

**LONDONDERRY PLANNING BOARD  
MINOR SITE PLAN APPLICATION  
& CHECKLIST**

Planning Department Date Stamp

☐ **Design Review**      ☐ **Formal Application**      ☐ **Change of Use (No Site Improvements)\***

*All information provided and submitted with this Application Checklist shall conform to the Londonderry Site Plan Regulations. Please note that the Planning Board may not accept and consider the application complete if the required items as outlined in the checklist are missing from the submittal.*

**I. General Information:**

A. Project Name: \_\_\_\_\_ (Map) \_\_\_\_\_ (Lot)

B. Project Location: \_\_\_\_\_ Zone: \_\_\_\_\_

C. Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

☐ Applicant    ☐ Owner    ☐ Engineer/Surveyor    E-Mail: \_\_\_\_\_

D. Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

E. Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

F. Engineer/Surveyor (Firm Name): \_\_\_\_\_ ☐ **N/A**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

1) Name of Licensed Land Surveyor: \_\_\_\_\_

**Signature:** \_\_\_\_\_

2) Name of Licensed Professional Engineer: \_\_\_\_\_

**Signature:** \_\_\_\_\_

3) Name of Certified Soil Scientist: \_\_\_\_\_

4) Name of Certified Wetland Scientist: \_\_\_\_\_

5) Name of Licensed Traffic Engineer: \_\_\_\_\_

G. Lot Area (SF) \_\_\_\_\_ Existing Building Footprint (SF): \_\_\_\_\_ Proposed Addition (SF) \_\_\_\_\_

☐ Change or ☐ Additional Use(s): \_\_\_\_\_

☐ Additional Pavement (SF): \_\_\_\_\_ ☐ Other Modification: \_\_\_\_\_

**\*Change of Use Applications with No Proposed Site Improvements Shall Use Checklist Section IIA. Only**

## Minor Site Plan Checklist

**NOTE: Complete Either Section II. Or Section II.A Below as Applicable:**

|              |  |                          |                                     |
|--------------|--|--------------------------|-------------------------------------|
| <b>II.</b>   | <b>General Requirements (Minor Site Plan Applications with Site Improvements):</b>   | <input type="checkbox"/> | <b>N/A</b>                          |
|              |  | <b>Provided</b>          | <b>N/A</b>                          |
| 1.           | Executed Minor Site Plan Application Form  | <input type="checkbox"/> |                                     |
| 2.           | Complete abutters list, 3 sets mailing labels  | <input type="checkbox"/> |                                     |
| 3.           | Application Fees   | <input type="checkbox"/> |                                     |
| 4.           | Escrow Agreement and Fees  | <input type="checkbox"/> | <input type="checkbox"/>            |
| 5.           | Four (4) sets of plans and electronic "PDF" plans (See #11)  | <input type="checkbox"/> |                                     |
| 6.           | Copies of proposed easement deeds, protective covenants or other legal documents   | <input type="checkbox"/> | <input type="checkbox"/>            |
| 7.           | Waiver request(s) with justifications  | <input type="checkbox"/> | <input type="checkbox"/>            |
| 8.           | Conditional Use Permit request(s) with justifications per Zoning   | <input type="checkbox"/> | <input type="checkbox"/>            |
| 9.           | Technical reports or letters as applicable (TBD by Staff)  | <input type="checkbox"/> | <input type="checkbox"/>            |
| 10.          | Completed Minor Site Plan Application Checklist  | <input type="checkbox"/> |                                     |
| 11.          | Response Letter to DRC Review and 2 highlighted plans (Plans shall substitute for 2 sets required in #5 above)                                   | <input type="checkbox"/> | <input type="checkbox"/>            |
| <b>II.A.</b> | <b>Change of Use Plan without Proposed Site Improvements:</b>  |                          | <input type="checkbox"/> <b>N/A</b> |
| 1.           | Executed Minor Site Plan Application Form  | <input type="checkbox"/> |                                     |
| 2.           | Complete abutters list, 3 sets mailing labels  | <input type="checkbox"/> |                                     |
| 3.           | Application Fees   | <input type="checkbox"/> |                                     |
| 4.           | Four (4) copies of Current Approved Site Plan  | <input type="checkbox"/> |                                     |
| 5.           | Copies of proposed easement deeds, protective covenants or other legal documents   | <input type="checkbox"/> | <input type="checkbox"/>            |
| 6.           | Waiver request(s) with justifications  | <input type="checkbox"/> | <input type="checkbox"/>            |
| 7.           | Technical reports or letters as applicable (TBD by Staff)  | <input type="checkbox"/> | <input type="checkbox"/>            |
| 8.           | Completed Minor Site Plan Application Checklist ( <b>II.A</b> )  | <input type="checkbox"/> |                                     |
| 9.           | Letter stating Existing Site Conditions are in compliance with current Site Plan on file (Need for Surveyor Certification TBD by Staff)          | <input type="checkbox"/> |                                     |
| 10.          | Existing Conditions Plan is required if not in compliance with current Site Plan on file (Include Existing Conditions Checklist Section V below) | <input type="checkbox"/> | <input type="checkbox"/>            |

