

TOWN OF HOLLIS, NH
CHECKLIST FOR SITE PLAN REVIEW
ADOPTED 4/30/13

CHECKLIST FOR SITE PLAN REVIEW

This checklist is to be used as a guide for complying with the Town of Hollis Site Plan Regulations. It is to be used for each individual site plan review application submitted. Applicants are encouraged to reach out to Staff to discuss proposed projects.

The following information shall be required for a **complete application**. The Hollis Site Plan Regulations and Zoning Ordinance are available at Hollis Town Hall or for download at: www.hollisnh.org.

Plat Requirements

Y N NA

- ☐ ☐ ☐ Five (5) full scale and (5) 11x17 inch copies prepared by a registered Land Surveyor or Engineer.
- ☐ ☐ ☐ Scale: 1:40 (one [1] inch = forty [40] feet.) or larger
- ☐ ☐ ☐ Parcel tax map and lot number and total acreage.
- ☐ ☐ ☐ Name of the proposed site plan.
- ☐ ☐ ☐ Name and address of the owner of record.
- ☐ ☐ ☐ Name and address of the applicant.
- ☐ ☐ ☐ Deed reference(s).
- ☐ ☐ ☐ Names, addresses and signature of every Engineer, Architect, Land Surveyor or Soil Scientist whose professional seal appears on any plat submitted to the Board.
- ☐ ☐ ☐ North arrow and scale.
- ☐ ☐ ☐ A vicinity sketch (suggested scale 1 inch equals 1000 feet) showing the location of the site in relation to the surrounding public street system.
- ☐ ☐ ☐ Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the mylar originals of the revised sheets. Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted.
- ☐ ☐ ☐ Fees paid to Town of Hollis.
- ☐ ☐ ☐ Properly completed application form.

Existing Data Information

- ☐ ☐ ☐ The names and addresses of all abutting property owners (with three sets of labels) as indicated in the Town records not more than five (5) days before the date of filing.
- ☐ ☐ ☐ Location and description of any zoning district and municipal boundaries.
- ☐ ☐ ☐ The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions, and the lot area.
- ☐ ☐ ☐ Topography with the contours at two (2) foot intervals including existing grades and drainage systems.
- ☐ ☐ ☐ Shape, size, height and location of existing buildings within two hundred (200) feet of the site.
- ☐ ☐ ☐ Location and description of existing easements within one hundred (100) feet of the site.

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- ☐ ☐ ☐ Location of existing roads, scenic roads and/or driveways within two hundred (200) feet of the proposed site.

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- ☐ ☐ ☐ Location of existing trails within one hundred (100) feet of the proposed site.
- ☐ ☐ ☐ Name and location of parks and open space within one hundred (100) feet of the proposed site.
- ☐ ☐ ☐ Soils data (types and boundaries) as published by the Hillsborough County Soil Conservation Service
- ☐ ☐ ☐ Wetlands and wetland buffers delineated by a Certified Wetland Scientist.
- ☐ ☐ ☐ Location of existing septic system leach fields within two hundred (200) feet of the proposed site (100 ft. from wetlands and surface waters or from wells).
- ☐ ☐ ☐ Location of existing utilities within one hundred (100) feet of the proposed site.
- ☐ ☐ ☐ Location of existing water supply wells or springs within two hundred (200) feet of the proposed site
- ☐ ☐ ☐ Natural features such as streams, wetlands, lakes or ponds. Man-made features such as, but not limited to, existing roads, structures and stormwater facilities. Such map shall indicate which of such features are to be retained and which are to be removed or altered.
- ☐ ☐ ☐ Unique features such as large trees, scenic points, historic resources, and other community assets.

Proposed Site Plan Information

Front Lots

- ☐ ☐ ☐ Minimum side yard width: 35 feet from house or principal structure to the property line, 15 feet for accessory structures
- ☐ ☐ ☐ Minimum rear yard depth: 35 feet for principal structures, 15 feet for accessory structures

Back Lots

- ☐ ☐ ☐ No building shall be erected on backland under this regulation closer than 200 feet from an existing public road
- ☐ ☐ ☐ Impermeable surfaces may cover no more than 15% of any lot in the Aquifer Protection Overlay Zone and the Wetland Conservation Overlay Zone.
- ☐ ☐ ☐ Maximum impermeable surface coverage shall be 30%, provided appropriate waivers are granted by the Planning Board.
- ☐ ☐ ☐ The shape, size, height, and location of the proposed structures including expansion of existing buildings, with typical elevations and floor plans.
- ☐ ☐ ☐ Location of all building setback lines.

