



City of Portsmouth, New Hampshire

Site Plan Application Checklist

This site plan application checklist is a tool designed to assist the applicant in the planning process and for preparing the application for Planning Board review. A pre-application conference with a member of the planning department is strongly encouraged as additional project information may be required depending on the size and scope. The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all site plan review requirements. Please refer to the Site Plan review regulations for full details.

Applicant Responsibilities (Section 2.5.2): Applicable fees are due upon application submittal along with required attachments. The application shall be complete as submitted and provide adequate information for evaluation of the proposed site development. Waiver requests must be submitted in writing with appropriate justification.

Name of Owner/Applicant: _____ Date Submitted: _____

Phone Number: _____ E-mail: _____

Site Address: _____ Map: _____ Lot: _____

Zoning District: _____ Lot area: _____ sq. ft.

Application Requirements			
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	Fully executed and signed Application form. (2.5.2.3)		N/A
<input type="checkbox"/>	All application documents, plans, supporting documentation and other materials provided in digital Portable Document Format (PDF) on compact disc, DVD or flash drive. (2.5.2.8)		N/A

Site Plan Review Application Required Information			
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	Statement that lists and describes "green" building components and systems. (2.5.3.1A)		
<input type="checkbox"/>	Gross floor area and dimensions of all buildings and statement of uses and floor area for each floor. (2.5.3.1B)		N/A
<input type="checkbox"/>	Tax map and lot number, and current zoning of all parcels under Site Plan Review. (2.5.3.1C)		N/A
<input type="checkbox"/>	Owner's name, address, telephone number, and signature. Name, address, and telephone number of applicant if different from owner. (2.5.3.1D)		N/A

Site Plan Review Application Required Information

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	Names and addresses (including Tax Map and Lot number and zoning districts) of all direct abutting property owners (including properties located across abutting streets) and holders of existing conservation, preservation or agricultural preservation restrictions affecting the subject property. (2.5.3.1E)		N/A
<input type="checkbox"/>	Names, addresses and telephone numbers of all professionals involved in the site plan design. (2.5.3.1F)		N/A
<input type="checkbox"/>	List of reference plans. (2.5.3.1G)		N/A
<input type="checkbox"/>	List of names and contact information of all public or private utilities servicing the site. (2.5.3.1H)		N/A

Site Plan Specifications

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	Full size plans shall not be larger than 22 inches by 34 inches with match lines as required, unless approved by the Planning Director. Submittals shall be a minimum of 11 inches by 17 inches as specified by Planning Dept. staff. (2.5.4.1A)	Required on all plan sheets	N/A
<input type="checkbox"/>	Scale: Not less than 1 inch = 60 feet and a graphic bar scale shall be included on all plans. (2.5.4.1B)	Required on all plan sheets	N/A
<input type="checkbox"/>	GIS data should be referenced to the coordinate system New Hampshire State Plane, NAD83 (1996), with units in feet. (2.5.4.1C)	Required on all plan sheets	N/A
<input type="checkbox"/>	Plans shall be drawn to scale. (2.5.4.1D)	Required on all plan sheets	N/A
<input type="checkbox"/>	Plans shall be prepared and stamped by a NH licensed civil engineer. (2.5.4.1D)	Required on all plan sheets	N/A
<input type="checkbox"/>	Wetlands shall be delineated by a NH certified wetlands scientist. (2.5.4.1E)		N/A
<input type="checkbox"/>	Title (name of development project), north point, scale, legend. (2.5.4.2A)	Required on all plan sheets	N/A
<input type="checkbox"/>	Date plans first submitted, date and explanation of revisions. (2.5.4.2B)	Required on all plan sheets	N/A
<input type="checkbox"/>	Individual plan sheet title that clearly describes the information that is displayed. (2.5.4.2C)	Required on all plan sheets	N/A

