

**Town of Hillsborough, NH Planning Board**

Case No. \_\_\_\_\_

**Site Plan Review**

Date Received \_\_\_\_\_

Date Advertisement Submitted \_\_\_\_\_

Public Hearing Date \_\_\_\_\_

Office Use Only

**1. Applicant Information**

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Preferred Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

**2. Property Owner Information** [ ] Same as Applicant [ ] Multiple Owners (attach list)

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Preferred Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

**3. Property Information**

Address \_\_\_\_\_

Map(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Total Acres \_\_\_\_\_

Zoning District(s) \_\_\_\_\_ Other Districts(s) \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

**4. Application Type**

[ ] Site Plan Review

[ ] Amendment of previously-approved Site Plan

[ ] Change of use/Waiver of Site Plan Review

**5. Description of Project/Proposal**

[ ] Check here if description is attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**6. Fee Calculation**

Applications are subject to the fees indicated below. Please use the following table to calculate the amount of fees due to the Town.

Item	Fee	Unit	Quantity	Total
Site Plan Review	\$100.00	Per application		
plus	\$100.00	Per 1,000 sq. ft. of non-residential gross building area		
Scenic Road Review	\$75.00	Per application		
Exemption from Site Plan Review/Change of Use	\$25.00	Per application		
Request for Site Plan Amendment	\$75.00	Per application		
<b>Subtotal</b>				

Applications requiring public hearings are also subject to the following fees:

Item	Abutter Notification Fee		Quantity	Total
Certified Notice of Hearing	\$10.00	Per address		
Certified Notice of Decision to Applicant	\$10.00			\$10.00
Newspaper Legal Notice				\$50.00
Recording Fee *				\$18.00
<b>Subtotal</b>				

\*Decisions consisting of more than two pages will require an additional \$4.00/page to be paid prior to the issuance of any other permits.

**TOTAL \$ \_\_\_\_\_**

**PLEASE NOTE:** All fees must be paid by the applicant at the time of filing the application with the designated agent of the Board. Failure to pay all applicable fees as determined by the Town will be valid grounds for refusal to accept the application as complete or for disapproval of the application.

In reviewing applications, the Board may contract with consultants to review all or portions of an application. This review shall be at the applicant's expense and related costs shall be paid in advance. The Board, at its discretion, may request that an applicant prepare special studies, or contract with a consultant to perform these studies, at the applicant's expense.

All fees must be paid by check payable to "The Town of Hillsborough, NH".

**7. Acknowledgement and Signature**

The named Applicant must sign this application where indicated below. The Owner(s) of the subject property shall also sign where indicated below or submit a signed original letter authorizing the applicant to submit the application on their behalf. All correspondence and notices from the Town regarding the project and any plans will be transmitted to the Applicant.

By signing this application, the Applicant is indicating that all information contained in this application and all supporting and accompanying plans, documents and attachments are complete, true and accurate to the best of their knowledge. The Applicant further agrees that if any such information is found to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void.

The undersigned acknowledge that the Board may require additional information and a site visit to the subject property in order to adequately determine compliance with ordinances and regulations, and to better assess impacts that may be generated by the project/proposal.

It is further understood that approval of an application by the Board does not constitute approval of a Building Permit. Please contact the Town's Building Inspector.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Print**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner Print**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner Print**

\_\_\_\_\_  
**Date**

**Property Owner Letter of Authorization**

**Attached**     **Yes**         **No**

**8. Project Summary Data**

**1. Description of the proposed use:**

\_\_\_\_\_  
\_\_\_\_\_

**2. Will the project involve new construction on the site?** [ ] YES [ ] NO

Explain:

\_\_\_\_\_  
\_\_\_\_\_

**3. Will the proposed use require additional off-street parking per the zoning ordinance?**

[ ] YES [ ] NO

- Number of EXISTING off-street parking spaces: \_\_\_\_\_
- Number of PROPOSED off-street parking spaces: \_\_\_\_\_
- Number of REQUIRED off-street parking spaces: \_\_\_\_\_

**4. Will the proposed use increase the septage loading of the site beyond that which the site can absorb?** (Properties served by Town sewer require approval of Water & Sewer Commission.)

[ ] YES [ ] NO

Explain: \_\_\_\_\_

\_\_\_\_\_

**5. Will the proposed use cause impacts beyond the site boundaries due to:**

- A. Increased traffic? [ ] YES [ ] NO
- B. Groundwater and drainage? [ ] YES [ ] NO
- C. Sanitary and solid waste disposal? [ ] YES [ ] NO
- D. Lighting/glare? [ ] YES [ ] NO
- E. Noise? [ ] YES [ ] NO
- F. Fumes, odors, or air pollutants? [ ] YES [ ] NO

Explain any "Yes" answers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Will the proposed use overburden or adversely impact municipal services, facilities, and utilities?** [ ] YES [ ] NO

Explain: \_\_\_\_\_

\_\_\_\_\_

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Site Plans shall contain all information as indicated below, and as more specifically indicated in Section 185-5 of the Hillsborough Site Plan Review Regulations. A waiver of specific submission requirements may be requested and shall be made in writing. Applications shall include an electronic copy, 3 full sets of plans measuring 22" X 34" with original signatures and stamps, and 15 copies of the full set of plans measuring 11" X 17".

