

**ATTACHMENT 268-1****APPLICATION FOR SITE PLAN REVIEW**

1. Name, mailing address & telephone/fax number of applicant:

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2. Name, mailing address & telephone number of owner of record if other than applicant:  
(Written permission from owner is required.)

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3. Name, mailing address, telephone/fax number of engineer, architect, and/or agent:

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4. Location of Proposed Site Plan: \_\_\_\_\_

5. Tax Map \_\_\_\_\_, Lot \_\_\_\_\_

6. Description of Proposed Site Plan (size and use of buildings): \_\_\_\_\_

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7. Abutters: Attach a separate sheet listing the Town of Salem Tax Map, Lot number, Name, and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Tax Records. Mailing labels are required for 10 or more abutters.

8. Attach completed checklist: (Incomplete plans will not be accepted.)

9. Attach six (6) copies of site plan:

10. Payment of all applicable site plan fees [Fees adopted 8/23/05, revised 11/12/24]:

Per 1000 sf of building	\$100/1000 sf up to 9,999 sf; \$125/1000 sf 10,000 to 24,999 sf; \$150/1000 sf 25,000 sf and over	\$ _____
Per Residential Unit	\$100	_____
Change of Use	\$50/1000 sf (not to exceed \$5000)	_____
Minimum Fee	\$200	_____
Advertising/post costs	\$50	_____
Abutter notification	\$7.50/each	_____
Conceptual Discussions	\$200 plus advertising and notification	_____
	TOTAL	\$ _____

**The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments.**

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(Applicant/Owner)

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(Date)

<b>For Planning Board Use Only:</b>	
Completed Application Filed	_____
Fees Paid	_____
Notices Mailed	_____
Meetings with staff	_____
Application Accepted/Rejected	_____
Public Hearing(s)	_____
Date Approved/Disapproved	_____
Follow-up Letter Sent	_____

## SITE PLAN CHECKLIST (2-27-13)

### Format

title block  date  scale  engineer/surveyor stamp  abutters names /addresses  zoning dist.  
 zoning boundary  lot & street numbers  North arrow  owner/applicant  location plan  
 permission from owner

### Topography and Environmental Features

high intensity soils/wetlands  streams, ponds  wetland impact  wetland mitigation  
 min. wetland setbacks (40' pavement/bldg, 75' septic)  dredge/fill permit  Cons. Comm. approval  
 local conditional use permit  prime wetlands  100' prime wetlands setback(no disturb.)  
 conservation easements  floodplain  floodplain impact  compensatory storage  
 exist. & proposed elev.(USGS Benchmark)  significant environmental features  shoreland protection

### Drainage & Utilities:

water/sewer lines (location & sizes)  sewer manholes, watergate valves  daily water use/sewer flow  
 pump stations/force mains  septic system  4000 sf septic area  well  protective radius  
 drainage pipes (types, sizes, slopes)  drainage calcs  peak flow comparison  dnstrm/abutter impact  
 invert and rim elevations  catch basins (every 300')  easements (20' min. width)  swales/ditches  
 direction of flow  curbing  typical details  outside engineering review  max. fill/cut  
 est. high water table  max. side slope 4:1  gas lines  existing undgrd utilities  utility poles  
 erosion control plan

### Buildings:

uses  dimensions  square footage  floor elevations  setbacks  mezzanines, basements  
 rendering  front & side elevation drawings (materials, colors, height)  height  doorways  
 retail design standards  screen rooftop mechanical units

### Traffic:

driveways  driveway profiles  curb cut widths & radii  driveway widths  
 loading areas  sidewalks  circulation  pedestrian circulation  parking configuration  
 sight distance  traffic study  outside review  off-site impacts  road improvement fee  
 traffic management regs.  compliance with ADA parking standards  conformance with ITS plan

### Other:

lot size  lot coverage calculations  parking calculations  parking spaces (9' x 20')  
 5' or 10' parking lot buffer  handicapped spaces (upright signs)  
 landscaping (size, quantity, species)  retail landscaping standards  screening/buffers  
 1 tree per 2000 sf. pavement (for 50 car lots)  20' front yard (for 100+ lots)  
 trash disposal (fence around dumpster)  fences  
 signs (size, height, setback, material, color, illumination)  retail sign standards  
 height of light posts  outdoor lighting (location, fixtures, intensity)  retail lighting standards  
 fire lanes  fire hydrants  fire alarm/sprinkler notes  LP and fuel tanks  pollutants  
 hazardous materials  noise  snow storage/disposal  regional impact  waivers  
 shopping cart storage areas  outside storage areas/containers  
 construction standards and details  public safety impact fee  11" x 17" version of plans  
 pdf version of plans  Design Guidelines  variances/special exceptions  winter salt storage  
 6 copies of plan

### State/Federal Permits:

subdivision - DES  sewer extension - DES  water line extension - DES  septic - DES  
 community well - DES  dredge/fill - NHWB  Army Corps of Engineers  Site Specific - DES  
 driveway - NH DOT

### Town Staff Recommendations:

Assessors Office  Building Department  Engineering Department  Fire Department  
 Planning Department  Police Department  Public Works Department

The Planning Board may require other exhibits or data in order to adequately evaluate the proposed development. This checklist is not intended as a substitute for, nor does it contain all the information and requirements in, the Zoning Ordinance and other applicable Town codes, ordinances, and procedures.