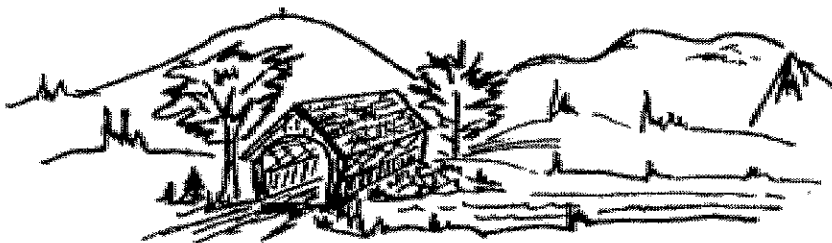


**TOWN of
ANDOVER**

P.O. Box 61
Andover, NH 03216-0061
(603) 735-5332

Incorporated 1779



SITE PLAN REVIEW CHECKLIST AND APPLICATION

Town of Andover Planning Board

Application # _____

DATE: _____

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

TAX MAP AND LOT: _____

CONTACT INFORMATION: _____

APPLICANT AGENT: _____

ADDRESS: _____

CONTACT INFORMATION: _____

FEE: _____ PLUS _____ ABUTTERS @ \$ _____ each

- Plus estimated fee (\$40) for newspaper public notice
- Plus \$ _____ to ZBA for joint hearing, if necessary

Total of \$ _____ paid with application on _____
date

I.**INTRODUCTION STATEMENT AND EXPLANATION OF PRESENTATION**

The following checklist and application is designed to respond to both the Andover Planning Board Site Plan Review regulations and applicable Zoning Ordinance articles that are included within Site Plan Review. A Planning Board Member or staff person can assist you in this process. Please review Site Plan regulations first. For assistance, call the Town Office at (603) 735-5332 to determine the hours that a Planning Board Member will be available.

Where the answer "yes" is used in Sections II, III, or IV of this application, it means that information provided is either included with this application or with other documents submitted, including the site plan drawing or the information form that must first be completed.

Where the answer "no" is used in Sections II, III, or IV of this application, or a waiver is requested, or the applicant used "n/a" to designate the applicant's belief that the information is not relevant or applicable, please provide a brief explanation in the area at the end of the section.

Indicate which portions (1.1, 1.2, 1.3, and/or 1.4) of Section I of the Site Plan Review Regulations that you believe apply. Please circle your responses.

1.1)	Yes	No
1.2)	Yes	No
1.3)	Yes	No
1.4)	Yes	No

PROJECT INFORMATION:

Proposed Project Name (if any): _____

Street Address: _____

Other Road Frontage: _____

Tax Map and Lot: _____

Total Acres of All Lots: _____

Total Acres of All Lots Impacted by Project: _____

Building Addition (approximate square footage): _____

Zoning District: _____

Water Frontage (indicate lake, pond, river): _____

Watershed District: _____

Acres (if any) in Current Use: _____

Abutters, easement holders, and all authorized agents should be provided with the application information form.

PROPOSAL DESCRIPTION:

Use the space below to write a brief description of your proposal and how it will impact the use or condition of the existing property described above.

Other Applicable Permits: It is the responsibility of the applicant to secure approval for all applicable local, state, and/or federal permits for the proposed activity. Compliance with all applicable local, state, and/or federal permits and regulations is mandatory. Please attach copies of other permits which have been granted for this proposal. If you are seeking other permits or approvals for this proposal, please list them below. List the date of any prior ZBA approvals.

II

EXISTING DATA AND INFORMATION (Section 2.1)

- A. Location of site, names and addresses of all owners of record and all abutting land owners within 200 feet:

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- B. Names and address of persons or firm preparing the map and scale of map (suggest: 1 inch equals 40 feet), north arrow, and a date. This map or plan should be signed and sealed by registered NH Surveyor or Engineer.

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

Name and address of persons or firm preparing other data and information if different from preparer of map: _____

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- C. Boundaries, approximate area of entire parcel, north point, bar scale, and date of any revisions:

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- D. Existing grades, drainage systems, structures, and topographic contours at intervals not exceeding 2 feet with spot elevations where grade is less than 5%, otherwise not exceeding 5 foot contours:

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- E. Shape, size, height, and location of existing structures located within 200 feet of the site:

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- F. Map showing natural and man-made features which are to be retained an/or altered:

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- G. Use (residential or commercial) of abutting properties identified:

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

H. Nature, size, and location of all existing public and private utilities:

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

I. Vicinity sketch (suggest: 1 inch equals 200 feet) showing relation to surrounding public street system. Also indicate zoning districts within 1,000 feet shown, and 100-year flood elevation line, where applicable:

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

EXPLANATION OF "N/A" OR "REQUESTS FOR WAIVERS" UNDER THIS SECTION:

