



# TOWN OF MILFORD, NH

## Application Checklist

### MAJOR SITE PLAN

Major Site Plan: An application of greater than six hundred (600) square feet of additional building space.

For any boxes under "Required" checked "No" please submit written justification if the reasons are not apparent. This checklist is for administrative efficiency. It does not take the place of the comprehensive requirements of the Development Regulations, nor does it preclude the Board from requesting additional information if deemed necessary for making an informed decision.

Waiver Requests: Provide written justification for any waiver requests, citing the appropriate section number of the regulations. Waiver Forms are available at the Community Development Office or online at: <http://www.milford.nh.gov>.

If you have any questions please contact the Community Development office at (603) 249-0620.

Name of Application \_\_\_\_\_

Map(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

Required				Submitted		Waived
YES	NO			YES	NO	
			<b>General Submission Requirements</b>			
		1.	Complete, signed Application			
		2.	Four (4) large 22" x34" copies and one (1) reduced 11" x 17" copy			
			<b>Plan Information</b>			
		A.	Name, address & signature of applicant			
		B.	Name, address & signature of owner (if different from applicant)			
		C.	Name & address of person/firm preparing plan			
		D.	Names & address of all abutters			
		E.	North arrow			
		F.	Scale			
		G.	Date Prepared			
		H.	Locus map			
		I.	Property boundary lines with distances and angles to scale			
		J.	Lot area, frontage & associated minimum zoning requirements			
		K.	Current zoning of property			
		L.	Delineation of all wetlands and wetland buffers			
		M.	Existing & proposed topography at five (5') ft intervals or two (2') ft intervals if major changes are proposed			

Required				Submitted		Waived
YES	NO			YES	NO	
			<b>General Submission Requirements</b>			
		N.	Scaled roadway centerline at 50' increments for rural areas and 10' increments in the Urbanized/Oval Sub-Dist area			
		O.	Location of buildings within 50 ft			
		P.	Location of all roads or driveways within 200 ft			
		Q.	Locations of infiltrating drainage systems within 200ft			
		R.	Existing access roads, recreational trails and boundaries (such as stone walls, barbed wire, etc.)			
		S.	Existing & proposed buildings, driveways, sidewalks, parking spaces, loading areas, significant trees, vegetated areas, open drainage courses & service areas			
		T.	Building setback lines			
		U.	Flow of traffic			
		V.	Provisions for storage of recycling and refuse			
		W.	Location, size and detail of signs			
		X.	Location, size and detail of exterior lighting			
		Y.	Location, size and detail of storage tanks			
		Z.	Snow storage locations			
		AA.	Note defining the Purpose of the plan			
		BB.	Note detailing Open Space calculations			
		CC.	Brief history of the property (i.e. previous disturbances)			
		DD.	General description of existing characteristics such as: developed, productive farmland, meadow, forest, viewshed, archeological site, areas contiguous with other open space and wildlife corridors.			
		EE.	Brief description of drainage upstream onto property and discharge downstream from property			
		FF.	Note detailing applicable impact fees			
		GG.	A note indicating: "Water, sewer, road (including parking lot) and drainage work shall be constructed in accordance with the Town of Milford's Water Utilities Department and Public Works Department Standards."			
		HH.	A note indicating: "As-built plans shall be delivered to the Building Department prior to a Certificate of Occupancy being issued."			
		II.	Note detailing Groundwater Protection District information			
		JJ.	Note referencing and delineations on the plan of all easements, rights-of-way and deeded property restrictions.			
		KK.	Landscaping Plan			
		LL.	Stormwater Management and/or Erosion Control Plan			
		MM.	Architectural plans and details			
		NN.	Utility Plan			
		OO.	Note detailing any approved waivers			
		PP.	Note detailing Flood Hazard information			

			<b>Other Information</b> (as necessary)			
		1.	Stormwater Management and Erosion Control permit if > 5000 SF of land disturbance (see Stormwater Management and Erosion Control Regulation)			
		2.	Alteration of Terrain Permit from NH DES			
		3.	NH Wetlands Bureau and/or Milford Zoning Board of Adjustment for the relocation, filling, or dredging of wetlands or wetlands buffers			
		4.	NH Water Supply and Pollution Control Commission for septic systems			
		5.	All new deeds, easements, covenants and rights-of-way on property			
		6.	NH DOT or Milford DPW Driveway Permit			
		7.	NH DES Shoreland Protection Permit			
		8.	Any other State/Federal Permits			

**Signature of person preparing the Major Site Plan Application Checklist:**

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_