

WILTON, NEW HAMPSHIRE

LAND USE LAWS



SITE PLAN REVIEW APPLICATION APPENDIX XI

AS AMENDED

AMENDED NOVEMBER 20, 1991; JULY 21, 1993; MARCH 12, 2002; AUGUST 20, 2003; DECEMBER 16, 2009; JUNE 21, 2017; JANUARY 8, 2020; JANUARY 4, 2023



PLANNING BOARD TOWN OF WILTON, NH

SITE PLAN REVIEW APPLICATION

(Amended January 4, 2023)

1. Property Information

Describe the lot(s) to which this application applies (the location of proposed development, construction, improvement or structure requiring the permit). If more than one lot is involved, describe them below or attach additional copies of this page.

Tax Map and Lot Number Lot Size

Street Address

Zoning District (check one):

□ Residential □ General Residence and Agricultural

□ Commercial □ Industrial □ Office Park

Relevant Overlay Districts (check any that apply):

□ Research and Office Park □ Floodplain Conservation □ Watershed

U Wetlands Conservation Aquifer Protection Age-restricted Housing

□ Check this box if this lot is part of a previously approved site plan or of an approved subdivision.

2. Owner

List all owners of each lot below or attach additional copies of this page.

Name (individual(s), company or other):

Mailing address (Street, Town, State, Zip):

If not an individual, name of contact:

Complete one entry below for each owner:

Daytime phone	Evening phone
---------------	---------------

□ Work e-mail □ Personal e-mail

(application continues next page)

3. Applicant

□ Same as owner

If the applicant is other than the owner(s) (e.g., tenant, developer proposed purchaser), provide the following information.

Name (individual(s), company or other):

Mailing address (Street, Town, State, Zip):

If not an individual, name of contact:	
Complete one entry below:	
Daytime phone	Evening phone
U Work e-mail	Personal e-mail

Relationship to the Property:

4. Representative of the Applicant

If a representative is authorized to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards, the Secretary of the Planning Board (Secretary) and/or the Land Use Administrator, provide the following information.

Name:		
Company (if any):		-
Mailing address (Street, Town, State, Zip): _		
Complete one entry below:		
Daytime phone	□ Evening phone	
U Work e-mail	Personal e-mail	
(application continues next page)		

5. Required Site/Project Information

- Six (6) copies of a site plan/drawing/plat subject to all applicable requirements (Sec. 3.3.3.b)
- Site Plan Review Checklist – see pages after this application form (Sec. 3.3.3.b)
- Wilton Zoning Board of Appeals decisions, if any (Sec. 3.3.3.c)
- Information required by RSA 676:4 I(b), if any (Sec. 3.3.3.d)
- Stormwater Application, if one is required in connection with proposed development (Sec. 3.3.3.f)
- Form(s) W-9 for the applicant(s) and any of its agents, as necessary (Sec. 3.3.3g)
- Any waiver requests to the Board, supported by explanations (Sec. 3.3.3.h)
- Any other information or documents required (Sec. 3.3.3.i)

6. Abutters

Attach a list of the names and addresses of all abutters identified in Town records as of a date not more than five (5) days prior to submitting this application. The list shall include all abutters directly across roadways and/or streams, the owner(s) of each such property, and all others identified in RSA Sections 676:4-I (d) and 676:7 I(a) and Section 4.14 of the Wilton Zoning Ordinance. Please also provide three sets of mailing labels for the abutters.

7. Fees

Include payment of the following permit and notification fees with this application. (See Appendix III to the Wilton Land Use Laws and Regulations – Application Fee Schedule.)

Site Plan Application Fee:

1) Site Plan Pre-Application Consultation	\$
2) Home Occupation	\$
3)	\$
4) All Other Site Plans:	
a. Non-residential	
<pre>\$+(Square Feet x \$ fee/Square Foot) =</pre>	\$
b. Residential (Multi-Family, Age Restricted)	
# units x \$fee/unit =	\$
Public Notice Fee:	\$
Abutter Notification Fee:	
# of abutters x \$/abutter	\$
Total	\$

Please Note: In addition, the Planning Board may require the applicant to fund an escrow account for the payment of the fees of professional consultants or advisors to the Board, plus any additional administrative fee imposed thereon, at such times, for such purposes, and in such amounts as the Planning Board may determine ("Escrow Fees").

