

Town of Wilmot



Site Plan Review Application

Owner of Record _____

Mailing Address/Phone _____

Applicant Name & Address (if different from above) _____

Zoning District _____ Tax Map & Lot Number _____

Prior Use _____

Proposed Use and Associated Changes _____

Description of Site Plan Describe in detail the development plan for site plan review. Any element not listed will not be considered by the board. Use attached checklist as a guide. (Refer to site plan review section of the Planning and Zoning Ordinance). Use separate sheets as necessary.

Hours of Operation – specify _____

Parking – Spaces & Size _____















Signage – Number & Size _____


List of Abutters Applicant is responsible for providing a list with all names and complete mailing addresses of all abutters (including applicant and owner) as well as any engineer, architect, land surveyor, soil scientist or other professional whose seal appears on any plat, submitted to the board 21 days prior to the meeting and public hearing. All property directly abutting above parcel as well as any property directly across a public road or stream from above property is considered an abutter. Information is available at the Town Office Building. Please use a separate sheet.

Application Fee See attached Application Fee Form

Abutter Notification Fee See attached Application Fee Form

Site Plan Review Application Requirements Check-List

Required	N/A	Complete	Information
			Application Form
			List of Abutters
			Application Fee
			Request for review letters (deliver to fire, police, highway)
			3 Copies of Site Plan and 2 Copies of all other plans and documents
			Copies of legal documents such as deed, easements, rights of way
			Copies of State Approvals and Permits
			- NH Water Supply and Pollution Control Commission
			- NH Wetlands Bureau
			- NH Department of Transportation
			- Other (list)
			Existing Date Information (Sec. V (a) – Site Plan Regs)
			- Location of site, names and addresses of abutting landowners
			- Names and addresses of professionals involved in map preparation, scale
			- Boundary Lines, including angles, dimensions, and the lot area
			- Existing grades, drainage systems, structures, contours (2'-5')
			- Existing structures on site and within 200'
			- Natural and manmade features
			- Flood hazard boundaries (check FEMA maps)
			- Use of abutting properties including structures and access roads
			- Size and location of existing private and public utilities within 100' and landscaping
			- Vicinity sketch at 200' scale showing site location and public street system
			Proposed Plan and Information (Sec V (b) – Site Plan Regs)
			- Grade, drainage systems, structures, topographic contours (2'-5')
			- Shape, size, height and location of proposed structures, including expansions
			- Streets, driveways, parking, sidewalks, loading, accessory structures
			- Public and private utilities size and location
			- Location, type, size of landscaping and screening
			- Exterior lighting plan, proposed signs
			- Storm drainage plan
			- Circulation plan for autos and pedestrians and access
			- Construction drawings

 = must be included with every submission

Town of Wilmot



- Driveway permit
- Site plan review
- Subdivision

Request for Review by HIGHWAY DEPARTMENT

Applicant name _____

Project name _____

Tax map _____ Lot # _____

Location _____

Proposed use

Public hearing date _____

The planning board is currently reviewing the above-named site plan / subdivision. Your input is required before final action by the board.

Please review the site plan or subdivision plan, which are available either in the board of selectmen's office or from the applicant. Complete the comment section below and sign the statement at the bottom of this form if your department approves of the proposed site plan / subdivision. Please return this to the board of selectmen's office before the public hearing date shown above.

Comments

Statement of intent

It is my intention as an authorized representative of the _____ Department to approve the proposed site plan / subdivision, provided the above comments are satisfactorily addressed in the public hearing.

Signature _____

Town of Wilmot



- Driveway permit
- Site plan review
- Subdivision

Request for Review by POLICE DEPARTMENT

Applicant name _____

Project name _____

Tax map _____ Lot # _____

Location _____

Proposed use

Public hearing date _____

The planning board is currently reviewing the above-named site plan / subdivision. Your input is required before final action by the board.

Please review the site plan or subdivision plan, which are available either in the board of selectmen's office or from the applicant. Complete the comment section below and sign the statement at the bottom of this form if your department approves of the proposed site plan / subdivision. Please return this to the board of selectmen's office before the public hearing date shown above.

Comments

Statement of intent

It is my intention as an authorized representative of the _____ Department to approve the proposed site plan / subdivision, provided the above comments are satisfactorily addressed in the public hearing.

Signature _____

Town of Wilmot



- Driveway permit
- Site plan review
- Subdivision

Request for Review by FIRE DEPARTMENT

Applicant name _____

Project name _____

Tax map _____ Lot # _____

Location _____

Proposed use

Public hearing date _____

The planning board is currently reviewing the above-named site plan / subdivision. Your input is required before final action by the board.

Please review the site plan or subdivision plan, which are available either in the board of selectmen's office or from the applicant. Complete the comment section below and sign the statement at the bottom of this form if your department approves of the proposed site plan / subdivision. Please return this to the board of selectmen's office before the public hearing date shown above.

Comments

Statement of intent

It is my intention as an authorized representative of the _____ Department to approve the proposed site plan / subdivision, provided the above comments are satisfactorily addressed in the public hearing.

Signature _____

FOR PLANNING BOARD USE ONLY

- Application Form Rec'd
- Notification List Rec'
- Incomplete Application Letter Sent
- Application Fee Rec'd
- Site Plan Approved
- Notification Fee Rec'd
- Approval Letter Sent
- All Requirements Rec'd
- Approved with Contingencies
- Notification List Checked
- Contingencies Letter Sent
- Notifications Mailed
- Contingencies Met
- Return Receipts Rec'd
- Plat Filed with State
- Non-responding Abutters Listed
- Site Plan Not Approved
- Notices Posted (Date)
- Disapproval Letter Sent
- Newspaper Notice Placed (Date)
- Monthly Reports Rec'd
- First Hearing Date
- PB Paperwork Filed
- Continued Hearing Dates
- Application Determined Complete

Town of Wilmot



Application Fee Form

Name of applicant _____

Date fee received _____ Received by _____

Type of application	Fee schedule	Fee calculation
<input type="checkbox"/> Subdivision	\$150 filing fee \$300 per lot / site / unit \$10 per notice for each abutter + applicant	_____ _____ _____
<input type="checkbox"/> Site plan review	\$150 filing fee \$75 per 1,000 square foot building \$10 per notice for all abutters + applicant	_____ _____ _____
<input type="checkbox"/> Home occupation / cottage industry	\$50 filing fee	_____
<input type="checkbox"/> Annexation/ lot-line adjustment	\$75 filing fee \$10 per notice for each abutter + applicant	_____ _____
<input type="checkbox"/> Voluntary merger	\$75 filing fee	_____
	Subtotal	_____

You will need to write three checks.

Please make check payable to: **Town of Wilmot** for the above amount

For subdivision, annexation/lot-line adjustment, voluntary merger please make checks payable to:

Merrimack County Registry of Deeds for \$25 for LCHIP fee

Merrimack County Registry of Deeds for \$26 per plat for recording fee