

BETHLEHEM

SITE PLAN REVIEW REGULATIONS



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SECTION I. AUTHORITY

Pursuant to the authority vested in the Bethlehem Planning Board by the Town of Bethlehem and in accordance with Chapter 674:43-44 of the N.H. RSA's, as amended the Bethlehem Planning Board adopts the following regulations governing the review of site plans for non-residential development and for multi-family dwellings in excess of two (2) units, whether or not such development includes a subdivision or resubdivision of the site. These regulations shall be entitled "Site Plan Review Regulations, Town of Bethlehem, New Hampshire."

SECTION II. PURPOSE

The purpose of these Site Plan Review Regulations is to protect the public health, safety and welfare; to ensure the adequacy of traffic access, circulation and parking; to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure the provision of adequate buffers, landscaping and screening to protect adjoining properties against detrimental or offensive uses on the site, including but not limited to unsightly or obnoxious appearance, glare, smoke and noise; to protect against adverse environmental impacts from a proposed development including inadequate disposal or storage sewage, refuse and other wastes and/or inadequate surface drainage and to guide general character of development.

SECTION III. GENERAL REQUIREMENTS

3.1 Whenever any development or change or expansion of use of a site is proposed or whenever any changes are proposed that differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building development or change is begun and before any permit for the erection of any building or authorization for development on such site shall be granted, the owner of the property or his authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this regulation.

The Planning Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review. Where there is any doubt as to whether or not a project requires Site Plan Review, the affected party should request a determination from the Board.

To clarify what constitutes a change of use of sufficient magnitude or impact to trigger Planning Board action, the following guidelines will be observed:

1. If the proposal involves new construction of nonresidential or multi-family development.
2. If the proposal involves a change of use category, e.g., from residential to commercial, or from single family to multi-family.
3. If the proposal involves external modifications or construction, including parking lots (except for single family or duplex housing).
4. If the proposal involves expansion of a building or intensification of use that would result in a change in traffic volume or patterns in the area, noise, parking, lighting, etc.
5. If the proposal involves a property that has never received Site Plan Review from the Planning Board for previous non-residential or multi-family use.

3.2 Activities eligible for waiver for Site Plan Review

1. *Proposals that involve no change in use or level of activity.*
2. Internal building modifications to a nonresidential use that do not affect the scale or impact of the existing use.
3. A re-use of a premise for which a Site Plan Review has already been conducted, provided the new use is not different in type or impact.
4. See Section X

SECTION IV. RELATIONSHIP TO OTHER ORDINANCES AND REGULATIONS

These Site Plan Review Regulations in no way relieve the developer, his/her agent or individual from compliance with the Zoning Ordinance, Subdivision Regulations or any other ordinance which pertains to the proposed development.

If the Site Plan meets the Requirements for Site Plan Approval specified herein and is approved by the Planning Board, then the applicant may apply for a building permit. Not building permit will be issued until approval of the Site Plan is granted by the Board.

Where a proposed use requiring site plan review also requires action by the Board of Adjustment, an applicant shall first go to the Board of Adjustment for its review and approval.

SECTION V. DEFINITIONS

- 5.1 Abutter means any person whose property is located in New Hampshire and adjoins or is directly across the street from the land under consideration. For purposes of receiving testimony only, and not for purposes of notification, the term “Abutter” shall include any person who is able to demonstrate that his/her land will be directly affected by the proposal under consideration.
- 5.2 Applicant means any person submitting an Application for Site Plan Review to the Planning Board, whether he or she is the owner of the site or the owner’s duly authorized agent.
- 5.3 Approval means the recognition by the Planning Board, certified by written approval on the Site Plan, that the Site Plan Application meets the requirements of these regulations, granted at a duly called meeting of the Board.
- 5.4 Board means the Planning Board of the T own of Bethlehem New Hampshire.
- 5.5 Development means the construction or improvements on a tract or tracts of land; the word “development” shall not include construction or improvements for farming.
- 5.6 Fence means a solid or divided wall, which is intended to prevent access from one area to another area and is not intended to retain earth.

