



Town of Windham Planning Board Major Final Site Plan Application

Property Address _____ Map-Block-Lot _____

Property Owner _____

Property Owner Phone _____ Property Owner Fax _____

Property Owner Email _____

Property Owner Mailing Address _____

Applicant (if different than Property Owner) _____

Applicant Phone _____ Applicant Fax _____

Applicant Email _____

Applicant Mailing Address _____

Date of Preliminary Final Site Plan Application Public Hearing _____

The applicant shall submit material in accordance with the posted Planning Board submission schedule for the meeting at which the applicant is requesting to be heard.

A completed application sufficient to invoke jurisdiction of the Board shall be accepted by the Board only at a public meeting, with notice as provided in RSA 676:4(I)(d).

An application shall be determined to be complete when all items listed in Sections 603.2.3 & 603.2.4 have been provided and staff has determined that the application meets all Zoning Ordinance requirements, which allows the Board to proceed with consideration and to make an informed decision.

Within sixty-five (65) days of the formal acceptance of the complete application, the Board shall vote to approve, approve with conditions or disapprove the proposed site plan per RSA 676:4(I)(c)(1) unless waived or extended as provided by law.

If the Board determines that the application is not complete, it will not be accepted and no public hearing will be held. The applicant shall be notified of the determination in accordance with State law.

---- To Be Filled Out By Staff ----

Received By: _____ Date: _____ Case # _____

Application Fee _____ Check # _____ Escrow Fee _____ Check # _____

Required Application Material

- 603.2.3.1 Completed Final Site Plan application form and checklist with a written explanation of all items marked “not applicable/NA”.
- 603.2.3.2 Applicable fees, in accordance with the adopted fee schedule.
- 603.2.3.3 List of any waiver requests.
- 603.2.3.4 A letter of intent detailing the proposal.
- 603.2.3.5 A copy of any covenants or deed restrictions involving land use that are intended to cover all or part of the parcel and will become a part of any subsequent instruments and conveyance.
- 603.2.3.6 Requested number of copies of the Site Plan and electronic PDFs of the site plan and any related documents
(Note: Check with Department Staff for required number of copies to be submitted)
- 603.2.3.7 One list of abutters, as defined in RSA 672:3, including the abutters’ addresses, as shown not more than five days before the day of filing and 2 sets of mailing labels for the certified mailings to notify abutters.

The owner and/or applicant concurs in the representation of the material presented, agrees that the information presented is accurate, is in accordance with the Town of Windham Zoning Ordinance and Site Plan Regulations, and agrees to the Windham Planning Board review process

Owner	Date	Applicant	Date
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Required Plan Data Checklist

Section #		Submitted	N/A	Waiver Requested
603.2.4.1	Plans should include the Town's title block, which includes the title of the plan, name of owner of record and address, date plan was prepared and any subsequent revisions, scale of the plan (1" = 50'), name, address and seal of the preparer of the plan, and signature block for the Planning Board's approval of the final plans on every page of the plan set.			
603.2.4.2	A professional engineer and a land surveyor, registered in the State of New Hampshire, shall prepare, sign and stamp the site plan.			
603.2.4.3	HISS soil type map stamped and certified by soil scientist recognized by the State of New Hampshire.			
603.2.4.4	<p>The following statements shall be on the plan:</p> <p>"When this plan is implemented, the owner or applicant agrees to make all improvements, maintain these improvements including landscaping, as may be approved by the Planning Board and shown on this plan."</p> <p>Date_____ Signature_____</p> <p>"Building permits for new construction will not be issued until the requirements for emergency water supply have been met per NFPA 1, as amended, and NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting. These requirements will be implemented by the Town of Windham Fire Chief or his designee."</p> <p>Date_____ Signature_____</p> <p>"I hereby certify that the site improvements shall have no adverse impact on downstream drainage facilities."</p> <p>Date_____ Signature_____</p>			
603.2.4.5	The names and addresses of all owners of record of all abutting properties as appearing in the most recent town assessing records.			
603.2.4.6	Existing zoning district boundaries, including but not limited to WWPD, Aquifer Protection District, Floodplain District, and the Cobbetts Pond & Canobie Lake Watershed Protection District			
603.2.4.7	Boundaries of the property, building and setback lines			
603.2.4.8	Existing and proposed lines of streets, parking and loading areas and surface types, lots, trails, limits of tree			

	clearing, easements, areas dedicated to public use, rights-of-way, and adjacent roads.			
603.2.4.9	Location of existing and proposed buildings.			
603.2.4.10	Location of existing and proposed wells, water mains, sanitary sewer systems, culverts and drains on the site and abutting properties, with pipe sizes, grades, and direction flow.			
603.2.4.11	Existing and proposed contours at two-foot intervals.			
603.2.4.12	Location of existing historic buildings/structures, stonewalls, archeological & cultural features, wildlife corridors, water courses, wetlands (including vegetation type) & WWPD setbacks, vernal pools, major bodies of water, marshes, rock outcrops, wooded areas, single trees with a diameter of twelve (12) inches or more measured three (3) feet above the base of the trunk in areas that are to be disturbed, and other significant existing features.			
603.2.4.13	The following statement must be entered on the plan when the property falls within the WWPD. "NOTE: No structure may be erected nor shall any alteration of the surface configuration of the land be permitted in the Wetland and Watershed Protection District."			
603.2.4.14	Location and construction details of the sewage and/or waste disposal system.			
603.2.4.15	Exterior elevations showing the façade of the proposed buildings to be erected on the site, general/typical floor plans and the building footprint with the egress points indicated. Color rendering are to be provided in a scale where 1" = 20'.			
603.2.4.16	Location and size of any known wood or stump burial sites			
603.2.4.17	Proposed lighting and snow storage locations.			
603.2.4.18	Location and construction details of sign(s).			
603.2.4.19	Location and construction details of the water system and irrigation systems. Irrigated areas should be reduced to the minimum area needed to maintain landscaping. Irrigation systems shall include moisture sensing devices, timers, and other devices to minimize supplemental watering.			
603.2.4.20	Vicinity Plan showing the general location of the site in town and north arrow.			
603.2.4.21	Detail all items, as required, listed in Section 700.			
603.2.4.22	Landscaping plan prepared and stamped by a licensed landscape architect			

Abutter List

Please print the names and legal mailing addresses of all abutters taken from the Town Assessor's records not more than 2 weeks prior to submitting this information. In accordance with RSA 672:3, an abutter is defined as any person whose property adjoins or is directly across the street or stream from the property subject to this application. Also include the mailing information for the applicant, property owner and any professionals (engineers, lawyers, etc.) involved with the application.

DO NOT WRITE IN SHADED AREAS

Map	Block	Lot	Name	Mailing Address
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
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Two copies of mailing labels must also be submitted.