
WILTON, NEW HAMPSHIRE
LAND USE LAWS



CLUSTER PLAN REVIEW APPLICATION
APPENDIX X

(Amended December 16, 2009, January 8, 2020)

WILTON LAND USE LAWS AND REGULATIONS
APPENDIX X - CLUSTER PLAN REVIEW APPLICATION

PLANNING BOARD
TOWN OF WILTON, NH

CLUSTER PLAN REVIEW APPLICATION
(Amended January 8, 2020)

PLANNING BOARD USE ONLY

- | | |
|--|--|
| <p>1) Applicant's name: _____
_____</p> <p>Address: _____
_____</p> <p>Tel. #: _____</p> | <p><i>Plan File: #</i> _____</p> <p><i>Date application & Fees received:</i> ___/___/___</p> <p><i>Date abutters notified:</i> ___/___/___</p> <p><i>Date of newspaper notice:</i> ___/___/___</p> |
| <p>2) Owner of property: _____
_____</p> <p>Address: _____
_____</p> <p>Tel. #: _____</p> | <p><i>Date and agenda number of scheduled meeting:</i>
___/___/___ Ag. # _____</p> <p><i>Date application accepted:</i> ___/___/___</p> <p><i>Conditions:</i> _____
_____</p> |
| <p>3) Tax lot number(s) and street number: _____
_____</p> | <p><i>Date written notice of approval-disapproval sent:</i> ___/___/___</p> |
| <p>4) Zoning district(s) property located in:</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Residential & Agricultural</p> <p><input type="checkbox"/> Industrial <input type="checkbox"/> Office Park</p> <p><input type="checkbox"/> Aquifer <input type="checkbox"/> Watershed</p> <p><input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Plain</p> | <p><i>Date subdivision plans recorded in Registry of Deeds:</i> ___/___/___</p> <p>FEES PAID:</p> <p><i>Filing</i> \$ _____</p> <p><i>Date:</i> ___/___/___</p> <p><i>Recording:</i> ___/___/___</p> <p><i>Date:</i> ___/___/___</p> <p><i>Desig. Rep.:</i> \$ _____</p> <p><i>Date:</i> ___/___/___</p> <p><i>Consulting:</i> \$ _____</p> <p><i>Date:</i> ___/___/___</p> |

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- 5) General location of property: _____

- 6) Road frontage of property: _____
- 7) Description of the proposed subdivision, cluster, or other development (e.g., number of lots, acreage, intended use, etc.):

- 8) Attach a listing of the names and addresses of all abutters as listed in Town records not more than five (5) days prior to filing date of application. List to include all abutters directly across roadways and streams, the owner of the property or representative *as well as all professional engineers, architects, land surveyors, or soil/wetland scientists whose professional seal appears on the subdivision plan*. In addition three sets of mailing labels shall be provided by the applicant. (Per RSA 672:3 and Wilton Zoning Ordinance 4.9.)
- 9) This application will be reviewed by the Designated Representative of the Wilton Planning Board and where found to conform to the requirements of the Town's Land Use Laws and Regulations will be signed by the representative prior to submission. Thereafter it will be scheduled for presentation at an official public hearing of the Planning Board. The date and agenda number of this meeting will be sent to the Applicant along with abutter notifications.
- 10) This application must be signed by the owners of all lots involved in the application.**

The information contained in this application is complete and true to the best of my knowledge. I approve the submission of this application. If an applicant or Agent/Owner Representative is named below, the person named there has my permission to represent me before the Wilton Planning Board. I authorize the Agent/Owner Representative to submit this application and to speak before the Planning Board on my behalf. (A separate signed letter is also acceptable.)

Signature of Owner _____ Date _____

11) Agent/Owner Representative

Fill out this section if the application is being submitted by a realtor, surveyor, engineer, attorney, etc., on behalf of the actual owner or applicant.

Name _____
Mailing Address _____
Town, State, ZIP _____
Email Address _____

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12) Required application fees are due and payable at the time the application is filed with Planning Board Clerk: *(See Application Fee Schedule Appendix III to determine applicable rates) (Amended Dec. 2009)*

A) General Application Submission Fees: *(as required per application)*

- 1) Legal Notice \$ _____

- 2) Abutter Notification
_____ # of abutters (see item 8) x \$ _____ /abutter = \$ _____

- 3) NRPC Escrow \$ _____ (separate check)

Additional Fees to be paid by the applicant during the application process:

- 4) Consultant Escrow (To be determined by the Board)
- 5) Digital Data Submission Fee (To be determined and paid at the time of approval)
- 6) Recording Fee (To be determined and paid at the time of approval)

B) Subdivision Application Related Fees: (check applicable box(s); enter fee)

- 1) Cluster Subdivision Pre-Application Consultation \$ _____

- 5) Cluster Subdivision
_____ # lots/units x \$ _____ fee/lot or unit = \$ _____

Total Fees: \$ _____

As the owner or duly authorized Agent/Representative for the owner of the property, I do hereby submit this plan for review as required by the Town of Wilton Land Use Regulations. I agree to be fully responsible for payment of all fees, costs and expenses including fees for professional consultant reviews deemed necessary by the Planning Board incurred with respect to this application.