## Minor Site Plan Checklist

### III. General Plan Information (All Plans):

|    |  | Provided                 | N/A                      |
|----|--|--------------------------|--------------------------|
| 1. | Size and presentation of sheet(s) per requirements of the site plan regulations                            | <input type="checkbox"/> |                          |
| 2. | Title block information:   |                          |                          |
| a. | Drawing title  | <input type="checkbox"/> |                          |
| b. | Name of site plan  | <input type="checkbox"/> |                          |
| c. | Location of site plan  | <input type="checkbox"/> |                          |
| d. | Tax map & lot #s of subject parcel(s)  | <input type="checkbox"/> |                          |
| e. | Name & address of owner(s)   | <input type="checkbox"/> |                          |
| f. | Date of plan   | <input type="checkbox"/> |                          |
| g. | Scale of plan  | <input type="checkbox"/> |                          |
| h. | Sheet number   | <input type="checkbox"/> |                          |
| i. | Name, address, & telephone number of design firm   | <input type="checkbox"/> |                          |
| j. | Name and address of Applicant  | <input type="checkbox"/> |                          |
| 3. | Revision block   | <input type="checkbox"/> |                          |
| 4. | Planning Board approval block provided on appropriate sheets (Cover sheet, site plan, landscape plan only) | <input type="checkbox"/> |                          |
| 5. | Certification block (for engineer, surveyor, soil scientist, or wetland scientist)                         | <input type="checkbox"/> |                          |
| 6. | Match lines (if any)   | <input type="checkbox"/> | <input type="checkbox"/> |

### IV. Minor Site Plan Sheet: (May include Existing Conditions, Grading, Utilities, Landscaping, & Lighting Plans)

|    |   | Provided                 | N/A                      |
|----|---|--------------------------|--------------------------|
| 1. | The following notes shall be provided:  |                          |                          |
| a. | Purpose of plan   | <input type="checkbox"/> |                          |
| b. | Tax Map and Lot #s of all subject parcels   | <input type="checkbox"/> |                          |
| c. | Area (existing & proposed) of subject parcel(s)   | <input type="checkbox"/> |                          |
| d. | Zoning designation of subject parcel(s)   | <input type="checkbox"/> |                          |
| e. | Min. lot area, frontages & setback dimensions   | <input type="checkbox"/> |                          |
| f. | Existing and proposed uses  | <input type="checkbox"/> |                          |
| g. | Parking requirements, as outlined in the Regulations  | <input type="checkbox"/> |                          |
| h. | % green area, as outlined in the Zoning Ordinance   | <input type="checkbox"/> |                          |
| i. | % building coverage, as outlined in the Zoning Ordinance  | <input type="checkbox"/> |                          |
| j. | Sanitary sewer source (name of provider (company) if offsite)   | <input type="checkbox"/> |                          |
| k. | Water supply source (name of provider (company) if offsite)   | <input type="checkbox"/> |                          |
| l. | Zoning variances/special exceptions with conditions   | <input type="checkbox"/> | <input type="checkbox"/> |
| m. | List FEMA sheet(s) used to identify 100-year flood elevation. (Note if no flood zone present as applicable) | <input type="checkbox"/> |                          |
| n. | List of required permits and permit approval numbers  | <input type="checkbox"/> | <input type="checkbox"/> |

