



TOWN OF MILFORD, NH

Application Checklist

MINOR SITE PLAN

Minor Site Plan: An application of six hundred (600) square feet, or less, 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 | |
| | | | General Submission Requirements | | | |
| | | 1. | Complete, signed Application | | | |
| | | 2. | Four (4) large 22" x34" copies and one (1) reduced 11" x 17" copy | | | |
| | | | Plan Information | | | |
| | | 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. | All existing buildings, parking & driveways | | | |
| | | M. | Building setback lines | | | |

| Required | | | | Submitted | | Waived |
|----------|----|-----|--|-----------|----|--------|
| YES | NO | | | YES | NO | |
| | | | General Submission Requirements | | | |
| | | N. | Location of proposed addition(s) | | | |
| | | O. | Flow of traffic | | | |
| | | P. | All existing utilities (i.e. sewer, water, electric & gas) | | | |
| | | Q. | Provisions for storage of recycling and refuse | | | |
| | | R. | Location, size and detail of signs | | | |
| | | S. | Location, size and detail of exterior lighting | | | |
| | | T. | Location, size and detail of storage tanks | | | |
| | | U. | Proposed and current landscaping with detail table | | | |
| | | V. | Snow storage locations | | | |
| | | W. | Note defining the Purpose of the plan | | | |
| | | X. | Note referencing and/or depictions on the plan of all easements, rights-of-way and deeded property restrictions. | | | |
| | | Y. | Note detailing applicable impact fees | | | |
| | | Z. | Note detailing Open Space calculations | | | |
| | | AA. | Note detailing Flood Hazard information | | | |
| | | BB. | Note detailing Groundwater Protection District information | | | |
| | | CC. | Architectural details | | | |
| | | DD. | Note detailing any approved waivers | | | |
| | | | Other Information (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. | All new deeds, easements, covenants and rights-of-way on property | | | |
| | | 4. | Any other State/Federal Permits | | | |

Signature of person preparing the Minor Site Plan Application Checklist:

Name/Title: _____ Date: _____