

Application Package  
SITE PLAN REVIEW  
Town of Hinsdale, NH

Included in this application package:

- Do You Need Site Plan Review?
- Board Procedure on Plats
- Hinsdale site plan review checklist
- Application for Presentation of Development Concept
- Application for Design Review Phase
- Application for Development Review
- List for abutters
- Planning Board Use Only page

Applications available upon request:

- Recreational campground and/or camping park
- Planned Unit Development

Instructions:

If you aren't sure if you need to go through the site plan review process, please refer to the enclosed page titled "Do You Need Site Plan Review?"

Please refer to the enclosed page describing the Planning Board's Procedures on Plats for an explanation of the two preliminary application options available to you, and also the mandatory applications.

If you desire a non-binding pre-application consultation (optional) with the planning board to discuss your development ideas, fill out the form "Application for Presentation of Development Concept" on the inside of this folder, and return to the planning board at the address below.

If you desire a non-binding pre-application public hearing, required for major site plans, with the planning board to present specific designs and engineering details for your development, fill out the "Application for Design Review Phase" on the inside of this folder and return to the planning board at the address below.

If you do not wish to consult with the planning board prior to submitting your complete minor site plan for a public hearing, fill out the enclosed form "Application for Development Review" and submit along with this folder and four copies of the site plan to the address below.

Submit applications to:        Hinsdale Planning Board  
   PO Box 13  
   Hinsdale, NH 03451-0013

## Do You Need Site Plan Review?

You DO if you wish to improve or in any way alter the existing situation on any non-residential or multi-family residential lot, including but not limited to the following:

- any new non-residential or multi-family residential development
- conversion of use from residential to multi-family residential
- conversion of use from residential to non-residential
- alteration of the size or placement of a sign
- alteration of the size or location of an entrance, driveway, or parking lot
- expansion of a non-residential or multi-family residential building which will increase the first floor footprint or the height of the building
- alteration of public utilities such as water or sewer
- alteration or installation of storm water drainage system
- installation, removal, replacement, recondition, or moving of any under ground or above ground storage tanks of any kind

You DO NOT if you wish to improve or in any way alter the existing situation on any single family or duplex residential lot; or you wish to alter the existing situation on any non-residential or multi-family residential lot having to do with the following:

- painting, siding, or residing the exterior of any building on the lot
- placement of temporary signage, providing it complies with the regulations regarding signs in the zoning ordinance
- alteration of wording or lettering on an existing sign
- alterations to existing parking lots or sidewalks including repaving, lining or relining, curbing or re-curbing. Other alterations to parking lots shall require site plan review.
- roofing or re-roofing of any building, provided it does not increase the height or the first floor footprint of the building
- installation or alteration of fencing along the boundaries or within the lot

If you are not sure if you need site plan review, please call the planning board at the Hinsdale Town Hall, 336-5727x12.

## HINSDALE PLANNING BOARD

The Planning Board meets the third Tuesday of every month.

### RSA 676:4 Board's Procedures on Plats

The two steps of pre-application review of applications and plats listed below are optional. Pre-application review shall be separate and apart from formal consideration, and time limits shall not apply until formal application is submitted.

1. **Preliminary Conceptual Consultation Phase (optional)**
  - May occur only at formal meetings of the Board
  - Formal Public Notice not required; one week notice to the board secretary in order to be put on the agenda
  - Non-binding discussions
  - Discussion in conceptual form only and in general terms
  - Review of the basic concept of the proposal
  - Suggestions which might be of assistance in resolving problems
2. **Design Review Phase (required for major site plans)**
  - Public Hearing within 30 days of receipt of properly completed Application that has been reviewed by the Planning Board's designee (Community Development office) and determined complete
  
  - Formal Public Notice required – 20 days notice to the board secretary, 10 days public notice (posting, certified mailing, publishing)
  - Non-binding discussions may involve more specific design and engineering details of the potential application
  - Can be adjourned\*
3. **Development Review (mandatory)**
  - Public Hearing within 30 days of receipt of properly completed Application that has been reviewed by the Planning Board's designee (Community Development office) and determined complete
  - Formal Public Notice required – 20 days notice to the board secretary, 10 days public notice (posting, certified mailing, publishing)
  - Complete submitted application accepted by the Board for consideration and decision
  - Can be adjourned\*
  - The Board shall begin formal consideration and shall act to approve, conditionally approve\*\* or disapprove within 65 days, subject to extension or waiver.

\*Additional formal public notice is not required of an adjourned session of a public hearing with proper notice – if the date, time, and place of the adjourned session is made known at the hearing.

\*\*Conditional approval of a plat or application shall become final without further public hearing upon certification to the Board of satisfactory compliance with the conditions imposed.

Conditions in this instance must be either administrative or with regard to the applicant's possession of permits and approvals granted by other boards or agencies.

The Planning Board's approval for any site plan is needed prior to an application for a building permit, water/sewer hookup application and certificate of occupancy.

All other conditions shall require a hearing and formal notice.

Hinsdale site plan review checklist

Use this checklist to determine if the plan is complete. Check Yes if the item complies with the regulations, NA if it is not applicable, or No if it does not comply with the regulations. If a waiver is to be granted write "W" in the NA column.