## Minor Site Plan Checklist

|    |   | Provided                 | N/A                      |
|----|---|--------------------------|--------------------------|
| o. | List of Planning Board waivers (if applicable)  | <input type="checkbox"/> | <input type="checkbox"/> |
| p. | Note identifying which plans are on file at the Town  | <input type="checkbox"/> | <input type="checkbox"/> |
| q. | Note the following: "If, during construction, it becomes apparent that deficiencies exist in the approved design drawings, the Owner shall be required to correct the deficiencies to meet the requirements of the regulations at no expense to the Town."  | <input type="checkbox"/> | <input type="checkbox"/> |
| r. | Note the following: "If, during construction, it becomes apparent that additional erosion control measures are required to stop any erosion on the construction site due to actual site conditions, the Owner shall be required to install the necessary erosion protection at no expense to the Town."   | <input type="checkbox"/> | <input type="checkbox"/> |
| s. | Note the following: "All materials and methods of construction shall conform to Town of Londonderry Site Plan Regulations and the latest edition of the New Hampshire Department of Transportation's Standard Specifications for Road & Bridge Construction."   | <input type="checkbox"/> | <input type="checkbox"/> |
| t. | Note the following: "In accordance with Section 6.01 of the Londonderry Site Plan Regulations and RSA § 676:13, all improvements specified on these site plans shall be constructed, completed, and inspected and approved by the Town of Londonderry prior to the issuance of a certificate of occupancy."   | <input type="checkbox"/> | <input type="checkbox"/> |
| u. | For sites requiring off-site improvements, note the following: "In accordance with Section 6.01 of the Londonderry Site Plan Regulations and RSA § 676:12, all off-site improvements specified on these site plans shall be constructed, completed, and inspected and approved by the Town of Londonderry (and/or the NHDOT, if applicable) prior to the issuance of a certificate of occupancy." | <input type="checkbox"/> | <input type="checkbox"/> |
| v. | List of Conditional Use Permits Granted   | <input type="checkbox"/> | <input type="checkbox"/> |
| w. | Owner's Signature Line  | <input type="checkbox"/> |                          |
| 2. | Vicinity plan (at a scale of 1"=2500')  | <input type="checkbox"/> |                          |
| 3. | Plan index indicating all sheets  | <input type="checkbox"/> | <input type="checkbox"/> |

### V. Existing Conditions Plan:

|    |   | Provided                 | N/A                      |
|----|---|--------------------------|--------------------------|
| 1. | Surveyor's certification stamped and signed by LLS                      | <input type="checkbox"/> |                          |
| 2. | Boundary of entire property by metes and bounds                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Boundary monuments:   |                          |                          |
| a. | Monuments found   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Monuments to be set   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Map # and Lot #, name addresses, and zoning of all abutting land owners | <input type="checkbox"/> |                          |

## Minor Site Plan Checklist

|     |  | Provided                 | N/A                      |
|-----|--|--------------------------|--------------------------|
| 5.  | Existing streets:  |                          |                          |
| a.  | Name labeled   | <input type="checkbox"/> | <input type="checkbox"/> |
| b.  | Status noted or labeled  | <input type="checkbox"/> | <input type="checkbox"/> |
| c.  | Right-of-way dimensioned   | <input type="checkbox"/> | <input type="checkbox"/> |
| d.  | Pavement width dimensioned   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.  | Municipal boundaries (if any)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.  | Existing easements (identified by type)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.  | North arrow  | <input type="checkbox"/> |                          |
| 9.  | Locus map (at a scale of 1" = 2,500)   | <input type="checkbox"/> |                          |
| 10. | Limits of wetlands & CO District Boundary  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Wetland delineation criteria & Certification   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | SCS Soils (Boundary & Type)  | <input type="checkbox"/> |                          |
| 13. | Owner(s) signature(s)  | <input type="checkbox"/> |                          |
| 14. | All required setbacks (including any applicable buffers)   | <input type="checkbox"/> |                          |
| 15. | Existing physical features:  |                          |                          |
|     | Buildings  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Wells  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Septic systems   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Stone walls  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Paved drives   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Gravel drives  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Location & name (if any) of any streams or waterbodies   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Zoning District boundary lines (if any)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Location & elevation(s) of 100-year flood zone per FEMA Flood Insurance Study or as determined by drainage study | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Location of existing overhead utility lines, poles, towers, etc.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Plan and deed references   | <input type="checkbox"/> | <input type="checkbox"/> |