(application continues next page)

8. Authorizations, Undertakings and Signatures

This application must be signed by the owner(s), the applicant and any representative of the applicant, as set forth below. Attach additional copies of this page, if necessary.

Owner(s):

Each undersigned owner hereby certifies that, to the best of his/her/its knowledge and belief, all of the information provided in this application with respect to the property(ies) owned by him/her/it identified above is true, complete and correct.

Name (individual(s), company or other):

Signature:	Date

Print Name and Capacity if signing on behalf of non-individual owner:

Applicant (must be executed even if the applicant is also an owner):

The undersigned applicant hereby (a) certifies, to the best of his/her/its knowledge and belief, that all of the information provided in this application is true, complete and correct; (b) agrees to be fully responsible for the payment of all fees, costs and expenses associated with this application and the project the subject hereof, including, without limitation, Escrow Fees, and (c) authorizes the above-named representative, if any, to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards or the Secretary.

Name (individual(s), company or other):

Signature:	
Signature:	

Date

Print Name and Capacity if signing on behalf of non-individual applicant:

Representative:

The undersigned representative hereby acknowledges and accepts the applicant's authorization to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards or the Secretary.

Name (individual(s), company or other):

Signature: _____

Date:

Print Name and Capacity if signing on behalf of non-individual representative:

(checklists on following pages)

PLANNING BOARD TOWN OF WILTON, NH

SITE PLAN APPLICATION REVIEW CHECKLIST

(Amended January 4, 2023)

This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.

Note for Home Occupation & Minor Site Plan Applicants:

For Home Occupation application, skip over any items with either ^ or *.

For Minor Site Plan application, skip over any items with * but not items with ^.

I. PLAT STANDARDS

Key: Y=Yes	P =Pending	W=Waiver Request	NA=Not Applicable
<u>Y</u> <u>P</u> <u>W</u>			
1.	□ - Six (6) cop	pies of the plat (Sec. 6.1)
^2	🗌 - An ide	entical digital copy of	the plat (Sec. 8.0)
3.	🗌 - Proper pag	ge setup (Sec. 6.1.a)	
^4 🗌 🗌 🗌	- Sheet	size (Sec. 6.1.a.1)	
5.	- Sheet 1	margin (Sec. 6.1.a.2)	
6.	- Sheet 1	numbering (Sec. 6.1.a.3))
7.		t positioned in the lower tion: (Sec. 6.1.b)	r right corner of the plat, with the following
8.	- Develo	opment name. (Sec. 6.1.)	b.1)
9.	- Name	and address all applican	ts and, if different, owners of record. (Sec. 6.1.b.2)
10.	- Name	and address of the devel	loper and engineer/surveyor. (Sec. 6.1.b.3)
11.	Date p	lans first drafted. (Sec. 6	5.1.b.4)
12.		signature block for the E l.c and Sec. 7.0)	Board, positioned above the title block.
13.	🗌 - Revision b	olock. (Sec. 6.1.d)	
14.	🗌 - Locus map	o at a scale of 1'=1000"	with its own bar scale and north arrow. (Sec. 6.1.e)

Sheet 1 of 6 Continued >

(Amended January 4, 2023)

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Note for Home Occupation & Minor Site Plan Applicants:

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I. PLAT STANDARDS (CONTINUED)

Key: Y=Yes P =Pending W=Waiver Request NA=Not Applicable

*31 Datums, projected coordinate systems, and controls (NAD83/NAVD83 or newer) (Sec. 6.1.j and Sec. 8.1.3)
30
29. 🗌 🗌 🔄 - Bar scale for each drawing scale used, appropriately positioned. (Sec. 6.1. h.3)
28. 28. - Vertical scale for elevation drawings not to exceed 1"=40'. (Sec. 6.1.h.2)
27. Provide the image of the i
^26 - Seal and signature of the Engineer (where required for engineering designs). (Sec. 6.1.g.3)
^25 🗌 🔲 🔲 - Seal and signature of the Surveyor. (Sec. 6.1.g.2)
24. Signature of or on behalf of the owner (and the applicant, if different). (Sec. 6.1.g.1)
23. C C C C C C C C C C C C C C C C C C C
*22 - Required notes addressing impact fee. (Sec. 6.1.f.8)
*21 - Required notes addressing preconstruction meeting. (Sec. 6.1.f.7)
*20 - Definitions of the development threshold for "active and substantial development" and "substantial completion". (Sec. 6.1.f.5-6)
19. - All variances and waivers granted (Sec. 6.1.f.4)
18. - Purpose of the development (Sec. 6.1.f.3)
17. Zoning districts and dimensional requirements. (Sec. 6.1.f.2)
16. Tax map and lot numbers of the parcel(s) under review (Sec. 6.1.f.1)
15. $\square \square \square \square - A$ numbered notes section with the following notes: (Sec. 6.1.f)
$\underline{Y} \underline{P} \underline{W} \underline{NA}$