- 5.7 Multi-Family Dwelling means a residential building designed for or occupied by three or more families.
- 5.8 Non-Residential Development means all development of buildings, structures or land except one-family, two-family or multi-family dwellings.
- 5.9 Parking Space means an accessible and usable space on the building site with minimum dimensions as noted in Section VIII and located off the street with proper access for parking of motor vehicles.
- 5.10 Performance Bond means cash, a suitable surety bond, an escrow deposit or a lien on the property as approved by the Planning Board to secure improvements, required as a condition of approval.
- 5.11 Residential development means any construction or expansion of dwelling units.
- 5.12 Resubdivision: Shall mean a change in a plan of an approved or recorded subdivision or Resubdivision if such change involves any of the following:
 - 5.12.1 Changing any street layout shown on such plan.
 - 5.12.2 Affecting any area thereon reserved for public use.
 - 5.12.3 Diminishing the size of any lot shown thereon, if any of the lots have been conveyed after the approval of such map.
- 5.13 Screen or Screening: One of the following, as determined by the Planning Board:
 - 5.13.1 A strip of land at least ten (10) feet wide, densely planted (or having equivalent natural growth) with shrubs or trees at least four (4) feet high at the time of planting of a type that will form a year-round dense screen at least six(6) feet high within three (3) years; or
 - 5.13.2 An opaque wall, barrier, or fence of uniform appearance at least six(6) feet high.

SECTION VI. PROCEDURE FOR SITE PLAN REVIEW

6.1 Pre-Submission Discussion

An applicant may appear before the Planning Board to discuss the preliminary thinking on the proposal with the Board and receive information on the requirements for submitting site plans. A “rough drawn” preliminary sketch may be submitted at this time to aid in the discussion.

6.2 Filing and Submission of a Completed Application

- 6.2.1 A Completed Application (as defined in Section 7.2) shall be filed with the Planning Board at least 15 days prior to a scheduled public meeting of the Board.
- 6.2.2 A Completed Application shall be formally submitted to and accepted by the Board only at such scheduled public meeting.

6.3 Board Action on Completed Application

The Board shall consider a Completed Application within thirty (30) days of its submission and acceptance and shall act to approve or disapprove within sixty-five (65) days after its submission and acceptance. (676:4)

Prior to approval or disapproval, an abutters hearing shall be held as required by the provision of RSA 676:4 to provide an opportunity for public testimony relative to the consequences of the proposed site plan.

All abutters and the applicant shall be notified of the date of the meeting at which a completed application shall be considered by the Board and the date of the public hearing by the Secretary by certified mail not less than ten (10) days before the date fixed for the meeting and hearing.

A Public Hearing may be adjourned and reconvened at the Board's next regular meeting without giving notice by certified mail if the Planning Board gives due notice of the time and place of the next meeting prior to the adjournment of the Public Hearing.

Approval of the Site Plan shall be certified by written endorsement on the Site Plan signed by the Secretary and/or the Chairman of the Planning Board.

In case of disapproval of any application submitted to the Board, the grounds for such disapproval shall be stated in the minutes or records of the Board.

6.4 Limitations on Approval

Planning Board approval of a Site Plan shall be valid for one year from the date of the approval. If the site plan improvements are not completed within one year, an application for extension must be filed with the Planning Board. As a condition of granting an extension, the Board will review and make any necessary adjustments to the amount of the performance bond, if one was required.

SECTION VII. APPLICATION REQUIREMENTS

7.1 Submission of a Completed Application

A Completed Application shall be filed with the Planning Board at least 15 days prior to a scheduled public meeting of the Board. Only plans and information submitted not less than 15 days before any regular meeting will be considered at that meeting.