### VI. Improvement Plans (Grading Plan, Utility Plan, etc.

and Stamped by Engineer Licensed in NH; May be Consolidated into Minor Site Plan):

☐ N/A

|    |   | Provided                 | N/A                      |
|----|---|--------------------------|--------------------------|
| 1. | <b>Grading and Drainage Plan:</b>                       |                          |                          |
| a. | Existing topography (two-foot contour interval minimum) | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Proposed contours                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Existing spot elevations                                | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Proposed spot elevations                                | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Existing edge of pavement                               | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Proposed edge of pavement                               | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | Existing curb line                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| h. | Proposed curb line                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| i. | Existing buildings and structures                       | <input type="checkbox"/> | <input type="checkbox"/> |
| j. | Proposed buildings and structures                       | <input type="checkbox"/> | <input type="checkbox"/> |
| k. | Existing retaining walls                                | <input type="checkbox"/> | <input type="checkbox"/> |
| l. | Proposed retaining walls                                | <input type="checkbox"/> | <input type="checkbox"/> |
| m. | Existing stone walls                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| n. | Proposed and reconstructed stone walls                  | <input type="checkbox"/> | <input type="checkbox"/> |

## Minor Site Plan Checklist

|    |   | Provided                 | N/A                      |
|----|---|--------------------------|--------------------------|
| o. | Wetland Mapping   |                          |                          |
|    | 1) Wetland limits identified  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2) Impact Area in square feet for <u>each</u> individual location   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3) Mitigation areas (as may be required)  | <input type="checkbox"/> | <input type="checkbox"/> |
| p. | Existing treeline   | <input type="checkbox"/> | <input type="checkbox"/> |
| q. | Proposed treeline   | <input type="checkbox"/> | <input type="checkbox"/> |
| r. | Benchmarks  | <input type="checkbox"/> | <input type="checkbox"/> |
| s. | Existing drainage systems:  |                          |                          |
|    | 1) Pipes/culverts (each location):  |                          |                          |
|    | i. Type   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Length and slope   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Inverts   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | v. End sections/Headwalls   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2) Structures (catchbasins, drain manholes, special structures):  |                          |                          |
|    | i. Location (sta. and off-set)  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Type  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Size   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Rim Elevations  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | v. Inverts  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3) Swales/Ditches/Waterways:  |                          |                          |
|    | i. Flow arrows (direction of flow)  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Topography  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Spot elevations  | <input type="checkbox"/> | <input type="checkbox"/> |
| t. | Proposed Drainage Systems:  |                          |                          |
|    | 1) Pipes/culverts (each location):  |                          |                          |
|    | i. Type   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Length and slope   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Inverts   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | v. End sections/headwalls   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | vi. Identify minimum cover and location   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | vii. Outlet erosion protection  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2) Structures (catchbasins, drain manholes, special structures):  |                          |                          |
|    | i. Location (sta. and off-set)  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Type  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Size   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Rim elevations  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | v. Inverts  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3) Swales/ditches/waterways:  |                          |                          |
|    | i. Flow arrows (direction of flow)  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Grading   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Spot elevations  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Erosion protection (riprap, matting, etc.)  | <input type="checkbox"/> | <input type="checkbox"/> |
| u. | Temporary erosion protection during construction:   |                          |                          |
|    | 1) Silt fence, haybales, etc.   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2) Matting, mulch, etc.   | <input type="checkbox"/> | <input type="checkbox"/> |
| v. | Tree protection for existing areas and/or individual trees 15" in diameter or greater   | <input type="checkbox"/> | <input type="checkbox"/> |
| w. | Plan note stating that the edge of the Conservation Overlay District and Non-Disturbance Zones shall be appropriately delineated in the field prior to construction | <input type="checkbox"/> | <input type="checkbox"/> |

