



# Town of Windham Planning Board Major Preliminary 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 \_\_\_\_\_

The Preliminary Application is more detailed than the Conceptual Application and involves more specific design and engineering details.

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

An application shall be determined to be complete when all items listed in Section 603.1.2 have been provided and staff has determined that the application meets all the Zoning Ordinance requirements.

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).

Within sixty-five (65) days of the formal acceptance of the complete application, the Board shall vote to formally end the Preliminary Review Process and shall inform the applicant in writing within 10 days of such determination.

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.

The Applicant will have a 12-month deadline to submit the Final Plan application during which time the application is not subject to any new or amended Zoning Ordinance Amendments, Site Plan Regulations or Impact Fees.

Statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken per RSA 676:4(II)(b). These discussions are non-binding on the Board as well as the applicant.

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

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Case # \_\_\_\_\_

Application Fee \_\_\_\_\_ Check # \_\_\_\_\_

**Material Required to be Submitted**

- 603.1.2.1 A brief description of the land characteristics and a summary of the major development constraints and opportunities along with a brief description of the proposed development.
- 603.1.2.2 Completed Preliminary Site Plan application form and a letter of intent detailing the proposal.
- 603.1.2.3 Applicable fees, in accordance with the adopted fee schedule.
- 603.1.2.4 List of any potential waiver requests that will be submitted with the Final Site Plan Application.
- 603.1.2.5 Required number of copies of the Site Plan as stated in the Application form and PDF of Site Plan  
*(NOTE: Check with Department Staff as to the required number of copies to be submitted)*
- 603.1.2.6 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.
- 603.1.2.7 Existing Conditions plan that clearly illustrates the location of wetlands, and Wetland and Watershed Protection Districts; Zoning District lines including but not limited to the Aquifer Protection District, Cobbetts Pond and Canobie Lake Watershed Protection District and Flood Plain District; site topography (2 foot contours); stonewalls, historic and archeological features; major bodies of water and other-ecological features; existing easements, rights-of-way, roads, and trails; and High Intensity Soil Surveys (HISS soil types). This plan shall be stamped by a licensed engineer, land surveyor, NH certified soil scientist and wetlands scientist, as applicable.
- 603.1.2.8 Proposed Conditions Plan that clearly shows the proposed development of the site, including buildings, roads, buffers/landscape areas, limits of tree clearing, easements, trails, open space/undeveloped areas, stormwater infrastructure, and parking.
- 603.1.2.9 Copies of Notices of Decision for any variances received from the ZBA

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**

## 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
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	
			<b>Do Not Write in Shaded areas</b>	

Two copies of mailing labels must also be submitted.