7.2 Contents of a Completed Application

The following requirements shall constitute a Completed Site Plan Review Application sufficient to involve Board jurisdiction and to obtain Board approval or disapproval:

7.2.1 Application for Site Plan Review property filled out, which includes the names

and addresses of the applicant and all abutters as indicated in town records not more than five(5) days before the day of filling the application with the Board.

7.2.2 Application and abutters fees as shown on the fee schedule in the form of a check made payable to the Town of Bethlehem shall accompany the application. Any and all costs in excess of the above-mentioned fees incurred by the Town in the review of the Site Plan shall be paid by a the applicant.

7.2.3 A Site Plan and supporting data which shall include the following information and meet the following requirements, when required by the Board:

1. Sheet size: Not to exceed 34" x 22" with a border on all four sides.
2. Scale: Maximum scale – 1" = 40'.
3. Match lines when needed.
4. Six (6) prints of each plan sheet (blue or black line).
5. Title block in lower right corner giving name and location of development, scale, contour interval, name and seal of the surveyor, name and seal of the architect and/or engineer, legend.
6. North arrow.
7. Proximity map showing site in relation to surrounding public street system. Use of abutting properties shall be identified with approximate location of the structure thereon including access roads.
8. Boundary lines of the area included in the site including angles or bearing of lines, dimensions and the lot area. Precinct and Zoning Boundaries shall be shown, if applicable.
9. Topographic plan with contour lines at 5-foot intervals. Two foot contour line intervals may be required by the Planning Board.
10. Location and boundaries of existing, man-made and natural features. Natural features include streams, lakes, ponds, marshes, vegetative cover. Man-made features include existing roads and structures. All man-made and natural features within 50 feet of the lot shall also be shown. Map shall indicate which features are to be removed or altered and which are to be retained.
11. The use of abutting properties within 100 feet of the site boundary, roads, streets and driveways within 200 feet of the site boundary.
12. Location of all easements, existing and proposed.

13. Planned roads showing length of radii or curves, length of interior radii at curves and junctions, planned road width (should to shoulder) including typical cross-section and access points.
14. Proposed parking facilities, showing location with overall dimensions, parking method, capacity, type of surface and parking space size.
15. Proposed structures, showing location proposed finished grade at foundation, for elevation, and an elevation view of all buildings indicating their height, bulk and surface treatment
16. Proposed and existing water lines, wells, sewage lines, sewage systems, surface drainage systems, and utility lines, tanks, drains, pipes (with size), poles, service areas, waste storage facilities and loading areas.
17. Location of existing and proposed fire hydrants and fire access lanes.
18. Proposed erosion and sediment plan utilizing USDA-SCS best management practices. The location of all practices shall be indicated on the plan.
19. Location of all wetlands and flood hazard areas if applicable.
20. Location of proposed sidewalks fences and screening.
21. Exterior lighting plan and proposed signs to be located on the site.
22. Finished contours with change in grade to be indicated by dashed contour line when required by the Board.
23. Landscaping plan showing proposed lawn areas, location, age, size and type of plantings.
24. Permits as required, for on-lot sewage systems (from the New Hampshire Water Supply and Pollution Control Division), driveways (from the State Highway Department and the Town Road Agent), and any other permits, which may be required from State or local regulating bodies.
25. Any other information the Board may require including environmental and economic impact assessments, to be provided at the expense of the applicant.

SECTION VIII. REQUIREMENTS FOR SITE PLAN APPROVAL

The Planning Board shall review the proposed Site Plan and shall approve the Site Plan if the Board determines that the following requirements are met:

- 8.1 Adequate traffic access, Circulation and parking must be provided to ensure the safety of vehicles and pedestrians. Criteria for such a determination shall include, but need not be limited to, the following:

8.1.1 Access to public streets must meet the requirements of the New Hampshire Department of public works and Highways and/or the Town Road Agent.