Site Plan Specifications

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	Source and date of data displayed on the plan. (2.5.4.2D)	Required on all plan sheets	N/A
<input type="checkbox"/>	A note shall be provided on the Site Plan stating: "All conditions on this Plan shall remain in effect in perpetuity pursuant to the requirements of the Site Plan Review Regulations." (2.5.4.2E)	Required on all plan sheets	N/A
<input type="checkbox"/>	Plan sheets submitted for recording shall include the following notes: <ul style="list-style-type: none"> a. "This Site Plan shall be recorded in the Rockingham County Registry of Deeds." b. "All improvements shown on this Site Plan shall be constructed and maintained in accordance with the Plan by the property owner and all future property owners. No changes shall be made to this Site Plan without the express approval of the Portsmouth Planning Director." (2.13.3)		N/A
<input type="checkbox"/>	Plan sheets showing landscaping and screening shall also include the following additional notes: <ul style="list-style-type: none"> a. "The property owner and all future property owners shall be responsible for the maintenance, repair and replacement of all required screening and landscape materials." b. "All required plant materials shall be tended and maintained in a healthy growing condition, replaced when necessary, and kept free of refuse and debris. All required fences and walls shall be maintained in good repair." c. "The property owner shall be responsible to remove and replace dead or diseased plant materials immediately with the same type, size and quantity of plant materials as originally installed, unless alternative plantings are requested, justified and approved by the Planning Board or Planning Director." (2.13.4)		N/A

Site Plan Specifications – Required Exhibits and Data

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
	1. Existing Conditions: (2.5.4.3A)		
<input type="checkbox"/>	a. Surveyed plan of site showing existing natural and built features;		
<input type="checkbox"/>	b. Zoning boundaries;		
<input type="checkbox"/>	c. Dimensional Regulations;		
<input type="checkbox"/>	d. Wetland delineation, wetland function and value assessment;		
<input type="checkbox"/>	e. SFHA, 100-year flood elevation line and BFE data.		
	2. Buildings and Structures: (2.5.4.3B)		
<input type="checkbox"/>	a. Plan view: Use, size, dimensions, footings, overhangs, 1st fl. elevation;		
<input type="checkbox"/>	b. Elevations: Height, massing, placement, materials, lighting, façade treatments;		
<input type="checkbox"/>	c. Total Floor Area;		
<input type="checkbox"/>	d. Number of Usable Floors;		
<input type="checkbox"/>	e. Gross floor area by floor and use.		
	3. Access and Circulation: (2.5.4.3C)		
<input type="checkbox"/>	a. Location/width of access ways within site;		
<input type="checkbox"/>	b. Location of curbing, right of ways, edge of pavement and sidewalks;		
<input type="checkbox"/>	c. Location, type, size and design of traffic signing (pavement markings);		
<input type="checkbox"/>	d. Names/layout of existing abutting streets;		
<input type="checkbox"/>	e. Driveway curb cuts for abutting prop. and public roads;		
<input type="checkbox"/>	f. If subdivision; Names of all roads, right of way lines and easements noted;		
<input type="checkbox"/>	g. AASHTO truck turning templates, description of minimum vehicle allowed being a WB-50 (unless otherwise approved by TAC).		
	4. Parking and Loading: (2.5.4.3D)		
<input type="checkbox"/>	a. Location of off street parking/loading areas, landscaped areas/buffers;		
<input type="checkbox"/>	b. Parking Calculations (# required and the # provided).		
	5. Water Infrastructure: (2.5.4.3E)		
<input type="checkbox"/>	a. Size, type and location of water mains, shut-offs, hydrants & Engineering data;		
<input type="checkbox"/>	b. Location of wells and monitoring wells (include protective radii).		
	6. Sewer Infrastructure: (2.5.4.3F)		
<input type="checkbox"/>	a. Size, type and location of sanitary sewage facilities & Engineering data.		
	7. Utilities: (2.5.4.3G)		
<input type="checkbox"/>	a. The size, type and location of all above & below ground utilities;		
<input type="checkbox"/>	b. Size type and location of generator pads, transformers and other fixtures.		

