



Checklist for a MINOR SITE PLAN APPLICATION

MINOR SITE PLAN

To qualify for this Article, a proposal shall not substantially impact any of the general standards or concerns of the Site Plan Regulations and should have six hundred (600) square feet or less of additional exterior space.

This Checklist is to be used as a guide for complying with the *Town of Milford* Site Plan Regulations. A completed Checklist shall be submitted as part of the required Site Plan Application. The Planning Board shall make a determination to accept, reject or table an application based on both its review and the review and recommendation of the Department Community Development.

Please fill out this Checklist thoroughly by checking the appropriate box and providing the necessary information.

Waiver Requests: Provide written justification for any waiver requests (citing the appropriate section number of the regulations) or for any boxes checked "not applicable" if the reasons are not apparent. A Waiver Request form is available through the Community Development Department website (<http://planning.milfordnh.info/>) or through the office of Community Development.

The Site Plan Regulations are available online at the department website or for a fee at the Community Development office. If you have any questions, please contact this Office for assistance at (603) 673-7964.

Name of Site Plan Application _____ Map(s) _____ Lot(s) _____

MINOR SITE PLAN APPLICATION

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>EXPLANATION</u>
1. A fully executed and signed copy of the application for a Site Plan.	<input type="checkbox"/>	<input type="checkbox"/>	1. _____
2. A written statement describing the proposed use in sufficient detail to determine compliance with the provisions of the Site Plan Review Regulations and the Town Ordinance and Regulations in effect.	<input type="checkbox"/>	<input type="checkbox"/>	2. _____
3. Three (3) large copies and one (1) reduced 11" x 17" copy of a plan drawn at a scale sufficient to allow review of the following items:			
A. Name, address, and signature of applicant and authorization of owner if different from applicant.	<input type="checkbox"/>	<input type="checkbox"/>	A. _____
B. Name and address of person or firm preparing the plan.	<input type="checkbox"/>	<input type="checkbox"/>	B. _____
C. Current zoning classification of property, and location of district boundaries if located in two or more zones.	<input type="checkbox"/>	<input type="checkbox"/>	C. _____
D. Property boundary lines and distances of such plotted to scale.	<input type="checkbox"/>	<input type="checkbox"/>	D. _____
E. North arrow, scale, and date.	<input type="checkbox"/>	<input type="checkbox"/>	E. _____
F. Names and addresses of all current abutting property owners.	<input type="checkbox"/>	<input type="checkbox"/>	F. _____
G. The location of all building setbacks required by the Zoning Ordinances by the use of dashed lines and labeled "Minimum Building Setback Line".	<input type="checkbox"/>	<input type="checkbox"/>	G. _____

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>EXPLANATION</u>
H. The lot area of the parcel, street, frontage and the Zoning requirements for minimum lot size and minimum street frontage.	<input type="checkbox"/>	<input type="checkbox"/>	H. _____
I. Sketch map showing general location of the site within the Town.	<input type="checkbox"/>	<input type="checkbox"/>	I. _____
J. Copies of all existing or proposed deed restrictions, Covenants or rights-of-way, etc. applying to the property.	<input type="checkbox"/>	<input type="checkbox"/>	J. _____
K. All existing buildings, parking and driveways by the use of solid lines.	<input type="checkbox"/>	<input type="checkbox"/>	K. _____
L. The proposed addition by the use of dotted lines.	<input type="checkbox"/>	<input type="checkbox"/>	L. _____
M. Driveways and flow of traffic entering and exiting.	<input type="checkbox"/>	<input type="checkbox"/>	M. _____
N. All existing services such as sewer and water.	<input type="checkbox"/>	<input type="checkbox"/>	N. _____
O. Location, size, and character of all signs and exterior lighting.	<input type="checkbox"/>	<input type="checkbox"/>	O. _____
P. Provisions for storage and removal of rubbish.	<input type="checkbox"/>	<input type="checkbox"/>	P. _____
Q. Storage tanks.	<input type="checkbox"/>	<input type="checkbox"/>	Q. _____
R. Open Space calculations.	<input type="checkbox"/>	<input type="checkbox"/>	R. _____
S. Proposed and current landscaping with a detail table.	<input type="checkbox"/>	<input type="checkbox"/>	S. _____
T. Waiver Request form (if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	T. _____
U. Stormwater Management and Erosion Control Permit Application if > 5000 SF of land disturbance	<input type="checkbox"/>	<input type="checkbox"/>	U. _____

Additional Requirements – The Planning Board may require additional approvals from the Emergency Services Departments, Health Officer, Traffic Safety Committee or other Town Boards, Committees and Departments as deemed necessary.

Signature of person preparing the Minor Site Plan Application Checklist:

Name / Title _____

Date _____