



## CHECKLIST FOR MINOR SITE PLAN ACCEPTANCE & REVIEW

Tax Map# \_\_\_\_\_ Lot# \_\_\_\_\_ Office Designated Case Number: \_\_\_\_\_

Project Name \_\_\_\_\_ Applicant: \_\_\_\_\_

Project Address: \_\_\_\_\_

A completed application shall be filed with the Land Use Department **NO LESS than twenty (20) days** prior to a regularly scheduled meeting of the Planning Board. Filing deadlines can be found at <https://www.bristolnh.gov/planning-board/pages/application-filing-deadlines-and-fees>. All regulations cited in this Checklist can be found in the Site Plan Review/Subdivision Regulations unless otherwise noted.

The application must be filed by the owner of the property or designated agent; authorized in writing and attached to the application.

Under the Applicant column (on the left) please indicate the following:

Y = Information is provided

N/A = Information requested is not relevant to this application

W = Waiver being requested

Waivers to any of these requirements must be accompanied by a written explanation justifying why the waiver should be granted.

If the application is incomplete due to waivers not being accepted, or any missing items, it could result in a delay of a month, or more to your application.

An application will be considered **complete** for the purpose of submission **if it meets ALL** the following requirements.

### Applicant

Items #1 - 5 must be on the APPLICATION.

#### \_\_\_\_ 1. Names, Addresses & Phone Numbers of Applicant and Owner (8.9.A.1)

- ☐ applicant name, address, and phone number
- ☐ owner name, address, and phone number
- ☐ owner, applicant are same person

#### \_\_\_\_ 2. Location of Site (8.9.a.2)

- ☐ tax map # and lot ☐ street address

#### \_\_\_\_ 3. Brief Description of Plan (8.9.A.3)

- ☐ existing use ☐ proposed use ☐ changes to existing use

#### \_\_\_\_ 4. Detailed Description of Services/Products for Non-Residential Use (8.9.A.4)

- ☐ hours of operation ☐ changes of existing use

#### \_\_\_\_ 5. Abutters List (8.9.A.5)

(to be verified by Land Use Department)

### Land Office    Planning Board

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicant

Land Office

Planning Board

Items #6 - #14 required on the SITE PLAN DRAWING unless a waiver is requested, in writing.

- \_\_\_\_\_ **6. Three (3) copies of Minor Site Plan (8.9.A.6)**  
☐ Lot under consideration  
☐ Zoning District  
☐ All adjoining properties (with tax map numbers)
- \_\_\_\_\_ **7. North Arrow (8.9.A.7)**
- \_\_\_\_\_ **8. Previous Zoning Board Decisions (8.9.A.8)**  
☐ Included ☐ No Zoning decisions
- \_\_\_\_\_ **9. Written statement with calculations depicting how the parking requirements are being met (8.9.A.9; 8.5.E)**
- \_\_\_\_\_ **10. Right-of-way/easements – (8.9.A.10)**  
☐ Rights of way shown ☐ No rights of way on property  
☐ Easements shown ☐ No easements on property
- \_\_\_\_\_ **11. Copies of any relevant permits or approvals (8.9.A.11)**
- \_\_\_\_\_ **12. Description of changes in Exterior Lighting – (8.8.A.23)**  
☐ Type ☐ Intensity ☐ Location(s) ☐ Direction
- \_\_\_\_\_ **13. Planning Board approval block (8.9.A.13)**  
(see sample on last page)  
☐ Date Line ☐ Appropriate Size  
☐ Chair signature line ☐ Expiration date
- \_\_\_\_\_ **14. Requested waivers in writing; explaining why request is being made (8.9.B)**

During Site Plan Review the Planning Board may decide that your proposal requires additional data or study – to be submitted by their chosen professional and at the cost of the applicant.

**For Planning Board Use Only**

15. Additional requirements - 8.8C

- |   |  |
|---|--|
| <input type="checkbox"/> Environmental Impact | <input type="checkbox"/> Environmental Impact waived |
| <input type="checkbox"/> Traffic Study        | <input type="checkbox"/> Traffic Study waived        |
| <input type="checkbox"/> Cost Estimate        | <input type="checkbox"/> Cost Estimate waived        |
| <input type="checkbox"/> Fiscal Impact Study  | <input type="checkbox"/> Fiscal Impact Study waived  |
| <input type="checkbox"/> Performance Bond     | <input type="checkbox"/> Performance Bond waived     |
| <input type="checkbox"/> Impact Fees          | <input type="checkbox"/> Impact Fees waived          |
| <input type="checkbox"/> Other restrictions   | <input type="checkbox"/> No other restrictions       |

16. Permits and Approvals

- ☐ Town: \_\_\_\_\_
- ☐ State: \_\_\_\_\_
- ☐ Federal: \_\_\_\_\_

Planning Board approval Block of a size that is at least 2 x 4 inches and containing at a minimum, all the information in the example below:

<p style="text-align: center;">Approval Block - Planning Board Use Only</p> <p>Date of Planning Board Approval: _____</p> <p>Chair Signature _____</p> <p>Expiration Date: _____</p>
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<p>Reviewed by Land Use Department on _____</p> <p style="text-align: center;">Date                      Signature</p> <p>Comments forwarded to Planning Board and Applicant(s) on _____ By _____</p> <p style="text-align: center;">Date                      Initials</p> <p>Application accepted as Complete by Planning Board on : _____</p> <p>Chair Signature: _____</p> <p>A completed application is NOT a Notice of Decision (Approval) by the Planning Board but indicates that the application itself is deemed complete and the process can move forward to the decision-making phase.</p>
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