Signature: _____
Owner/Agent/Owner Representative

Date: ____/____/____

Signature: _____
Wilton Planning Board Designated Representative

Date: ____/____/____

Signature: _____
Planning Board Clerk

Date: ____/____/____

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CLUSTER DEVELOPMENT REVIEW CHECKLIST

TOWN OF WILTON, NH

I. GENERAL

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a) Has a completed, signed copy of the application been submitted? |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Has the review fee of \$1.00 per acre been paid to the Town of Wilton? |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Have funds been deposited in escrow to cover the costs of professional review? |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Are four (4) copies (ink or print) of the site plan attached to the application? |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Is the scale not more than one hundred (100) feet to the inch? |
| <input type="checkbox"/> | <input type="checkbox"/> | f) Is the north point shown? |
| <input type="checkbox"/> | <input type="checkbox"/> | g) Does the title block show: |
| <input type="checkbox"/> | <input type="checkbox"/> | 1) Name of the development or project? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Name, address, and telephone number of the owner or developer? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Signature of the owner or his agent (authorized in writing)? |
| <input type="checkbox"/> | <input type="checkbox"/> | h) Is a key map sketch included showing the site location within the Town? |
| <input type="checkbox"/> | <input type="checkbox"/> | i) Are the names and addresses of all abutting property owners shown? |
| <input type="checkbox"/> | <input type="checkbox"/> | j) Are soil types and soil boundaries shown and certified by either a registered engineer or the Soil Conservation Service? |

II. ZONING

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a) Is the proposed use permitted in the zoning district or, if not, has a zoning variance been granted? |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Is the total area of the parcel shown and does this satisfy the zoning minimum area requirement of fifteen (15) acres? |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Is the lot frontage shown and does it satisfy the zoning minimum frontage requirement for cluster developments of five hundred (500) feet on a Class V or better road? |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Is at least forty percent (40%) of the gross tract area set aside as common open space? |

III. PROPERTY BOUNDARIES

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a) Are the bearings and distances of all existing property lines shown? |
| <input type="checkbox"/> | <input type="checkbox"/> | b) If this is a new survey, is the name of the surveyor and date of the survey shown? |
| <input type="checkbox"/> | <input type="checkbox"/> | c) If this is an old survey, are the plans referenced including page and book numbers of the Hillsborough County Registry of Deeds, which were used in the compilation of bearings and distances? |

IV. BUILDINGS

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | a) Are the locations shown of all: |
| <input type="checkbox"/> | <input type="checkbox"/> | 1) Proposed (solid line) and existing (dotted lines) buildings on the site? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Existing buildings within fifty (50) feet of the site boundary? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Intersection roads or driveways within two hundred (200) feet of the parcel? |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Are the dimensions and total area of each existing and proposed building shown? |

V. ACCESS POINTS

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YES NO

- a) Are the access points adequate in number, size, location and design?
- b) Is there adequate all-season safe sight distance (minimum four hundred (400) feet on Class I or II roads) in both directions from each proposed access point?
- c) Are all access points located so as to avoid possible turning movement conflict with other existing driveways?
- d) Is all street frontage other than access points curbed or otherwise blocked to vehicular entry?

VI. PARKING

YES NO

- a) Are the locations and sizes of all existing and proposed parking areas, loading zones and drive-ways adequate for the proposed uses?
- b) Is the total number of parking stalls provided shown and does this satisfy the requirements of the cluster development regulations for two (2) off-street spaces per dwelling unit?

VII. INTERNAL TRAFFIC PATTERN

YES NO

- a) Is the internal traffic pattern safe and adequate for the type of use proposed?
- b) Do emergency vehicles have easy, unimpeded access to all buildings with adequate turn-around space?
- c) Is adequate provision made for service vehicles?
- d) Are areas provided for snow piling without impeding traffic circulation of affecting safety?

VIII. PEDESTRIAN CIRCULATION

YES NO

- a) Are sidewalks provided in appropriate locations for pedestrian access and safety?
- b) Is the parking designed to allow easy and safe pedestrian movement to all buildings?

