

Site Plan, Minor Application Checklist
TOWN OF CANTERBURY
PLANNING BOARD

THIS DOCUMENT TO BE COMPLETED BY THE APPLICANT

This document is a tool for your convenience. Additional details regarding application submittal are in the Canterbury Land Use Development Regulations (LDRs). This checklist is adopted as part of the Canterbury LDRs and in the event that there is any conflict between this checklist and items listed in the LDRs the more inclusive requirement shall apply. Completing this Checklist does not eliminate the need for the applicant and/or their agent to review the LDRs prior to submittal.

Please note that all items are to be submitted both digitally and in paper hardcopy, no less than twenty one (21) calendar days before the Planning Board meeting at which the application will be presented (any revised materials must be submitted twelve (12) calendar days before the meeting).

Project Name: _____

Tax Map & Lot No. _____

Address Project: _____

Lot Size(s): _____

Zoning District: _____

Property Owner: _____

Applicant: _____

Description of Proposed Project: _____

A. Submittal Requirements for All Applications (Provided or shown on the plans):

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Completed application form	4.1.1			
Project name, map and lot number, and professional stamps/signatures on plans	4.1.2			
Application and escrow fees	4.1.3			
Abutters list not more than 5 days old	4.1.4			
Zoning classification of the site and surrounding area on plans	4.1.5			
Building, wetland, and shoreland setbacks on plans	4.1.6			
Water courses and flood elevations per FEMA flood maps on plans	4.1.7			
Five paper copies of all documents and one digital file of everything	4.1.8			
Plans legibly prepared	4.1.9.a			
North arrow at top of plans	4.1.9.b			
Date plans were prepared on plans	4.1.9.c			
Revision date on plans	4.1.9.d			
Property lines with bearing/distances on plans	4.1.9.e			
Plans drawn to scale	4.1.9.f			
Plans to have outside dimensions of 22' x 34'	4.1.9.g			

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Title block per 4.1.9.h on plans	4.1.9.h			
Contours at 2' intervals with spot elevations on plans	4.1.9.i			
A locus map at 1" = 500' on plans	4.1.10			
Proof of access to Class V or better road	4.1.11			
Color photographs of the site	4.1.12			
Copies of state or federal applications or permits	4.1.13			
Waivers request in writing per Section 10.8	4.1.14			
A table on the plan with the following information:				
Lot area in square feet and acres	4.1.15.a			
Ground floor area of all buildings	4.1.15.b			
Total floor area of each floor and use of each building	4.1.15.c			
Existing and proposed parking	4.1.15.d			
Location and purpose of easements, and book/page on plans	4.1.16			
Common area on plan, if applicable	4.1.17			

B. Minor Site Plan Requirements:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Development within 4-year period resulting in:				
Less than 1,000 SF of new floor area	1.8.1.a			
500 - 5,000 square feet of impervious surface	1.8.1.b			
Less than 5,000 of combined floor area and impervious area	1.8.1.c			
Changes in use affecting less than 5,000 SF of existing floor area	1.8.2			
New accessory buildings and structures of less than 1,000 SF of floor area	1.8.3			
Home Occupations requiring site plan review	1.8.4			
Application materials described in Section 4.1	5.2.1			
Shape, size, height of all existing and proposed structures on plans	5.2.2			
Existing natural or manmade features on plans	5.2.3			
Soil types, wetland delineation, and slopes more than 15% on plans	5.2.4			
Existing and proposed access, sight distance and curbs on plans	5.2.5			

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Parking locations and dimensions on plans	5.2.6			
Building plans with type, size, location, building setbacks, and first floor elevation on plans	5.2.7			
Gas, electric, phone, fire alarm or other public utilities on plans	5.2.8			
Stormwater management provisions on plans	5.2.9			
Landscape plan	5.2.10			
Signage	5.2.11 & 23			
Lighting plan	5.2.12			
Building illumination details in lighting plan	5.2.13			
Septic system and wells with 75' radius on plans	5.2.14			
Existing and proposed water or sewer lines on plans	5.2.15			
Fire protection methods on plans	5.2.16			
Stormwater management and erosion control plan	5.2.17			
Solid waste disposal on plans	5.2.18			
Wind, solar, propane or fuel tanks on plans	5.2.19			

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Walls, fences, or vegetative buffers on plans	5.2.20 & 23			
Snow management plan	5.2.21			
Elevation drawings of proposed buildings	5.2.22			
Outside sales storage areas on plans	5.2.24			
Fire and emergency access on plans	5.2.25			
Drainage study	5.2.26			

C. Change in Use or Occupancy Only:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Application materials described in Section 4.1	5.1.1			
Plans shall include the following:				
Parcel boundaries with dimensions, and natural features on plans	5.1.3			
Buildings with setbacks	5.1.4			
Off street parking	5.1.5			
Accessway, streets, sidewalks, and curbing	5.1.6			
Type and location of solid waste	5.1.7			
Elevation view or photograph of buildings	5.1.8			
Location, size, and design of signs	5.1.9			
All existing streets with names and classifications	5.1.10			
Water supply and septic systems	5.1.11			
Zoning boundaries, including within 200' of the site	5.1.12			
One hundred year flood line with map and panel site in notes	5.1.13			
Description of fire suppression	5.1.14			
Any other item the Board may require	5.1.15			

D. Legal Documents for Site Plans:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Condominium documents and bylaws	5.5.1			
Conservation or open space easement documents	5.5.2			
Deeds or easements for land for public use	5.5.3			
Easement and right-of-way documents, including parking, utility, and drainage	5.5.4			
Off-site easement documents for easements that serve the development	5.5.5			
Deed restriction documents	5.5.6			
Any additional legal documents that may be required	5.5.7			

E. State Approvals (as applicable):

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
NHDES State Septic System	4.2.1			
NHDES Subdivision	4.2.2			
NHDES Alteration of Terrain	4.2.3			
NHDES Wetland Permit	4.2.4			
NHDOT or Town of Canterbury Driveway Permit	4.2.5			
Any other permits (see Section 3.9) that may be required	4.2.6			

F. Final Application Submission:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Completed application form	2.4.1			
Materials per Section 4 or Section 5, as applicable	2.4.2			
Application and escrow fees	2.4.3			
Submitted at least 21 days before meeting	2.4.4			
Determination Letter from Building Inspector	2.4.7.a			
Police Chief letter	2.4.7.b			
Fire Chief letter	2.4.7.c			
Conservation Commission comment, for wetlands/environmental impacts	2.4.7.d			
School District letter, if residential	2.4.7.e			

G. As-Built Plans:

Item	LDR Section	Provided	or Waiver Requested?	N/A (STAFF USE ONLY)
Right-of-Way with bearings and dimensions	10.3.a			
Property lines with bearings and dimensions	10.3.b			
Any zoning boundaries within 200' of the property	10.3.c			
Road classifications	10.3.d			
Deeded accessways with bearings and dimensions	10.3.e			
Conservation easements with bearings and dimensions	10.3.f			
All waterbodies	10.3.g			
Wetlands and wetland buffers	10.3.h			
Utility, drainage, and slope easements	10.3.i			
Finished floor elevations in flood zones	10.3.j			
Topography with 2-foot contours	10.3.k			
Buildings, parking, and all paved areas	10.3.l			
Construction drawings of public improvements	10.3.m			
Book and page for all deeds or easements	10.3.n			
Engineered plans for roads, including drainage and public improvements	10.3.o			