8.1.2 New roads proposed for public use shall be constructed to the standards contained in the Bethlehem Subdivision Regulations.

8.1.3 In the event that shoppers, employees, and/or residents are anticipated to require pedestrian access from the street, provision shall be made for sidewalks running from the street side to the establishment. Sidewalks shall be provided for pedestrian traffic to provide connection between the main entrances of businesses, housing or industrial establishments and parking areas.

8.1.4 Sufficient off-street parking must be provided for the anticipated use to accommodate employees, customers and/or residents so that no parking is forced onto public streets.

Where one structure has combined uses, the requirement for parking shall be met separately for each use. Where there is a conflict amongst various categories the strictest requirement shall be followed.

8.1.5 For any use other than those specifically mentioned in subsection 8.2, the parking requirements shall be as for the closest similar use as determined by the Planning Board.

8.1.6 The following dimensional standards shall pertain to parking at some angle to an aisle. The length and width describe a rectangle that would enclose a vehicle parking in that space:

1. a space for a standard size automobile shall be 9 feet wide and 19 feet long;
2. a space for a vehicle for the handicapped shall be 12 feet wide and 19 feet long;

8.1.7 Sufficient off-street loading and/or unloading space must be provided. Including off-street areas for maneuvering of anticipated trucks of other vehicles. Maneuvers for parking and/or loading or unloading must not take place from a public street.

8.1.8 Access, parking and loading areas shall be constructed so as to minimize dust, erosion, and runoff conditions that would have a detrimental effect on abutting or neighboring properties.

8.2 Minimum parking requirements shall be based upon the following:

8.2.1	Rest/Convalescent Homes	1 space (sp) per 3 beds
8.2.2	Inn and Motel, Boarding House	1 sp. per room plus 1 sp. per 3 employees plus additional requirements for other uses over 100 square feet (s.f.)
8.2.3	Light Manufacturing and Warehouse	1 ¼ sp. per employee on largest shift
8.2.4	Medical Office Building	1 sp. per 100 s.f. of gross floor area (g.f.a)

8.2.5	Office Buildings, Banks and Professional Services (lawyer, doctor, accountant, real estate or insurance Office, etc.)	1 sp. per 200 s.f. or g.f.a.
8.2.6	Multi-Family Housing	1 sp. per bedroom for first two plus ½ sp. per each additional bedroom
8.2.7	Retail, Commercial or Service Business (beauty shop, appliance Repair, etc.)	1 sp. per 150 s.f. or sales floor area plus 1 sp. per 600 s.f. of g.f.a. or storage
8.2.8	Multi-Family Housing for the Elderly	1 sp. per unit
8.2.9	Restaurant	1 sp. per 3 seats
8.2.10	Church or Community Building	1 sp. per every 6 seats (bench capacity is computed at 1 seat per 20 inches) or 50 s.f. or assembly room space.
8.2.11	Public/Private Schools: Preschool age Centers	1 sp. per staff member plus 2 sp. per 10 children
	Elementary and Junior High	2 sps. Per classroom plus additional as per This subsection item 8.2.11
	Senior High or Equivalent	1 sp. per 8 students
	Advanced Education	Based on Planning Board review

8.3 Submission of layout indicating how the site will be served by electric, telephone and any other public utility. A letter of intent to provide service from the utility company(s) must accompany the application.

8.4 Adequate buffer, landscaping and screening shall be provided to protect adjoining properties against detrimental or offensive uses on the site, including but not limited to, unsightly or obnoxious appearance, glare, smoke and noise; screening is also to be provided to reduce visual pollution on the site. Criteria for such a determination shall include, but need not be limited to, the following:

- 8.4.1 Sufficient buffer strips shall be provided to reduce noise and provide privacy between proposed development and abutting residential areas. Buffer strips shall contain vegetation to screen the site from abutting residential uses during winter months.
- 8.4.2 Adequate landscaping shall be provided between the site and public highways or streets.
- 8.4.3 Adequate interior landscaping shall be provided in large parking areas (defined as more than twenty (20) spaces).