**9. Project Summary Data**

	<b>EXISTING</b>	<b>PROPOSED</b>
a) Total gross floor area of buildings on site (sf)		
b) Area of proposed use (sf)		
c) No. Parking spaces		
d) No. Employees		
e) Daily Traffic (one-way trips, including employees)		
f) Noise levels		
g) Hours of operation		
h) Maximum seating capacity (if applicable)		
i) Lot Coverage		

**10. Site Plan Checklist**

<b>a) Existing data and Information:</b>	<b>INFO SUBMITTED</b>	<b>WAIVER REQUEST</b>	<b>COMMENTS</b>
1. Location of site			
2. Town tax lot number			
3. Names and addresses of owners of record			
4. Names and addresses of abutters			
5. Name and address of persons or firm preparing the map			

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<b>Existing data and Information:</b>	<b>INFO SUBMITTED</b>	<b>WAIVER REQUEST</b>	<b>COMMENTS</b>
6. Name and address of person(s) or firm(s) who did not prepare the map but who prepared data and information which are on the map			
7. Scale (one-inch equals 40 feet is suggested)			
8. North arrow			
9. Date of preparation of the map			
10. Boundary lines of the site, including angles or bearings of the lines, dimensions, and lot area.			
11. Existing grades, drainage systems, structures and topographic contours at intervals not exceeding two feet, with spot elevations, where the grade is less than 0.5%.			
12. Shape, size, height and location of existing structures located on the site and within 50 feet of the site and their uses, i.e., residential, retail, etc.			
13. Natural features, such as aquifers, wetlands, streams, springs, marshes, lakes or ponds; man-made features, such as but not limited to existing roads and structures. Such map shall indicate which of such features are to be retained and which are to be removed or altered			
14. Depth of high-water table, if relevant			
15. Sizes and locations of all existing public and private utilities and all present landscaping as may be required. This shall include the locations and sizes of existing public utilities that are located off-site but are planned to be connected.			

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Existing data and Information:	INFO SUBMITTED	WAIVER REQUEST	COMMENTS
16. Vicinity sketch (suggested scale is one-inch equals 500 feet) showing the location of the site in relation to the existing public street and any prominent natural features			
17. Zoning district			
18. One-hundred-year-flood elevation line shall be included where applicable.			

b) Proposed Development	INFO SUBMITTED	WAIVER REQUEST	COMMENTS
19. Proposed grades, drainage systems, structures, and topographic contours in the site development area at contour intervals not exceeding two feet			
20. Shape, size, height, and location of each proposed structure, including expansion of existing buildings			
21. Architectural Rendering of each proposed structure or expansion of existing buildings			
22. Proposed streets, driveways, parking spaces and sidewalks shall be shown, with indication of direction of travel for one-way streets and driveways, and inside radii of all curves. The width of each street, driveway and sidewalk 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			
23. Sizes and locations of all proposed public and private utilities such as sewer, water, telephone, electric lines and distances to fire hydrants			

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<b>Proposed Development</b>	<b>INFO SUBMITTED</b>	<b>WAIVER REQUEST</b>	<b>COMMENTS</b>
24. Locations, types and sizes of all proposed landscaping and screening			
25. Exterior lighting plan			
26. Proposed signs			
27. Storm drainage plan, including plans for retention and slow release of storm water where necessary			
28. Plan for snow removal and storage			
29. Circulation plan of the interior of the lot showing provisions for both vehicular and pedestrian circulation			
30. 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			
31. The development shall meet all other relevant requirements of the Hillsborough Town Code			
32. The location of all existing and proposed easements.			
33. The Board may require additional information as it deems necessary			

**RETURN APPLICATION TO:**

Office of Community Planning  
 27 School Street, PO Box 7  
 Hillsborough, NH 03244

**Application Questions may be directed to:**

Robyn Payson, Planning Director  
 Phone: 603-464-7971  
 Email: [robyn@hillsboroughnh.net](mailto:robyn@hillsboroughnh.net)

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**11. Certified Notification List\***

Please type US Postal Service mailing address for Project/Public Hearing Notification (*Attach additional sheets as necessary*)

**Applicant**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Owner**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Surveyor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Engineer**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Soil/Wetlands**

**Scientist**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Architect**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAILING LABELS**  
**This form must be accompanied by 4 sets of pre-printed mailing labels for each addressee listed. Individual labels can be no larger than 1" X 2 3/4".**

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**ABUTTERS:** All owners of property located in New Hampshire that adjoin or are directly across the street or stream from the subject property must be notified (see RSA 672:3). The list of abutters shall be those indicated in the Town Assessor's Office not more than 5 days prior to submission of the application (see RSA 676:4.1.(b)). The accuracy and completeness of the abutter notification list is solely the responsibility of the applicant.

1. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Lot \_\_\_\_\_

2. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Lot \_\_\_\_\_

3. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Lot \_\_\_\_\_

4. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Lot \_\_\_\_\_

5. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Lot \_\_\_\_\_

6. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Lot \_\_\_\_\_

7. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Lot \_\_\_\_\_

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8. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Lot \_\_\_\_\_

9. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Lot \_\_\_\_\_

10. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Lot \_\_\_\_\_

11. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Lot \_\_\_\_\_

12. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Lot \_\_\_\_\_

13. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Lot \_\_\_\_\_

14. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Lot \_\_\_\_\_

15. \_\_\_\_\_ Map \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Lot \_\_\_\_\_