

**TOWN OF RANDOLPH, NH
CHECKLIST FOR SITE PLAN APPLICATIONS**

Applicant Name: _____ **Map #** _____ **Lot #** _____

Using the Applicant column, please check off each item below that is contained in your application material or write "NA" if you feel the item does not apply to your application.

Please note that the Board may require such additional information as it deems necessary to evaluate your application in relation to the Site Plan Review Regulations.

Applicant	For Planning Board Use	
✓	✓	<u>Required With Site Plan Applications:</u>
_____	_____	A. Site plan review application form signed by all owners.
_____	_____	B. The names and addresses of all abutters, as shown in Town records not more than five days before the day of filing, and of all holders of conservation, preservation or agricultural preservation easements over land within the proposed subdivision.
_____	_____	C. Payment to cover filing fees, mailing, advertising, recording, and other costs.
_____	_____	D. Any additional information which the Board deems necessary to evaluate the application in relation to the Site Plan Review Regulations.

3 Paper Copies and PDF on one or more 24" x 36" sheets, suggested scale 1"=40', containing and accompanied by details adequate to demonstrate conformance with the Site Plan Review Regulations, prepared and stamped by a land surveyor or engineer licensed in New Hampshire, with space reserved for all needed endorsements, containing the statement "The Site Plan Review Regulations of the Town of Randolph, N.H., are a part of this site plan, and approval of this plan is contingent on completion of all requirements of said Regulations, excepting only any waivers or modifications approved in writing by the Planning Board" and including the following in conformance with Article VII: Submission Requirements:

_____	_____	a. Vicinity sketch.
_____	_____	b. Date, dates of any revisions, title, north point, scale.
_____	_____	c. Name, address, signature and stamp of any licensed engineer, surveyor, or architect who prepared the plan.
_____	_____	d. Surveyed property lines showing bearings, distances, monuments, and the lot area; and names of all abutters including tax map and lot number.
_____	_____	e. Location of all setbacks required by the Land Use Ordinance.
_____	_____	f. Lot area and street frontage.
_____	_____	g. Location of all existing and proposed deed restrictions, rights-of-way, easements.
_____	_____	h. Required soil information.
_____	_____	i. Existing and proposed grades, drainage systems and structures, with topographic contours not exceeding 2 feet.
_____	_____	j. Location of all buildings, roads and driveways; with use of abutting properties.

Applicant	For Planning Board Use	
✓	✓	
_____	_____	k. Natural features including wetlands delineated by a wetland scientist certified in N.H.; manmade features; plans for protection, removal or alteration.
_____	_____	l. Use, shape, size, height and location of proposed structures, including elevation views.
_____	_____	m. Required water and wastewater information.
_____	_____	n. Description of waste other than wastewater with disposal plan.
_____	_____	o. Location of underground storage tanks and areas of hazardous material storage with BMPs.
_____	_____	p. Utility information.
_____	_____	q. Provisions for fire prevention and control.
_____	_____	r. Plan for erosion and sedimentation control plan during construction.
_____	_____	s. Required stormwater management plan and plan for long-term maintenance.
_____	_____	t. Snow removal and/or storage.
_____	_____	u. Vehicular and pedestrian access and circulation plan.
_____	_____	v. Required details regarding proposed streets, driveways, sidewalks, parking.
_____	_____	w. Required road design details.
_____	_____	x. Anticipated noise, duration, hours.
_____	_____	y. Landscaping plan.
_____	_____	z. Lighting plan.
_____	_____	aa. Signage plan.
_____	_____	bb. Construction drawings.
		<u>Other Requirements:</u>
_____	_____	a. All other state and local approvals and permits and associated application material.
_____	_____	b. Any additional information which the Board deems necessary in order to apply the Site Plan Review Regulations.