- 8.4.4 Litter (garbage) collection and storage areas shall be fenced or screened in a manner determined by the Planning Board.
- 8.4.5 Outdoor lighting shall not glare on abutting properties or on public highways or streets.
- 8.5 Adequate measures shall be provided to protect against adverse environmental impacts. Criteria for such a determination include, but are not limited to, the following:
 - 8.5.1 Sewage disposal and water supply systems shall be adequately sized to meet the needs of the proposed use under the regulations of the N.H. Water Supply and Pollution Control Commission or the Bethlehem Village Precinct.
 - 8.5.2 Adequate provisions shall be made for safe storage of hazardous materials and/or waste to protect against environmental pollution, negative effects on neighboring properties and danger to users or residents of the site.
 - 8.5.3 Adequate provisions shall be made for surface drainage and erosion control.
- 8.6 An environmental and economic impact statement may be required by the Board. Such a statement may require documentation on drainage, erosion, forest productivity, ground and surface water quality, traffic safety, public services, and any other factors that could impact the short and long-term well-being of the public in the Town of Bethlehem. Any and all costs incurred in the preparation of the foregoing statements shall be borne by the Applicant.
- 8.7 The Board may require as a condition precedent to the approval of a site plan, the extent to which, and the manner in which existing public streets providing access to the Site shall be upgraded and improved as a result of the additional burdens placed on such streets and sidewalks by the proposed use of the Site, including water, sewer and other utility mains, piping, connections or other facilities. The applicant's share of such costs for off-site improvements shall be allocated in a manner consistent with applicable New Hampshire law.
- 8.8 Energy Conservation Design:
 - (A) General Requirements. To protect community welfare and provide for more efficient use of community facilities, the Planning Board shall encourage conservation of energy in the design of developments to include the following:
 - 8.8.1 Pedestrian and bicycle routes safely separated from automobile traffic.
 - 8.8.2 Orientation and design of buildings for southerly solar access and minimum northerly exposure.
- 8.9 Performance Bond

The applicant may be required to provide a performance bond or irrevocable letter of credit to secure to the Town the actual construction and installation of improvements within a specified period of time as

determined by the Board. The surety shall remain posted for a period of at least 60 days beyond the actual completion date to allow for inspection and approval procedures.

The surety shall be partially released as the improvements are completed, all in accordance with schedules and inspection as established by the Board in accordance with RSA 674. The amount of surety may be required to be increased if construction costs increase during the time of construction. Improvements requiring more than 12 months for completion will subject approvals to RSA 674:39.

The amount of the bond or letter of credit shall be based on an engineering cost estimate of the improvements. The Board may require an independent review of the cost estimate. The review shall be made by a professional selected by the Board and at the expense of the applicant.

No bond or letter of credit shall be released by the Board until the required improvements have been approved by the Town. All Town expenses related to determining if required improvements have been made shall be paid by the applicant.

8.10 As-Built Drawings:

As-built drawings will be required of all improvements required as a condition of approval.

8.11 Inspections:

The Board may require that an Inspector be employed by the Town at the applicant's expense to monitor completion of all required improvements.

SECTION IX **PENALTY**

Any person who violates the provisions of these regulations shall be guilty of a violation and shall be subject to a penalty not to exceed the maximum established by State Statute. Such person, after being formally notified in writing of the violation, shall be deemed guilty of a separate offense for each and every day during any portion of which any violation of this ordinance is committed, continued or permitted by such person, and shall be punishable therefore as provided herein.

SECTION X **WAIVER**

Where strict conformity to these regulations would cause undue hardship or injustice to the owner of the land, a site plan substantially in conformity with the regulations may be approved by the Board provided that the spirit of the regulations and public convenience and welfare will not be adversely affected. The reasons for granting a waiver shall be duly noted in the minutes of the Board.

