



**SITE PLAN REVIEW APPLICATION**

**Property Address:** \_\_\_\_\_

**Parcel Lot # :** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Parcel Lot Size:** \_\_\_\_\_ **Road Frontage:** \_\_\_\_\_

**Type of Application:** Change of Use  
(Circle Type) Home Business Retail/Service  
Multi-Family Residential  
Commercial/Industrial Development  
Telecommunication

**PROPERTY OWNER(s)**

<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____
<b>Tel #:</b> _____	<b>Tel #:</b> _____
<b>Fax #:</b> _____	<b>Fax #:</b> _____
<b>Email:</b> _____	<b>Email:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

**APPLICANT(s)**

<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____
<b>Tel #:</b> _____	<b>Tel #:</b> _____
<b>Fax #:</b> _____	<b>Fax #:</b> _____
<b>Email:</b> _____	<b>Email:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

**If the property owner is not the applicant and/or wishes the applicant to act on their behalf, the property owner MUST provide a notarized letter (original) authorizing the applicant to file an application.**

CASE # \_\_\_\_\_

Telephone  
603-428-3221

Town of Henniker  
18 Depot Hill Road, Henniker, NH 03242

FAX  
603-428-4366

**DATA TO BE PROVIDED WITH SITE PLAN REVIEW APPLICATION**

- Narrative description of proposed development
- Planning Board meeting minutes from Conceptual Consultation, which is optional (Copies may be researched and obtained at Town Hall)
- Copy of the property tax map showing subject parcel and abutting properties (Copies may be researched and obtained at Town Hall)
- Copy of Property assessment card (Copies may be researched and obtained at Town Hall)
- Copies of any ZBA Notices of Decision (Variance or Special Exception) for project
- Planning Board Application Fees
- Abutter Notification List
- Plan Sets
  - 11” x 17” size copies of the plans for each address on abutter notification list
  - Fourteen\* 11” x 17” size copies of the plans for the Planning Board  
(\* Number is subject to change. Confirm with Town Hall Staff to ensure accuracy)
  - Nine\* 22” x 34” size copies of the plan for Department/Committee/Staff Review (\* Number is subject to change. Confirm with Town Hall Staff to ensure accuracy)
- Copies of any State or Federal permits
- Copies of any deeds or easements
- Copies of Condominium declaration, bylaws, and floor plan (condo conversion)
- All required material as outlined in 203-12 and 203-13, as applicable, in the Town of Henniker Site Plan Review Regulations
- Waiver requests for any of the required material under 203-12 or 203-13 of the Town of Henniker Site Plan Review Regulations. Request must be in writing and explain why conformity to the requirements would pose an unnecessary hardship and how granting the waiver would not be contrary to the spirit and intent of the Regulation

**FEES**

Site Plan Application	\$300 application fee; \$500 escrow
Residential	\$100 per dwelling unit
Affordable Residential	\$25 per dwelling unit (as defined by US HUD)
Change of Use	\$150 application fee; \$250 escrow
Telecommunications	\$500 application fee; \$500 escrow
Telecommunications co-location	\$250 application fee; \$500 escrow
Newspaper Notice Fee:	\$90
Abutter Notification Fee:	\$10 per abutter notification address
Recording Fee:	\$30 per plan sheet, \$25 per document, \$25 LCHIP fee per plan set/document

Fees MUST be paid at the time the application is submitted or the application will not be accepted. Fees can be paid in cash or by check made out to the “Town of Henniker”.

## **ABUTTER NOTIFICATION LIST**

An abutter notification list (no mailing labels) must be provided that consists of the **mailing address** and map and lot numbers for all abutters, applicants, property owners, and any professional hired by the applicant/property owner.

An abutter is defined as any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Planning Board. The term abutter includes all holders of conservation, preservation, or agricultural easements; the officers of a condominium or other collective form of ownership; the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the Planning Board; and any professionals hired by the applicant/property owner (surveyors, engineers, etc.). See NH RSA 672:3.

Information for the property abutters can be obtained at the Town Hall during regular business hours. Abutter information must be obtained no more than 1 month prior to application submittal.

## **APPLICATION SUBMISSION**

Submissions must be made in accordance with the adopted Planning Board submission deadline, which is posted at the Town Hall. All applicants are encouraged to meet with the Planning Board Clerk prior to submitting an application to avoid delays due to incomplete information.

Please be advised that it is the applicant's responsibility to submit a complete and accurate application package. The Planning Board will not take jurisdiction over incomplete applications.