Sheet 2 of 6 Continued >

(Amended January 4, 2023)

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II. ABUTTING PROPERTY INFORMATION

Key: Y=Yes P =Pending W=Waiver Request NA=Not Applicable

	$\underline{Y} \underline{P} \underline{W} \underline{NA}$
1.	\Box \Box \Box - Locations of property lines and their approximate dimensions. (Sec. 6.2.a)
2.	Tax map and lot numbers. (Sec. 6.2.b)
3.	Names and addresses of the owners of record as indicated in Town records not more than five (5) days before the date of application submission. (Sec. 6.2.c)
*4	Locations of existing buildings, septic system leachfields, water supply wells or springs, protective well radii, and building setbacks lying within 100 feet of a boundary of the parcel under review. (Sec. 6.2.d)
5.	 Locations, dimensions, and names of driveways, roads, driveway/road intersections, and easement lying within 200 feet of a boundary of the parcel under review. (Sec. 6.2.e)
^6	Locations, dimensions, and names of abutting parks and open space & locations and names of abutting subdivisions. (Sec. 6.2.f)

III. SITE PLAN INFORMATION

*1	 <u>Y</u> <u>P</u> <u>W</u> <u>NA</u> □ □ □ - Boundary Survey and Permanent Markers, including locations, bearings, and distances of lot lines, length of frontage, and locations of permanent boundary markers such as monuments, pins and drill holes. (Sec. 6.3.a)
2.	- Area of proposed lots - wet, dry and total. (Sec. 6.3.b)
3.	□ □ □ - Zoning district boundaries, with the district classifications labeled. (Sec. 6.3.c)
4.	□ □ □ - Building setbacks and buffer locations, with required distances labeled. (Sec. 6.3.d)
5.	- Locations of all water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features. (Sec. 6.3.e)
6.	Location of the 100-year floodplain. (Sec. 6.3.f)

Sheet 3 of 6 Continued >

(Amended January 4, 2023)

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III. SITE PLAN INFORMATION (CONTINUED)

Key: Y=Yes	P=Pending W=Waiver Request NA=Not Applicable
<u><i>Y</i></u> <u><i>P</i></u> <u><i>W</i></u> *7 □ □ □	<u>NA</u> ☐ - Existing and proposed topography with contour intervals not to exceed five feet over the entire parcel and two feet where development will take place and within 100 feet thereof. (Sec. 6.3.g)
*8	Soil types and locations of soil boundaries as designated in the most current version of the United States Department of Agriculture Soil Survey, or as certified by a registered engineer or certified soil scientist. (Sec. 6.3.h)
*9	- High intensity soil survey, if required. (Sec. 6.3.i)
10.	- Locations and sizes of proposed dredge and/or fill areas. (Sec. 6.3.j)
*11	- Erosion and sediment control plans or required note. (Sec. 6.3.k)
12.	- Existing and Proposed Buildings and Structures: (Sec. 6.3.1)
13.	 Locations and dimensions of existing and proposed buildings and structures (Sec. 6.3.1.1)
14.	- Height, number of floors, gross floor area, and first floor elevation (Sec. 6.3.1.2)
15.	- Number and GFA of existing and proposed dwelling units, and GFA of non- residential areas for use by different occupants or for different uses (Sec. 6.3.1.3)
*16	- Elevation views of proposed and existing buildings with proposed exterior changes (Sec. 6.3.I.4)
17.	- Locations of existing and proposed private water systems, including wells and protective radii. (Sec. 6.3.m)
18.	 Locations of existing and proposed private septic systems, including leachfields and 4,000 square foot septic reserve areas. (Sec. 6.3.n)
^19	- Test pit and perc test data. (Sec. 6.3.n.1)
^20	 Engineering specifications for proposed complex septic systems. (Sec. 6.3.n.2)
^21	 Locations of existing and proposed water and/or sewer connections. (Sec. 6.3.o)
22.	Locations of existing and proposed stormwater drainage systems, accompanied by drainage plans indicating interconnections, profiles and elevations (Sec. 6.3.p).