SECTION XI. **SEPARABILITY**

If any section, provision, portion, clause or phrase of these regulations shall be held to be invalid or unconstitutional by any court or competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of these regulations.

SECTION XII. ENFORCEMENT

The Planning Board shall have the power to modify or amend its approval of a site plan on application of the owner, lessee or mortgage of the premises.

Further, if within one year after the building or structure is occupied or used the Planning Board finds that any of the conditions of an approved final site plan application are in violation, the Planning Board shall request the Selectmen to give notice to the owner to make such corrections as it deems necessary to bring the use and operation into compliance with the conditions of such approval. Such order shall be complied with within a period of time extending not more than 60 days from the original violation notice. Where the owner fails to conform with the notice and order of the Planning Board, a fine not to exceed \$100 per day may be levied against the owner in addition to any other legal or equitable remedy as may be afforded through appropriate legal action.

SECTION XIII. EFFECTIVE DATE

These regulations shall take effect upon their adoption by the Bethlehem Planning Board.

**BETHLEHEM PLANNING BOARD
APPLICATION INSTRUCTIONS**

APPLICATION FOR SITE PLAN APPROVAL

Completing Application:

1. You may pick up application forms from the Planning Board Office at the Town Hall. The forms provided by the Town must be used.
2. The applicant is responsible to submit all information correctly.
3. Application must be complete and legible, either typed or printed in ink. Incomplete or illegible applications will be returned and must be resubmitted.
4. Zoning district information may be obtained in the Selectmen’s Office.
5. If Applicant is not owner, Application must have a letter notarized from the owner authorizing Applicant to apply for necessary approval.
6. A list of all abutting land owners and their mailing addresses must accompany the application form. This information is available in the Selectmen’s Office.

Abutting property is land which:

- A. directly abuts the lot in question;
- B. is directly across a street or road from the lot in question;
- C. directly abuts, or is directly across the street or road from, any adjacent lot of which you are listed as owner.

7. The following must also accompany your application at the time it is submitted (unless otherwise waived).
 - A. Three copies of the proposed site plan
 1. Showing existing conditions
 2. Showing proposed improvements (including utilities & streets)
 - B. All data sufficient to meet the requirements of Sections VII and VIII of the current Site Plan Review Regulations for the Town of Bethlehem.
8. Fees:
 - A. Filing Fee as per Appendix.
 - B. Abutters Fee as per Appendix.

Your completed application along with all other necessary paperwork and fees must be submitted to the Planning Board Office prior to the application closing date. Closing dates may be obtained from the Planning Office.

The Planning Office will set a date, time and place for the public hearing and shall notify the Applicant and all abutting land owners by certified mail, and shall cause a public notice of the hearing to be posed 10 days prior to the hearing date.

You or your representative must attend the Planning Board hearing. If no one is present at the meeting to present your application, it will be denied without prejudice and the Applicant must refile.

The public hearing will be held first, with the Applicant or his representative presenting his petition. Following this, those wishing to speak in favor or in opposition may do so.

Decisions may be rendered by the Board at the same meeting at which the public hearing is held. In some instances, decisions may be made at a later date.

**BETHLEHEM PLANNING BOARD
APPLICATION FOR SITE PLAN APPROVAL**

DATE: _____ APPLICATION NO. _____

Application must be typed or printed legibly in pen.