Review the Henniker Site Plan Review Regulations, Chapter 203 of the Town Code, to ensure full compliance with the Regulations. Regulations are available online at [www.henniker.org](http://www.henniker.org)

## **SITE PLAN REVIEW REGULATIONS**

### 203-12. Minimum Requirements

Every application must include the following (see RSA 676:4, I(b)):

- A. A completed Site Plan Review Application showing the name and address of the applicant and/or designated agent.
- B. The names and addresses of all abutters to the property, as indicated in the town records as of a date not more than five days before the filing of the application, and of all holders of conservation, preservation or agricultural preservation restrictions (as defined in RSA 477:45).
- C. A narrative description of the proposed project explaining its purpose, its hours of operation, parking needs, lighting, employment figures, land use compatibility, aesthetics, school population projections, noise, and traffic impacts with respect to both the immediate area and the town in general.
- D. The name and business address of every licensed professional whose seal appears on any Plan submitted to the Board.
- E. A dated Site Plan, drawn to a scale not smaller than 100 feet to an inch, showing the following:
  - (1) Boundary dimensions and road frontages.
  - (2) Bar scale and north arrow.
  - (3) Distances of existing and proposed structures from boundaries and setbacks.
  - (4) Existing and proposed structures with dimensions.
  - (5) Names, width, and class of abutting roads.
  - (6) Approximate location of structures on abutting properties if within 100 feet of the property line.
  - (7) Location, dimensions, materials, and condition of existing and proposed parking areas, driveways, curbs, sidewalks, and fire lanes.
  - (8) Location of natural features (such as wetlands, ledge, boulders, wooded areas) and one-hundred-year flood levels, if applicable.
  - (9) Location of existing and proposed utilities (water, sewer, electric, gas, telephone, cable, etc.), wells, septic systems, and leach fields.

- (10) Type, size, and location of existing and proposed solid waste storage facilities and snow storage areas.
- (11) Location of all easements and rights-of-way.
- (12) Location, size, and nature of existing and proposed signs and outdoor illumination.
- (13) Location, size, and type of existing or proposed fencing, trees, ledges or other screening.
- (14) A locus map showing boundaries for the site, all parcels within 1,000 feet, the zoning district(s), and one-hundred-year flood levels (if applicable).
- (15) Plans of all existing and proposed buildings with their type, dimensions, location, setbacks, and first floor elevation(s) indicated.
- (16) The size and location of proposed water supply and sewage disposal facilities (e.g., private wells and septic systems) showing provisions for future expansion, if applicable, and also showing distances from existing water and sewage facilities on abutting properties if the proposed facilities are within 200 feet of abutting properties.
- (17) The location, layout and elevation of catch basins and other surface drainage features.
- (18) The type, extent, and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained.
- (19) The rights-of-way and names of all proposed streets, lanes, ways, or easements.
- (20) A topographic plan with spot elevations where the land slope is greater than 5% and contour lines at two-foot vertical intervals on site, and off-site contours shown 100 feet beyond the site to be interpolated from United States Geological Survey (USGS) data.

### 203-13. Additional Requirements

If, based on information contained in the application or otherwise received by the Board, the Board determines that the proposed project is sufficiently large or complex, or the impacts of the proposed project are of such significance that additional information is required, the Board may require the applicant to include any one or more of the following items in the application:

- A. A community facilities impact analysis for the following, where applicable:
  - (1) The wastewater treatment system, including flow estimates and assessments of existing capacity.
  - (2) The water system, including flow estimates and the capacity and assessment of existing potential water pressure.
  - (3) The traffic systems, including the impact of projected trips on flow characteristics and the impact of traffic on the immediate existing road structures and bridges. The traffic impact analysis will address internal and external traffic circulation and access, including adequacy of adjacent streets and intersections, entrances and exits, traffic flow, sight distances, curb cuts, turning lanes, existing or recommended traffic signals, pedestrian safety and access, off-street parking and loading, emergency vehicle access and necessary off-site improvements.
  - (4) The school system
  - (5) The public safety providers, including Police, Fire, and Rescue Squad.
  - (6) Solid waste disposal
  - (7) Stormwater management systems, including flow and water quality.
  - (8) The recreational resources and the provisions of methods to meet proposed needs.
- B. Provisions for snow removal and disposal.
- C. A plan showing the most recent soils information, as published by the Merrimack County Soil Conservation Service
- D. Wetlands delineated by a licensed professional using the current Army Corps of Engineers Manual
- E. An erosion and sediment control plan
- F. A fiscal impact study addressing the effects of the proposed project on the town's economy and finances, including, but not necessarily limited to, town expenses, tax revenue, property values, employment and impacts on existing businesses.

- G. A noise study.
- H. A lighting study
- I. Copies of any existing or proposed easements, deed restrictions, or other similar documents pertaining to the Site Plan.
- J. Such other documents, plans, studies or information as the Board may require to determine the impact of the project.
- K. Copies of all applicable state and federal applications and/or permits.