

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

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> | <u>NA</u> | |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Six (6) copies of the plat (Sec. 6.1) |
| ^2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - An identical digital copy of the plat (Sec. 8.0) |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Proper page setup (Sec. 6.1.a) |
| ^4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Sheet size (Sec. 6.1.a.1) |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Sheet margin (Sec. 6.1.a.2) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Sheet numbering (Sec. 6.1.a.3) |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Title block positioned in the lower right corner of the plat, with the following information: (Sec. 6.1.b) |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Development name. (Sec. 6.1.b.1) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name and address all applicants and, if different, owners of record. (Sec. 6.1.b.2) |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name and address of the developer and engineer/surveyor. (Sec. 6.1.b.3) |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Date plans first drafted. (Sec. 6.1.b.4) |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Approval signature block for the Board, positioned above the title block. (Sec. 6.1.c and Sec. 7.0) |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Revision block. (Sec. 6.1.d) |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locus map at a scale of 1"=1000" with its own bar scale and north arrow. (Sec. 6.1.e) |

Sheet 1 of 6 Continued >

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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

- | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | | |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A numbered notes section with the following notes: (Sec. 6.1.f) |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Tax map and lot numbers of the parcel(s) under review (Sec. 6.1.f.1) |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Zoning districts and dimensional requirements. (Sec. 6.1.f.2) |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Purpose of the development (Sec. 6.1.f.3) |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - All variances and waivers granted (Sec. 6.1.f.4) |
| *20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Definitions of the development threshold for “active and substantial development” and “substantial completion”. (Sec. 6.1.f.5-6) |
| *21 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Required notes addressing preconstruction meeting. (Sec. 6.1.f.7) |
| *22 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Required notes addressing impact fee. (Sec. 6.1.f.8) |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other notes as required under Section 6.3 (Sec. 6.1.f.9) |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Signature of or on behalf of the owner (and the applicant, if different). (Sec. 6.1.g.1) |
| ^25 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Seal and signature of the Surveyor. (Sec. 6.1.g.2) |
| ^26 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Seal and signature of the Engineer (where required for engineering designs). (Sec. 6.1.g.3) |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Horizontal scale at a minimum of 1”=100’ (1”=50’ preferred). (Sec. 6.1.h.1) |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Vertical scale for elevation drawings not to exceed 1”=40’. (Sec. 6.1.h.2) |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Bar scale for each drawing scale used, appropriately positioned. (Sec. 6.1. h.3) |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - North arrow pointing to the geographic (true) north. (Sec. 6.1.i) |
| *31 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Datums, projected coordinate systems, and controls (NAD83/NAVD83 or newer) (Sec. 6.1.j and Sec. 8.1.3) |

Sheet 2 of 6 Continued >

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II. ABUTTING PROPERTY INFORMATION

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

Y P W NA

1. - 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

Y P W NA

- *1 - **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 >

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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> | |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| *7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - High intensity soil survey, if required. (Sec. 6.3.i) |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and sizes of proposed dredge and/or fill areas. (Sec. 6.3.j) |
| *11 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Erosion and sediment control plans or required note. (Sec. 6.3.k) |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Existing and Proposed Buildings and Structures: (Sec. 6.3.l) |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of existing and proposed buildings and structures (Sec. 6.3.l.1) |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Height, number of floors, gross floor area, and first floor elevation (Sec. 6.3.l.2) |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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.l.3) |
| *16 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Elevation views of proposed and existing buildings with proposed exterior changes (Sec. 6.3.l.4) |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed private water systems, including wells and protective radii. (Sec. 6.3.m) |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed private septic systems, including leachfields and 4,000 square foot septic reserve areas. (Sec. 6.3.n) |
| ^19 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Test pit and perc test data. (Sec. 6.3.n.1) |
| ^20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Engineering specifications for proposed complex septic systems. (Sec. 6.3.n.2) |
| ^21 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed water and/or sewer connections. (Sec. 6.3.o) |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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 >

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- | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | | |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed utility service connections. (Sec. 6.3.q). |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - The location, dimensions and engineering specifications of independent fire suppression systems such as cisterns. (Sec. 6.3.r.2) |
| ^25 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed site ingress and egress, and all existing and proposed driveways and required note. (Sec. 6.3.t) |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of existing and proposed easements and corresponding note(s). (Sec. 6.3.v) |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A landscape plan, showing existing landscaping conditions and proposed changes (Sec. 6.3.aa) |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - An external lighting plan, showing existing external lighting and proposed changes, or the required note (Sec. 6.3.ab) |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - The location, dimensions, and character of all existing and proposed signs or the required note (Sec. 6.3.ac) |
| *34 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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 >

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IV. SUPPORTING INFORMATION

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

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| ^1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If new town water service is proposed, a letter from water commission certifying availability and intent to provide service. (Sec. 6.3.o) |
| ^2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If new town sewer service is proposed, a letter from sewer commission certifying availability and intent to provide service. (Sec. 6.3.o) |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A letter from the Fire Chief certifying adequate water for fire protection and access for emergency vehicles. (Sec. 6.3.r.1) |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Drainage calculations based on a 25-year storm frequency. (Sec. 6.3.p) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of the NH Water Supply and Pollution Control Division Site Specific Permit. (Sec. 6.3.y) |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of any other required permits and approvals. (Sec. 6.3.y) |

Sheet 6 of 6 – End