



Town of Farmington
Department of Planning & Community Development
356 Main Street
Farmington, NH 03835
Phone: (603) 755-2774 • Fax: (603) 755-4584

A Bicentennial Community
1798 - 1998

For Planning Office Use Major Review: _____ Minor Review: _____	For Planning Office Use Date Received _____ Date Fee Paid _____
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SITE PLAN REVIEW APPLICATION

1. **Name of Project:** _____

2. **Name of Property Owner:** _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address of Property Owner (if different than above): _____

Telephone:(____) _____ Fax:(____) _____ E-Mail: _____

3. **Name of Applicant** (if not the Property Owner): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone:(____) _____ Fax:(____) _____ E-Mail: _____

4. **Name of Authorized Agent** (If representing the Applicant, attach a letter of authorization from the Applicant):

Name of authorized Agent: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone:(____) _____ Fax:(____) _____ E-Mail: _____

5. **Name(s) of Land Surveyor, Engineer, Architect** or other person(s) preparing Site Plan (attach an additional page if necessary):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone:(____) _____ Fax:(____) _____ E-Mail: _____

Professional Registration or Certification (State and Number): _____

6. If applicable, what legal interest does this Applicant have in the property to be developed?

Ownership: _____ Option: _____ Purchase & Sales Contract: _____ Other: _____

7. **Location of Property:** Number and Street: _____

Tax Map: _____ Parcel/Lot: _____

8. **Zoning District** in which property is located: _____

9. **Acreage of Property** (include all parcels or lots): _____

10. Identify existing land use(s) (i.e. residential, agricultural, business, etc.): _____

11. Identify proposed use(s): _____

12. Describe existing structures on property (type, use): _____

13. Describe proposed new structures, additions, alterations (type, use): _____

14. Does the property include any water bodies? Yes: _____ No: _____

If yes, Name or type of water body:

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15. Is any portion of the property within:

(see Zoning Ordinance p. 93-94)

a. 50 feet of a Class II Wetland?

Yes _____ No _____

b. 100 Feet from a Class I Wetland?

Yes _____ No _____

(see Zoning Ordinance p. 100)

c. 100 Feet from a water body?

Yes _____ No _____

16. Does the property have slopes greater than 25%?

Yes _____ No _____

17. Is any portion of the property within an Aquifer Protection Overlay District?

(see Zoning Ordinance p. 88)

Yes _____ No _____

18. Is any portion of the property within a special flood hazard area as identified by the Federal Emergency Management Agency?

Yes _____ No _____

If “Yes” for any of questions 15-18 above, these features must be shown on the project site plan.

19. Anticipated start date of construction: _____

20. If the Applicant requests waiver(s) from any of the submission requirements listed in the Site Plan Review Regulation by the Planning Board, please attach a separate sheet with details and reference to the specific requirement(s) and Section(s) of the regulations.

SITE PLAN APPLICATION REQUIRMENTS

21. Information Required For a Site Plan Review Application Package. The Applicant will submit the following to the Town of Farmington Department of Planning and Community Development *within 30 days before the Planning Board hearing*:

A. Site Plan Review Application Form

The Site Plan Application Form should be accompanied by a narrative that addresses the requirements of Article III Design Standards, Sections 18-40 and Section 18-Q-Additional Information. Provide an explanation of any requirement in these Sections that does not apply to the project. A Site Plan Checklist has been attached to assist the Applicant in gathering and presenting all required information.

B. Abutter’s information (attach the certified list of abutters to this application package)

Please include 3 sets of mailing labels (no larger than 1” x 2 5/8”) for all abutters that are working on the project (refer to types of abutters described in 1-3 below).

1. Property owners: (Name, Mailing Address, City, State, Zip, Tax Map and Lot #) (use the certified list of abutter’s form to fulfill this request).
2. Professional(s) involved in this Site Plan preparation (e.g., Engineer, Architect, Land Surveyor, Soil Scientist(s), etc).
3. Other persons with adjacent property interests (such as a Land Trust or Homeowner’s Association with property held in common or other ownership interest).

C. Documentation of right, title or interest in the property

D. Application, Noticing and Publication Fees - Contact the Planning Office for a List of Fees.

E. Site Plan (all sheets): The Site Plan should show all of the information required by Site Plan Review Regulations, unless this Application includes request for a waiver(s).

F. Number of Copies. Eleven (11) copies each of the full Application including Site Plans of 11”x17” size and any other supporting documentation relating to this plan, and four (4) full

Applicants are encouraged to become familiar with the criteria and standards for submission of an application, as well as any design guidelines adopted by the Planning Board. The Applicant is responsible for presenting all required information and showing that all the standards and design guidelines have or will be met by the proposal.

22. Application Review Expenses. Per Article II Application Procedures, Section 8 Fees, the Applicant may be required to establish an escrow account to cover the cost of initial review of application materials by the town planner, town consulting engineers, legal and other associated reviews for such technical review services during the application review process. In addition, the Applicant shall reimburse the Town for costs associated with but not limited to the following: investigative studies, technical review of plans, legal review of documents associated with the application, traffic impact analyses, and meetings with applicants and other reasonable expenses directly accountable to the review of a particular application.

23. Inspection Fees for Certificate of Occupancy (Article IV Administration, Section 46)
The Planning Board may levy any inspection fee it deems necessary to be paid by the Applicant. Such inspection fees will cover any costs the Board may reasonably incur for engineering reviews for the work done on the site to ensure that construction on the site conforms to the plans that have been submitted and approved. Such inspections may be conducted by engineers, surveyors, soil scientists or other experts whom the Planning Board determines are necessary. The Applicant must pay inspection fees before any bond will be reduced or released and/or a Certificate of Occupancy is issued.

24. Certification
To the best of my knowledge, all information submitted on this Application is true and correct. All proposed development will be in conformance with the information contained on the Application, in the approved Site Plan as well as the provisions of Town Ordinances and Regulations.

Signature of Applicant or Agent

Date

Print Name of Applicant or Agent

Technical Review Requirements

*****If a TRC meeting is required and / or requested, please provide the following:***

- Narrative of the proposed request. – 7 copies (6 for TRC members and 1 for file)
- Plans regarding to the proposed request – 7- 11x17 copies
(6 for TRC members and 1 for file)

TRC Meetings are held 1st Tuesday of the month (pending application submissions)
At 2:00 pm. ** Subject to change.

*****These items are in addition to requirement by any other Boards.***

Effective Date 2/01/2011
Planning Board

CERTIFIED LIST OF ABUTTERS

Applicant: _____

Mailing Address: _____

Location of Property: _____

Tax Map: _____ Lot _____

File one (1) complete copy with the Code Enforcement Office. Give name and Address of each owner of the property and all abutters including any owners of land separated by a street or any public land. Include Surveyors address as well as any Home Owners Associations, easement holder or other with a legal interest in the land or adjoining land.

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

Map ____ Lot ____ Name _____ Address _____

This is to certify that as of (date) _____, the names and addresses of all abutters is that of the tax record on file at the Tax Assessors Office in the Town of Farmington, NH.

Signature of Applicant

Date

**** If printing this application from website.
Please print *Current Fee Schedule &
Site Plan Completeness & Review Checklist*
From website.