

**APPENDIX A
TOWN OF AUBURN
APPLICATION FORM FOR MINOR SITE PLAN REVIEW**

Map and Lot No.: _____
Date: _____

File No.: _____

1. Name and Address of Applicant(s):

Business Address: _____

Business Telephone Number: _____

Other Telephone Number: _____

Residence Address: _____

Mailing Address: _____

2. Name and Address of Owner of Record (if other than Applicant) Note: List all persons with 10% or greater interest in the site plan:

3. Name and Address of Licensed Land Surveyor: _____

4. Name and Address of Licensed Professional Engineer(s): _____

5. Other Designers (include address and telephone number): _____

6. Name and Address of any holders of conservation, preservation or agricultural preservation restrictions:

7. Location of Proposed Minor Site Plan

Name of Development: _____

Street Address: _____

Tax Map & Lot #: _____

Number of total acres in parcel(s): _____

8. Proposed use: _____

9. Payment to the Town of Auburn of the following Application Fees:

a. Application Fee:	\$_____.
b. Abutter and other Notices: (\$____ per notice):	\$_____.
c. Recording Fee:	\$_____.
d. Town Engineering Review Fees:	\$_____.
e. Other Fees:	\$_____.
Total Application Fees:	\$_____.

10. Additional Required Information:

Name of Site Plan: _____

Date Application Form Received: _____

Professional Engineer: _____

Abutting Property Owners (with addresses):

Owner within 500-ft of perimeter boundary of Site Plan (with addresses):

Owner with 10% or more interest, address, telephone number, deed reference:

Number of lots in Site Plan: _____

Type of Sewage Disposal: _____

Type of Water Supply: _____

Submission Items: Sketch Plan: _____ Vicinity Map: _____

Date of Site Visit(s): _____

I understand per Section 3.13, there can be no site disturbance without prior authorization of the Auburn Planning Board, until surety is in place and the plan recorded at Rockingham County Registry of Deeds.

Applicant

Date

Owner

Date

Minor Site Plan Application: Preliminary Conceptual Consultation Phase Checklist

From section 5.00

- | | |
|---|---|
| <input type="checkbox"/> Name of Site Plan | <input type="checkbox"/> Subdivisions and Buildings 200-ft Away |
| <input type="checkbox"/> Name of Owner | <input type="checkbox"/> Roads and Drives 200-ft Away |
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Buildings to Remain |
| <input type="checkbox"/> Bar Scale | <input type="checkbox"/> Proposed Public Land |
| <input type="checkbox"/> Date | <input type="checkbox"/> Existing and Proposed Street Rights-of-way |
| <input type="checkbox"/> Area of Site | <input type="checkbox"/> Lot lines, Proposed Areas and Numbers |
| <input type="checkbox"/> Parcel Boundary and Note | <input type="checkbox"/> Future Subdivisions |
| <input type="checkbox"/> Abutting Owners | <input type="checkbox"/> Topographic Contours |
| <input type="checkbox"/> Setback Lines | <input type="checkbox"/> Water Mains and Other Utilities |
| <input type="checkbox"/> Easements | <input type="checkbox"/> Sanitary Sewers or Percolation Test Location |
| <input type="checkbox"/> Open Space (acreage noted) | <input type="checkbox"/> Drainage System |
| <input type="checkbox"/> Watercourses | <input type="checkbox"/> Location of Soils and Groundwater Test Pits |
| <input type="checkbox"/> Natural Features | <input type="checkbox"/> Flood Limit Lines (100 year flood) |
| <input type="checkbox"/> Zoning District(s) | <input type="checkbox"/> Locus map |
| <input type="checkbox"/> Soil Types and Soil Boundaries | |

11. Submission Items – Existing:

- | | |
|---|--|
| <input type="checkbox"/> Supplemental sketch plan | <input type="checkbox"/> Deed restrictions, covenants |
| <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Citations of Easements or ROW |
| <input type="checkbox"/> Photographs | <input type="checkbox"/> Percolation test results |

12. Information Shown on Site Development Plan – Proposed:

(Mark each item with a check when submitted or with an “x” if it does not apply. Also mark with an asterisk (*) those features requiring review by Town Engineer).

- | | |
|---|--|
| <input type="checkbox"/> New grades, topographic contours | <input type="checkbox"/> Circulation plan showing vehicular and pedestrian circulation |
| <input type="checkbox"/> Structures: size, height | <input type="checkbox"/> Access plan: required public street changes, site distances |
| <input type="checkbox"/> Streets, drives, parking spaces, sidewalks (dimensions & number) | <input type="checkbox"/> Public and private Utilities |
| <input type="checkbox"/> Loading spaces, facilities | <input type="checkbox"/> Landscaping: type, size and spacing |
| <input type="checkbox"/> Public or common land | <input type="checkbox"/> Exterior lighting and signs |
| <input type="checkbox"/> Stamp of N.H. P.E. or L.S. | <input type="checkbox"/> Dimensions between structures and property line |
| <input type="checkbox"/> Storm drainage plan, including snow removal plans | |

13. Submission Items – Proposed:

- ☐ Drainage calculation
- ☐ Legal descriptions of easements, Condominium Association Documents
- ☐ Community facilities impact studies (specify areas for study)
- ☐ Environmental Impact Statement (specify areas for study)
- ☐ Agreement for land conveyance to the Town
- ☐ Other, specify

CERTIFICATION

By signing below the Applicant(s) and Owner(s) do hereby certify that this application contains all of the necessary information required by the Site Plan Regulations and the Planning Board for the Preliminary Conceptual Consultation Phase.