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- ☐ ☐ ☐ Proposed streets, driveways, parking spaces, sidewalks, with indication of direction of travel for one-way streets and drives and inside radii of all curves. The width of street, driveways and sidewalks and the total number of parking spaces shall be shown. In addition, loading spaces and facilities associated with the structures on the site shall be shown.
- ☐ ☐ ☐ The size and location of all proposed public and private utilities.
- ☐ ☐ ☐ Design and location of all proposed wells, septic tank(s) and leach field systems, or other methods of wastewater disposal.
- ☐ ☐ ☐ Location and description of any proposed easements.
- ☐ ☐ ☐ The location, type and size of all proposed landscaping and screening including fences and walls. Include grading details of landscaped areas. High phosphorous fertilizer shall not be used on the site and shall be so noted on the plan.
- ☐ ☐ ☐ Exterior lighting plan and proposed signs to be located on site, including sign orientation, size, height, and elevation view.
- ☐ ☐ ☐ Location of existing and proposed stormwater structures.
- ☐ ☐ ☐ Stormwater drainage plan and plans for snow removal and storage. Stormwater facilities shall be maintained by the owner in accordance with the maintenance plan detailed in the drainage analysis. Such maintenance requirements shall be clearly noted on the plan.
- ☐ ☐ ☐ A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public streets including any traffic control devices necessary in conjunction with the site development plan.
- ☐ ☐ ☐ Construction drawings for pavements, walks, steps, curbing, drainage and other structures associated with the proposed use including proposed grades.
- ☐ ☐ ☐ Provisions for control of erosion and sedimentation both permanent and temporary (for construction phase)
- ☐ ☐ ☐ Location of any common lands and/or public lands.
- ☐ ☐ ☐ Phasing, if any
- ☐ ☐ ☐ Supporting documents, including deeds, maintenance, condominium agreements, etc.
- ☐ ☐ ☐ Studies to include, but not necessarily limited to: environmental impact analysis, wildlife, traffic, stormwater management, recreation, public service, fiscal impact, visual impact and historic significance documentation, or a written request to waive the submission requirements for these studies.
- ☐ ☐ ☐ Natural Heritage Inventory review of endangered species/critical habitats and NH Division of Cultural Resources historical review for compliance with storm water requirements
- ☐ ☐ ☐ Location and engineering design calculations for culverts, drainage requirements and connection of alternative means to provide water supply and disposal of surface drainage.
- ☐ ☐ ☐ Location and type of fire protection.
- ☐ ☐ ☐ Amount of any bonds required.

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- ☐ ☐ ☐ Amount of excavated material to be removed from site, if any. (Clearing and Grubbing-All trees and stumps shall be removed from any public right-of-way to a minimum distance of ten (10) feet from any excavated or filled area.

Permits/Info

- ☐ ☐ ☐ New Hampshire Department of Environmental Services Subsurface System Bureau Subdivision Approval (permit # to be noted on the plat), if applicable, as well Alteration of Terrain (AOT) permit.
- ☐ ☐ ☐ New Hampshire Wetlands Board Dredge and Fill Approval (permit # to be noted on the plat).
- ☐ ☐ ☐ Army Corp. of Engineers Dredge and Fill Approval (permit # to be noted on the plat).
- ☐ ☐ ☐ New Hampshire Department of Transportation Curb Cut Approval (permit # to be noted on the plat).
- ☐ ☐ ☐ Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.

THE FOLLOWING SHALL BE REQUIRED UPON PLAN APPROVAL.

Digital Data Requirements

The Applicant shall submit complete electronic files for all subdivision plans in accordance with the following:

1. All plans and specifications must be submitted on CD_ROM in IBM-PC compatible format. Acceptable file formats include AutoCAD DWG, AutoCAD DXF, and ArcView shapefile (.shp). The files must be identical to the printed plan and contain all information included thereon.
2. All digital mapping data shall be registered horizontally to the New Hampshire State Plane Coordinate System, North American Datum 1983 (NAD83) feet. Vertical datum shall be the North American Vertical Datum 1988 (NAVD88).
3. Each feature type (roads, buildings, lot lines, etc) must be organized in the GIS file as a separate layer. Layer names must clearly describe the features within each layer. For example,

Feature Type	Layer Name
Lot Line	LOT_LINE
Building	BUILDING
Roads	ROAD
Driveways	DRIVEWAY
Test Pit Data	TEST_PIT
Storm Water Structures	CATCH_BASIN,RETENTION_BASIN FIRE_POND, CISTERN, ETC.

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4. Disks submitted in duplicate to the Hollis Planning Board must be labeled with project name, submitting consultant and file name.
5. Any changes to the approved plan shall require re-submittal
6. Following project completion, a digital submission of the “as-built” plan is required for final release of any performance bond associated with any project.

Notice of Intent (copy) and Storm Water Pollution Prevention Plan for Phase II Storm Water Permit

The Applicant shall submit copies of the Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP) prior to the start of any construction or to the filing of a building permit application.