks.

**II. Formal Application**

\_\_\_\_\_ **A. Completed "Application for Site Plan Review".**

\_\_\_\_\_ **B. Names and addresses of all abutters.**

\_\_\_\_\_ **C. Administrative fees (payable to the Town of Stratham).**

\_\_\_\_\_ **D. High intensity soils information with sewage disposal and lot size calculations.**

\_\_\_\_\_ **E. Data on test pits and percolation tests:**

\_\_\_\_\_ Location of test pits.

\_\_\_\_\_ Percolation test date and rate.

\_\_\_\_\_ Certification of test witness.

\_\_\_\_\_ Outline of the area reserved for leach fields.

\_\_\_\_\_ **F. Six complete sets of prints drawn to scale with the following:**

\_\_\_\_\_ Sheet size of 22" x 34".

\_\_\_\_\_ Appropriate scale.

\_\_\_\_\_ Space for Planning Board signature and date.

\_\_\_\_\_ **G. Additional submission requirements:**

\_\_\_\_\_ Nine 11 X 17 copies of proposed plan.

\_\_\_\_\_ One copy of the plan in a digital format referenced to NH State Plane feet, NAD 83, in a format compatible with the town's ESRI ArcView GIS system.

\_\_\_\_\_ Three copies of any engineering or impact reports.

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- \_\_\_\_\_ Three sets of printed labels for abutter mailing.
- \_\_\_\_\_ 1. Existing data required.
- \_\_\_\_\_ a. Site location, current names and addresses of developer, owners of record, abutting landowners.
- \_\_\_\_\_ b. Names and addresses of person/firm preparing the map with other information:
- \_\_\_\_\_ Stamp by registered architect and/or professional engineer.
- \_\_\_\_\_ Map scale.
- \_\_\_\_\_ North arrow.
- \_\_\_\_\_ Date.
- \_\_\_\_\_ Tax map and parcel number.
- \_\_\_\_\_ Size of parcel.
- \_\_\_\_\_ c. Topographic contours.
- \_\_\_\_\_ d. Boundary lines.
- \_\_\_\_\_ e. Natural features.
- \_\_\_\_\_ f. Drainage systems and roads.
- \_\_\_\_\_ g. Structures within 200 feet
- \_\_\_\_\_ h. Easements and rights-of-way.
- \_\_\_\_\_ i. Location of utilities.
- \_\_\_\_\_ j. Vicinity sketch showing surrounding streets, zoning districts, site boundaries, and 100 year flood plain.
- \_\_\_\_\_ k. Soils map.
- \_\_\_\_\_ 2. Proposed Plans.
- \_\_\_\_\_ a. Grades, topographic contours.
- \_\_\_\_\_ b. Plan view of proposed structures and/or alterations; rendering of exterior design.
- \_\_\_\_\_ c. Data for streets, driveways, etc.: location, size, direction of travel, curbing, paving and curve radii.
- \_\_\_\_\_ d. Parking and loading facilities.
- \_\_\_\_\_ e. Location of utilities.
- \_\_\_\_\_ f. Storm drainage plan with supporting calculations.
- \_\_\_\_\_ g. Landscaping and screening.
- \_\_\_\_\_ h. Sign location, size, and design.
- \_\_\_\_\_ i. Outdoor lighting.
- \_\_\_\_\_ j. Surveyed property lines with monument locations.
- \_\_\_\_\_ k. Construction details (e.g. walks, curbing, drainage structures, etc.).
- \_\_\_\_\_ l. Snow storage area.
- \_\_\_\_\_ m. Solid waste disposal receptacles and screening.
- \_\_\_\_\_ n. Fire protection (e.g. fire lanes, alarms, etc.).
- \_\_\_\_\_ o. Erosion and sedimentation control methods.

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- ☐ p. Site Review Agreement.
- ☐ q. Other exhibits, if applicable:
  - ☐ Performance Bond.
  - ☐ Maintenance Bond.
  - ☐ Information on pollutants discharge and/or noise generation.
  - ☐ Traffic impact analysis.
  - ☐ Natural/Environmental Recourses Inventory
  - ☐ Environmental/Forestry Impact Report
- ☐ State and local permits (e.g. state septic system [RSA 149-E:3], site specific [RSA 149:8-a], driveway access [RSA 236:13], dredge and fill [RSA 483-A], etc.).

Note: For more complete information, it is strongly recommended that the applicant read Stratham's "Subdivision and Site Plan Review Regulations" (2004), as well as the Town's Zoning Ordinance (2004) and Building Ordinance. (2002).

I certify that the information provided is complete and correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_