Applicant

Date

Owner

Date

Minor Site Plan Application: Final Plat Checklist:

All above information is required, plus the following:

- | | |
|---|--|
| _____ Vicinity Map | _____ Deed Restrictions |
| _____ Watershed Outline and Drainage Computations | _____ Citations of Easements or Rights-of-way |
| _____ Engineer's Statement of Suitability | _____ Monument Locations |
| _____ Statement Incorporating Requirements of Subdivision Regulations | _____ Calculation of lot coverage by impervious surfaces in square feet with percentages |
| _____ Statement of Existing Street Work | _____ Sanitary sewerage Computations |
| _____ Proposed and Existing Monuments | _____ Surety Arrangements |
| _____ Existing and proposed Street Right-of-way Widths | _____ Lot Dimensions |
| _____ Setback Lines | _____ Lot Areas |
| _____ New Grades Topographic Contours (final) | _____ Lot Numbering |
| _____ Water Mains and Other Utilities (final engineering form) | _____ Legal Descriptions of Easements or Other Restrictions |
| _____ Bearings and Distances | _____ Statement of Responsibility and Liability |
| _____ Drainage System (final engineering form) | _____ Seal of Surveyor |
| | _____ Seal of Engineer |
| | _____ Cost Estimates |

CERTIFICATION

By signing below the Applicant(s) and Owner(s) do hereby certify that this application contains all of the necessary information required by the Site Plan Regulations and the Planning Board for the Final Review Phase.

Applicant

Date

Owner

Date

Local And State Approvals And Permits if Required:

Check if required:

Date of Approval:

- | | |
|---|-------|
| _____ Local Excavation Permit | _____ |
| _____ W.S.P.C.C. alteration of Terrain Permit | _____ |
| _____ Water Resources Board Approval | _____ |
| _____ W.S.P.C.C. Dredge and Fill Approval | _____ |
| _____ W.S.P.C.C. Approval for Subdivision | _____ |
| _____ W.S.P.C.C. Approval for Sewage Disposal System - Design | _____ |

_____ W.S.P.C.C. Approval for Sewage Disposal
 System - Construction _____
 _____ W.S.P.C.C. Approval for Sewage Disposal
 System - Operation _____
 _____ W.S.P.C.C. Community Water Supply Approval _____
 _____ W.S.P.C.C. Underground Storage Tank Notification _____
 _____ Department of Transportation Access Permit _____
 _____ Other - Specify: _____

Escrow Accounts and Bonds:

_____ Payment for Offsite Improvements _____ Date _____
 _____ Establishment of Escrow Accounts - List each Account: _____
 _____ Date _____
 _____ Date _____
 _____ Bonds on File with Town _____ Date _____
 -List all renewal dates _____

 _____ Reimbursement for Fees _____ Date _____

***Any Other Information the Planning Board Deems Necessary to Complete its Review

CERTIFICATIONS

The undersigned applicant hereby submits to the Auburn Planning Board a Site Development Plan entitled:
 _____ and
 respectfully requests its approval of said plat. In consideration for approval and the privileges accruing
 thereto, the applicant hereby agrees:

1. To permit the Town Planning Board its Engineer or other agent to conduct a site visit of the site.
2. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
3. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the State of NH and the Town for all street intersections.
4. To give the Town on demand, proper deeds for land or rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
5. To save the Town harmless from any obligation it may incur, or repairs it may make, because of failure to carry out any of the foregoing provisions.
6. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat is submitted to and approved by the Board.
7. Mr./Mrs. _____ of _____ is hereby designated as the person to whom all communications to the applicant may be addressed and the person on whom legal process may be served in connection with any proceedings arising out of the agreement herein.

The undersigned certifies that this application is correctly completed as to each certified phase with all required attachments in accord with the Town of Auburn Site Plan Regulations and Zoning Ordinance. The undersigned covenants to pay all costs for engineering or other professional services incurred by the Planning Board or the Town in the review, approval and inspection process associated with this application.

Applicant (print): _____ Signature: _____

Owner (print): _____ Signature: _____

Please Submit this Application Form in Duplicate.

Note: This Section for use by the Planning Board

PRELIMINARY INFORMATION

Application Received: _____ By: _____

Maps and Supporting Data Received: _____ By: _____

Fee Received: _____ By: _____ Amount: \$ _____

Hearing Date(s): _____

FINAL PLAT INFORMATION

Application Received: _____ By: _____

Maps and Supporting Data Received: _____ By: _____

All State Approvals Received: _____ By: _____

Notice Dates for Application Submission: _____

Application Accepted by the Planning Board: _____

Notice Dates: _____

Hearing Dates: _____

Action Taken: _____

Dates for Expiration of Approvals: _____

Dates for Conditional Approvals: _____

Bond/Letter of Credit Renewal Dates: _____