III.**PROPOSED PLAN AND INFORMATION and DESIGN AND CONSTRUCTION REQUIREMENTS (Sections 2.2 and 2.3)**

A. Proposed grades, drainage systems, structures and topographic contours at intervals not exceeding 2 feet with spot elevations where grade is less than 5%, otherwise not exceeding 5 foot contours (see Section II.D):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

B. Shape, size, height, and location of proposed structures located, including expansion of existing buildings:

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- C. Proposed streets, driveways, parking spaces, and/or sidewalks with indication of directions of travel. Width of streets, driveways, sidewalks, including total number of parking spaces. Where applicable, show loading spaces, facilities, and structures:

Information provided on: _____ Yes: _____ No: _____ N/A: _____
 Written waiver requested: _____

- D. Size and location of all proposed public and private utilities:

Information provided on: _____ Yes: _____ No: _____ N/A: _____
 Written waiver requested: _____

- E. Location, type, and size of landscaping and/or screening shown:

Information provided on: _____ Yes: _____ No: _____ N/A: _____
 Written waiver requested: _____

- F. Exterior lighting plans and proposed signs:

Information provided on: _____ Yes: _____ No: _____ N/A: _____
 Written waiver requested: _____

- G. Storm drainage and snow removal/storage plans:

Information provided on: _____ Yes: _____ No: _____ N/A: _____
 Written waiver requested: _____

- H. Circulation plan of interior of lot with provisions for both auto and pedestrian circulation. Access plans and changes to existing public streets and/or traffic:

Information provided on: _____ Yes: _____ No: _____ N/A: _____
 Written waiver requested: _____

- I. Construction drawings of work to be on the site:

Information provided on: _____ Yes: _____ No: _____ N/A: _____
 Written waiver requested: _____

EXPLANATION OF "N/A" OR "REQUESTS FOR WAIVERS" UNDER THIS SECTION:

IV.

ZONING ORDINANCE (ARTICLE X)**PERFORMANCE STANDARDS FOR COMMERCIAL USES**

- A. Access and traffic facilities appropriate to serve in a safe and efficient manner (X B.1):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- B. Adequate disposition and treatment of storm water runoff (X B.2):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- C. Bluffs and ravines properly handled (X B.3, 4, 5):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- D. Parking area properly treated and screened (X B.4):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- E. Mechanical equipment and solid waste disposal areas properly placed (X B.6):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- F. Set-backs met for storage facilities, outdoor operations, or other buildings (X B.7, 8, 9):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- G. Outdoor displays properly screened (X B.6):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- H. Building meets set back requirements (X B.7, 8, 9):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

- I. Lot line frontage along a highway or street according to the district in which the property is located (X B.10):

Information provided on: _____ Yes: _____ No: _____ N/A: _____

Written waiver requested: _____

J. Does lighting increase offsite lighting at the property line above (0.2) foot-candle of pre-development levels (X B.11):

Information provided on: _____ Yes: _____ No: _____ N/A: _____
Written waiver requested: _____

K. Does offsite noise level exceed 60 DBA as measured at the property line (X B.12):

Information provided on: _____ Yes: _____ No: _____ N/A: _____
Written waiver requested: _____

L. Do smoke, odor, dust, or fumes exceed pre-development levels as measured at the property line (X B.13):

Information provided on: _____ Yes: _____ No: _____ N/A: _____
Written waiver requested: _____

M. Do impervious surfaces on lot divided by the Net Land Area exceed 25% (X B.14):

Information provided on: _____ Yes: _____ No: _____ N/A: _____
Written waiver requested: _____

N. Does the floor area of structures exceed 35% of the Net Land Area (X B.15):

Information provided on: _____ Yes: _____ No: _____ N/A: _____
Written waiver requested: _____

EXPLANATION OF "N/A" OR "REQUESTS FOR WAIVER" UNDER THIS SECTION:

V.

ADDITIONAL INFORMATION PROVIDED BY APPLICANT OR REQUESTED BY BOARD

APPLICATION AUTHORIZATION:

I hereby make application to the Town of Andover for the above-referenced property(ies) and for the development described. To the best of my knowledge, the information provided herein is accurate and is in accordance with the Zoning Ordinances and land use regulations of the Town, except where waivers are requested. I understand that the Planning Board must be notified immediately if any changes and/or additions are made to the proposal. Any Planning Board approvals based on the intentional submission of false information, or intentional failure to provide relevant information can lead to the nullification of any Planning Board approvals. The Town of Andover Planning Board and/or municipal employees are authorized to enter the property(ies) for the purpose of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal.

PROPERTY OWNERAGENT

Please Print Name

Please Print Name

Signature

Signature

Date

Date