IX. UTILITIES AND DRAINAGE

YES NO

- a) Are the existing and proposed methods of handling storm water run-off shown and the direction of flow indicated by arrows?
- b) Is the existing and proposed topography of the site shown at five (5) foot contour intervals?
- c) Are the methods of supply water and disposing of waste water shown?
- d) Are there existing or proposed systems, such as cisterns, which have/will have an adequate supply of water for fire suppression?

X. LANDSCAPING, SIGNS, LIGHTING

YES NO

- a) Is the location of all existing and proposed lawn area and plantings shown?
- 2) Are large paved areas buffered by landscaping?
- 3) Are large paved areas divided into smaller units by landscaping?
- 4) Are the fronts of buildings landscaped?
- 5) Are garbage collection storage points and other service areas screened by landscaping or fencing?
- b) Is the character of community graphics and lighting shown?

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XI. RESIDENTIAL

YES NO

- a) Are the total number of dwelling units, by type, bedroom composition and building location shown on the plan?
- b) Are the buildings numbered and streets named?
- c) Are street signs and building numbers to be erected as soon as the first unit is occupied?
- d) Are the locations, sizes, and accessibility of all recreation facilities shown?
- e) If the project is to be built in stages, is it clear which recreation facilities will be built with each stage?

XII. ENVIRONMENT

YES NO

- a) Is the property buffered by landscaping or other means to reduce intrusion on any neighboring uses?
- b) Are provisions made for minimizing any fumes, smoke, noise or odor that are created which will affect neighboring uses?
- c) Is the development designed so as to minimize its negative environmental characteristics and enhance the general area?

XIII. ADMINISTRATIVE

YES NO

- a) Is a staging plan included showing the sequence and approximate timetable of development?
- b) Are copies of any existing easements, covenants, or deed restrictions included with the application?
- c) Is a description of any proposed easement, covenant, deed restriction, or condominium or homeowners agreement included?
- d) Has “active and substantial development” been defined on the cluster development plan?
- e) Has “substantial completion” been defined on the cluster development plan?

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FINAL CLUSTER DEVELOPMENT PLAN CHECKLIST

TOWN OF WILTON, NH

I. GENERAL

YES NO

- a) Is the Final Development Plan in conformance with the Preliminary Plan as approved?
 b) Is a list of modifications to the Preliminary Plan included if any modifications have been made?
 c) Is all information that was shown on the Preliminary Plan shown on the final plan?

II. BOUNDARIES & LOTS

YES NO

- a) Are the bearings and distances of all existing and proposed property lines shown?
 b) Is the name of the surveyor and date of survey shown?
 c) Is the lot area and frontage for each proposed lot shown?

III. SIGNING & LIGHTING

YES NO

- a) Are the locations, dimensions, and character of proposed signs shown?
 b) Are the signs placed so as not to obstruct vehicular visibility?
 c) Is the signing permitted in the zoning district?
 d) Is the external lighting, if any, of buildings, parking and/or property shown?

IV. UTILITIES & DRAINAGE

YES NO

- a) Are the location and sizes shown for all existing and proposed:
 1) Water lines?
 2) Sanitary sewer lines or septic tanks and leach fields?
 b) The existing (dashed line) and proposed (solid line) contours shown at two (2) foot intervals (required for those portions of the site on which the development shall occur)?
 c) Are the sizes and locations of all storm drainage lines, catch basins, drywells, drainage ditches, and retention basins shown?
 d) If storm drainage, sewer or access to a site is to be by way of private easement or right-of-way, is documentation presented to show the right to use said way?
 e) Are engineering calculations to determine drainage requirements provided based upon a ten (10) year storm frequency (required if the existing drainage pattern is being altered significantly)?
 f) Are there existing or proposed systems, such as cisterns, which have/will have an adequate supply of water for fire suppression?

V. STATE APPROVALS

YES NO

- a) If a subdivision of land is proposed, has subdivision approval been granted by the New Hampshire Water Supply & Pollution Control Commission?
 b) If public sewer is not available and will not be extended, have the following agencies approved the septic system plans?
 1) New Hampshire Water Supply and Pollution Control Commission?
 2) Board of Health?

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- c) If vehicular access is proposed onto a Class I or II highway, has the New Hampshire Department of Public Works and Highways approved highway access permits?
- d) If the dredging, filling, or culverting of any wetland or water body is proposed in the final development plan, has a dredge and fill permit been approved by the New Hampshire Special Board?

VI. ADMINISTRATIVE

YES NO

- a) Have copies of all proposed easements, covenants, deed restrictions, condominium agreements, etc., been submitted?
- b) Have a bond or bonds been posted by the owner to guarantee the satisfactory completion of all necessary improvements?
- c) Has the bond(s) been reviewed and approved to form and sureties by the Board?
- d) Has “active and substantial development” been defined on the cluster development plan?
- e) Has “substantial completion” been defined on the cluster development plan?