Sheet 4 of 6 Continued >

(Amended January 4, 2023)

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For Minor Site Plan application, skip over any items with * **but not** items with **^**.

III. SITE PLAN INFORMATION (CONTINUED)

Key: Y=Yes P =Pending W=Waiver Request NA=Not Applicable

<u>Y</u> <u>P</u> <u>W</u> <u>NA</u>
23. 23. 23. 23. 23. 23. 23. 23.
24. 24. 24. 24. 24. 24. 24. 24.
^25 Locations, names, widths and profiles of existing and proposed roads for both internal and external/through traffic flow, showing grades, radii, culverts and drains, and bridge designs. (Sec. 6.3.s)
26 Locations of existing and proposed site ingress and egress, and all existing and proposed driveways and required note. (Sec. 6.3.t)
27. 27. 27. 27. 27. 27. 27. 27.
28. 28. - Required notes for all required permits and approvals, including the NH Department of Transportation Curb-Cut Approval Permit and/or approval from the Wilton Road Agent. (Sec. 6.3.u and Sec. 6.3.y)
^29 □ - If the proposed development covers only a portion of the entire tract, a statement concerning the intended future use of the remaining land, and a sketch of the prospective future road system (Sec. 6.3.w)
30 Locations and details of existing and proposed parking areas, showing the dimensions and numbers of parking spaces, travel lanes, traffic patterns, pedestrian access, and parking lot landscaping areas (Sec. 6.3.z)
31. 31. 31. 31. 31. 31. 31. 31.
32. 32. An external lighting plan, showing existing external lighting and proposed changes, or the required note (Sec. 6.3.ab)
33. 33. - The location, dimensions, and character of all existing and proposed signs or the required note (Sec. 6.3.ac)
*34 Copies of all Intent to Cut applications filed with the Town within the five years preceding the date of the application, and approvals thereof, with respect to the property (Sec. 6.3.ad)

Sheet 5 of 6 - Continued >

(Amended January 4, 2023)

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For Home Occupation application, skip over any items with either ^ or *.

For Minor Site Plan application, skip over any items with * but not items with ^.

IV. SUPPORTING INFORMATION

Key	: Y=Yes	P=Pending W=Waiver Request NA=Not Applicable
^1	$\begin{array}{c c} \underline{Y} & \underline{P} & \underline{W} \\ \hline \end{array} \\ \hline \end{array} \\ \hline \end{array}$	<u><i>NA</i></u> ☐ - If new town water service is proposed, a letter from water commission certifying availability and intent to provide service. (Sec. 6.3.o)
^2		If new town sewer service is proposed, a letter from sewer commission certifying availability and intent to provide service. (Sec. 6.3.0)
3.		 If new utility service(s) are proposed (telephone, electricity, and other public utilities), a letter from each corresponding utility company stating the intent to provide service. (Sec. 6.3.q)
4.		- A letter from the Fire Chief certifying adequate water for fire protection and access for emergency vehicles. (Sec. 6.3.r.1)
5.	\Box \Box \Box	□ - Drainage calculations based on a 25-year storm frequency. (Sec. 6.3.p)
6.		 A copy of each associated legal document for all existing and proposed easements, restricted covenants or other documents affecting legal title of the property. (Sec. 5.10 and Sec. 6.3.v)
7.		- A copy of the NH Department of Transportation Curb-Cut Approval Permit and/or a letter of approval from the Wilton Road Agent. (Sec. 6.3.u)
8.		- A copy of the NH Wetlands Board Dredge and Fill Approval Permit and Army Corps of Engineers Dredge and Fill approval, if required. (Sec. 6.3.y)
9.		- A copy of the NH Water Supply and Pollution Control Division Site Specific Permit. (Sec. 6.3.y)
10.		- A copy of any other required permits and approvals. (Sec. 6.3.y)
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Sheet 6 of 6 – End