Yes NA No

-	-	-	A. name and address of owner of record
-	-	-	name and address of abutting land owners
-	-	-	name, address, and stamp of preparer
-	-	-	scale
-	-	-	north arrow
-	-	-	date
-	-	-	town tax map and lot number
-	-	-	Development of regional impact per RSA 36:54
-	-	-	B. survey
-	-	-	C. vicinity sketch
-	-	-	D. location of all existing and proposed:
-	-	-	buildings and structures
-	-	-	signs
-	-	-	off street parking & loading facilities
-	-	-	access points to the site
-	-	-	pedestrian walks
-	-	-	walls and fences
-	-	-	trees, shrubs, & other landscaping
-	-	-	schematic of building and signs
-	-	-	E. public and private utilities:
-	-	-	water lines
-	-	-	public sewer lines
-	-	-	on-site sewage disposal systems
-	-	-	fire hydrants and/or fire ponds (ponds must be enclosed by a minimum eight foot high chain link fence)
-	-	-	energy & communications utilities
-	-	-	on-site lighting
-	-	-	storm water drainage system
-	-	-	F. existing topography (min. contour interval of 2')
-	-	-	proposed topography
-	-	-	G. location of wetlands
-	-	-	location of ponds
-	-	-	location of rivers and streams
-	-	-	H. Base Flood Elevation data (i.e. floodplain boundary and 100-year floodplain)
-	-	-	I. soil types and boundaries
-	-	-	J. erosion and sedimentation control provisions

Application for Presentation of Development Concept, Hinsdale, NH  
(Optional, Informal Discussion with Board)

Name of applicant \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_ Fax # \_\_\_\_\_

Town, State, Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Name of owner(s) \_\_\_\_\_

Email address \_\_\_\_\_ Fax # \_\_\_\_\_

Name of development \_\_\_\_\_

Location of development \_\_\_\_\_

Zoning district, tax map(s)/lot(s) \_\_\_\_\_

Proposed use of site (describe project) \_\_\_\_\_

\_\_\_\_\_

Proposed square footage of building(s) \_\_\_\_\_

\_\_\_\_\_

Proposed number of housing units \_\_\_\_\_

Total acreage of parcel \_\_\_\_\_

Are any new streets proposed? \_\_\_\_\_

Proposed water supply (circle one): public system private wells

Proposed sewage disposal: public system private system

Statement of purpose: \_\_\_\_\_

\_\_\_\_\_

Application for Design Review Phase, Hinsdale, NH  
(Pre-Application, required for Major Site Plans; Public Hearing before the Board)

Date received \_\_\_\_\_

Name of applicant \_\_\_\_\_

Email address \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Name of preparer (engineer, surveyor, etc) \_\_\_\_\_

Email address \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Name of owner(s) \_\_\_\_\_

Name of development \_\_\_\_\_

Location of development \_\_\_\_\_

Zoning district, tax map(s)/lot(s) \_\_\_\_\_

Proposed use of site (describe project) \_\_\_\_\_

\_\_\_\_\_

Proposed number of housing units \_\_\_\_\_

Total acreage of parcel \_\_\_\_\_

I, as the owner or duly authorized agent for the owner of the property named above, do hereby apply for a design review before the planning board.

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Application for Development Review, Hinsdale, NH  
(Final, formal, required application for Minor and Major Site Plans)

Date received \_\_\_\_\_

Name of applicant \_\_\_\_\_

Email address \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Name of preparer (engineer, surveyor, etc) \_\_\_\_\_

Email address \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Name of owner(s) \_\_\_\_\_

Name of development \_\_\_\_\_

Location of development \_\_\_\_\_

Zoning district, tax map(s)/lot(s) \_\_\_\_\_

Proposed use of site (describe project) \_\_\_\_\_

\_\_\_\_\_

Proposed number of housing units \_\_\_\_\_

Total acreage of parcel \_\_\_\_\_

Note: If any waivers to the site plan review regulations are being requested for this application, a letter must be submitted to the planning board stating what waivers are requested and the reasons for such waivers.

I, as the owner or duly authorized agent for the owner of the property named above, do hereby submit this plan for review as required by the regulations of the planning board of the Town of Hinsdale, New Hampshire.

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_



HINSDALE PLANNING BOARD

DO NOT WRITE ON THIS PAGE, FOR PLANNING BOARD USE ONLY

Applicant name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application for \_\_\_\_\_

Location \_\_\_\_\_

1.
  - a. Date application for Design Review received \_\_\_\_\_
  - b. Has list of abutters been submitted? \_\_\_\_\_
  - c. Date abutter notification sent \_\_\_\_\_
  - d. Date of presentation meeting \_\_\_\_\_
  
2.
  - a. Date application for Development Review received \_\_\_\_\_
  - b. Has list of abutters been submitted? \_\_\_\_\_
  - c. Is review required (by town planner and/or engineer)?  
Date report received from town planner \_\_\_\_\_  
Date report received from town engineer \_\_\_\_\_
  - d. Date application is determined to be complete \_\_\_\_\_
  - e. Date abutter notification mailed \_\_\_\_\_
  - f. Date legal ad published \_\_\_\_\_
  - g. Fees: Amount \_\_\_\_\_ Date paid \_\_\_\_\_
  - h. Date application is accepted by planning board \_\_\_\_\_
  - i. Date of public hearing \_\_\_\_\_
  - j. Date Waiver applied for (circle one) Approved Denied Date \_\_\_\_\_
  - k. Date of planning board's final action \_\_\_\_\_
  - l. Action (circle one) Approved Denied

Conditions \_\_\_\_\_  
\_\_\_\_\_

Reasons denied \_\_\_\_\_  
\_\_\_\_\_

3. a. Date of Zoning Board of Adjustment action, if required \_\_\_\_\_

b. Board of Adjustment decision \_\_\_\_\_