Site Plan Specifications – Required Exhibits and Data

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	8. Solid Waste Facilities: (2.5.4.3H)		
<input type="checkbox"/>	a. The size, type and location of solid waste facilities.		
<input type="checkbox"/>	9. Storm water Management: (2.5.4.3I)		
<input type="checkbox"/>	a. The location, elevation and layout of all storm-water drainage.		
<input type="checkbox"/>	10. Outdoor Lighting: (2.5.4.3J)		
<input type="checkbox"/>	a. Type and placement of all lighting (exterior of building, parking lot and any other areas of the site) and; b. photometric plan.		
<input type="checkbox"/>	11. Indicate where dark sky friendly lighting measures have been implemented. (10.1)		
<input type="checkbox"/>	12. Landscaping: (2.5.4.3K)		
<input type="checkbox"/>	a. Identify all undisturbed area, existing vegetation and that which is to be retained;		
<input type="checkbox"/>	b. Location of any irrigation system and water source.		
<input type="checkbox"/>	13. Contours and Elevation: (2.5.4.3L)		
<input type="checkbox"/>	a. Existing/Proposed contours (2 foot minimum) and finished grade elevations.		
<input type="checkbox"/>	14. Open Space: (2.5.4.3M)		
<input type="checkbox"/>	a. Type, extent and location of all existing/proposed open space.		
<input type="checkbox"/>	15. All easements, deed restrictions and non-public rights of ways. (2.5.4.3N)		
<input type="checkbox"/>	16. Location of snow storage areas and/or off-site snow removal. (2.5.4.3O)		
<input type="checkbox"/>	17. Character/Civic District (All following information shall be included): (2.5.4.3Q)		
<input type="checkbox"/>	a. Applicable Building Height (10.5A21.20 & 10.5A43.30);		
<input type="checkbox"/>	b. Applicable Special Requirements (10.5A21.30);		
<input type="checkbox"/>	c. Proposed building form/type (10.5A43);		
<input type="checkbox"/>	d. Proposed community space (10.5A46).		

Other Required Information			
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	Traffic Impact Study or Trip Generation Report, as required. <i>(Four (4) hardcopies of the full study/report and Six (6) summaries to be submitted with the Site Plan Application) (3.2.1-2)</i>		
<input type="checkbox"/>	Indicate where Low Impact Development Design practices have been incorporated. (7.1)		
<input type="checkbox"/>	Indicate whether the proposed development is located in a wellhead protection or aquifer protection area. Such determination shall be approved by the Director of the Dept. of Public Works. (7.3.1)		
<input type="checkbox"/>	Indicate where measures to minimize impervious surfaces have been implemented. (7.4.3)		
<input type="checkbox"/>	Calculation of the maximum effective impervious surface as a percentage of the site. (7.4.3.2)		
<input type="checkbox"/>	Stormwater Management and Erosion Control Plan. <i>(Four (4) hardcopies of the full plan/report and Six (6) summaries to be submitted with the Site Plan Application) (7.4.4.1)</i>		

Final Site Plan Approval Required Information			
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	All local approvals, permits, easements and licenses required, including but not limited to: <ul style="list-style-type: none"> a. Waivers; b. Driveway permits; c. Special exceptions; d. Variances granted; e. Easements; f. Licenses. (2.5.3.2A)		
<input type="checkbox"/>	Exhibits, data, reports or studies that may have been required as part of the approval process, including but not limited to: <ul style="list-style-type: none"> a. Calculations relating to stormwater runoff; b. Information on composition and quantity of water demand and wastewater generated; c. Information on air, water or land pollutants to be discharged, including standards, quantity, treatment and/or controls; d. Estimates of traffic generation and counts pre- and post-construction; e. Estimates of noise generation; f. A Stormwater Management and Erosion Control Plan; g. Endangered species and archaeological / historical studies; h. Wetland and water body (coastal and inland) delineations; i. Environmental impact studies. (2.5.3.2B)		

Final Site Plan Approval Required Information

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	A document from each of the required private utility service providers indicating approval of the proposed site plan and indicating an ability to provide all required private utilities to the site. (2.5.3.2D)		
<input type="checkbox"/>	A list of any required state and federal permit applications required for the project and the status of same. (2.5.3.2E)		

Applicant's Signature: _____ **Date:** _____