Applicant: _____ Telephone No. _____

Mailing Address: _____

Owner: _____ Telephone No: _____

Mailing Address: _____

Location of Premises: _____

The Applicant shall describe in detail all the existing uses of the subject property:

The Applicant shall describe in detail all the proposed uses, construction or modification:

Complete the following general data outline:

1. Is Site in Precinct? Yes _____ No _____

2. Zoning District in which located: _____

3. Tax Lot Number: _____

4. Use applying for (from the Zoning Ordinance)

5. Project name: _____

6. Project area: _____ (acres), immediate developed area: _____ (acres)

7. Deed covenants or rights-of-way: _____

8. Private easements existing: _____

9. Proposed streets: Name: _____ Length: _____

	<u>Existing</u>	<u>Proposed</u>
10. On-site sewerage:	_____	_____
11. Private septic facilities:	_____	_____
12. Precinct sewerage:	_____	_____
13. Private water facilities:	_____	_____
14. Precinct water	_____	_____

15. Special Considerations:

A. Variance of any regulations required: _____

Date of ZBA Approval: _____

B. Special Exception required: Yes _____ No _____

C. Soil Classification: _____

16. Statement of Assurance

I hereby certify that to the best of my knowledge the information on the form is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Bethlehem and that I will provide, if required, a surety bond to the Town of Bethlehem before I or my associated make application for a building permit or begin construction, and that I shall provide as built, sanitary sewer and water plans to the Town Building Official before I request return of my surety bond.

Applicant/Agent Signature

A LIST OF NAMES AND COMPLETE MAILING ADDRESSES OF ALL ABUTTING LAND OWNERS TAKEN FROM THE TOWN RECORDS NOT MORE THAN FIVE DAYS PRIOR TO SUBMISSION OF THIS APPLICATION MUST ACCOMPANY THIS FORM.

FOR PLANNING BOARD USE

**Bethlehem Planning Board
Site Plan Review
Checklist**

Date: _____	Filled Out By: _____
Site Plan Name: _____	
Owner: _____	
Development Proposed: _____	

- ___ Completed application form submitted
- ___ Names and addresses of all abutters
- ___ Application and notice fees

Supporting Data

- ___ Site Plan, 1"=40'; 6 copies
- ___ Name and address of surveyor, engineer
- ___ North Arrow
- ___ Location Map
- ___ Precinct and Zoning boundaries
- ___ Lot tax map number, dimensions and size
- ___ Boundary lines of site including angles/bearings
- ___ Finished contour lines
- ___ Existing contour lines: 5 ft___ 2 ft___
- ___ Manmade and natural features
- ___ Abutting property land use and structures within 100'
- ___ Easements, right-of-ways
- ___ Planned roads with details
- ___ Proposed parking with details
- ___ Proposed buildings and other structures
- ___ Fire hydrants; fire access lanes
- ___ Erosion and Sediment Plan and drainage calculations
- ___ Streams, Wetlands, flood hazard areas with source
- ___ Garbage storage area
- ___ Off-site improvements
- ___ Sewer and water plan

- Date Application Received by
Planning Office: _____
- Complete? Yes ___ No ___
- If yes, date application accepted

- If no action taken by Board, Explain

- Date abutter notices sent: _____
- Date of Public Hearing: _____
- Action (Date):
No Action Necessary: _____
- Approved: _____
- Approve with conditions: _____
- Not Approved: _____
- Date Work Completed: _____

- ___ Sidewalks and fences – existing and proposed
- ___ Lighting plan
- ___ Signs
- ___ Landscaping, including buffers, screening and barriers
- ___ State W.S.P.C.D. permits
- ___ Snow storage areas
- ___ Wetland Board permits
- ___ D.O.T. permits
- ___ Town and Precinct permits
- ___ Other Permits:
- ___ Environmental impact Assessment

State Agency Approvals (if applicable)

- _____ Fish and Game Department
Date _____
- _____ Health and Welfare: Division of Public Health
Date _____
- _____ Public Works and Highways
Date _____
- _____ Water Supply and Pollution a Control approval for subdivision
Date _____
- _____ Approval for construction
Date _____
- _____ Water Resources Board Approval
Date _____
- _____ Dredge and Fill Special Board
Date _____

Municipal Approvals Attached

- _____ Water Hook-up Permits
Expiration Date: _____
- _____ Sewer Hook-up Permits
Expiration Date _____