## Minor Site Plan Checklist

|    |   | Provided                 | N/A                      |
|----|---|--------------------------|--------------------------|
| 2. | <b>Utilities Plan:</b>                      |                          |                          |
| a. | Existing sanitary sewer system:             |                          |                          |
|    | 1) Pipes:                                   |                          |                          |
|    | i. Type                                     | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Length and slope                       | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2) Structures:                              |                          |                          |
|    | i. Location (sta. and off-set)              | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Type                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Size                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Rim elevations                          | <input type="checkbox"/> | <input type="checkbox"/> |
|    | v. Inverts                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Proposed sanitary sewer system:             |                          |                          |
|    | 1.) Pipes (gravity):                        |                          |                          |
|    | i. Type                                     | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Length and slope                       | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Separation (18" below water)            | <input type="checkbox"/> | <input type="checkbox"/> |
|    | v. Identify minimum cover and locations     | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2.) Force Main :                            |                          |                          |
|    | i. Type                                     | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Direction of flow (flow arrows)        | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Bends and thrust blocking               | <input type="checkbox"/> | <input type="checkbox"/> |
|    | v. Air relief valves and structures         | <input type="checkbox"/> | <input type="checkbox"/> |
|    | vi. Clean-out structures                    | <input type="checkbox"/> | <input type="checkbox"/> |
|    | vii. Identify minimum cover and locations   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3.) Structures:                             |                          |                          |
|    | i. Location (sta. and off-set)              | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Type                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Size                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Rim elevations                          | <input type="checkbox"/> | <input type="checkbox"/> |
|    | v. Inverts                                  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 4. Service laterals to each individual lot: |                          |                          |
|    | i. Type                                     | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iii. Length and slope                       | <input type="checkbox"/> | <input type="checkbox"/> |
|    | iv. Separation (18" below water)            | <input type="checkbox"/> | <input type="checkbox"/> |
|    | v. Minimum cover and locations identified   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | vi. Location of connection                  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Existing Water System:                      |                          |                          |
|    | 1.) Pipes:                                  |                          |                          |
|    | i. Type                                     | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2.) Hydrants                                | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3.) Valves                                  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 4.) Bends and thrust blocks                 | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 5.) Tees                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Proposed Water System:                      |                          |                          |
|    | 1.) Pipes:                                  |                          |                          |
|    | i. Type                                     | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size                                    | <input type="checkbox"/> | <input type="checkbox"/> |

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|    |   | Provided                 | N/A                      |
|----|---|--------------------------|--------------------------|
|    | 2.) Hydrants (Locations approved by Fire Dept.)   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3.) Valves  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 4.) Bends and thrust blocks   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 5.) Tees  | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Existing Gas Lines:   |                          |                          |
|    | 1.) Pipes:  |                          |                          |
|    | i. Type   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2.) Valves  | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Proposed Gas Lines:   |                          |                          |
|    | 1.) Pipes:  |                          |                          |
|    | i. Type   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | ii. Size  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2.) Valves  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3.) Services to each lot  | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | Telephone/Electrical/Cable:   |                          |                          |
|    | 1.) U-poles   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2.) Pedestals/transformers  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3.) Overhead lines  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 4.) Underground lines   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 5.) Services to each lot  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | <b>Roadways:</b> If streets are to be built as part of a site plan (e.g., for a multi-family residential site plan), then the design of such streets shall comply with Section 3.09 of the Londonderry Subdivision Regulations, please see Subdivision Application Checklist. |                          |                          |

## VII. Landscape Plan (Section 3.09):

|    |   | Provided                 | N/A                      | <input type="checkbox"/> N/A |
|----|---|--------------------------|--------------------------|------------------------------|
| 1. | General Information   |                          |                          |                              |
| a. | Native Plants as suggested by Appendix LS1  | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| b. | No use of Invasive materials as listed in Appendix LS2  | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| c. | Plant materials meet winter hardiness requirement   | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| d. | Proposed materials are of proper caliper or height  | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| e. | Stone walls incorporated into Landscape Plan  | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| f. | Existing vegetation preservation (no-cut) areas described by metes and bounds and monumented  | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| g. | Landscaping Calculations  | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| h. | Plant Schedule  | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| i. | Landscaping Details   | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| j. | Tree Protection Detail  | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| k. | Note on Plan stating No Plant Conflicts with Snow Storage Areas, Light Fixtures, Underground Utilities  | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| l. | Note on Plan stating No Landscaping Conflicts with Sight Distance   | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| m. | Submit a Landscape Master Sheet for Review (Landscaping, site features, snow storage, light poles, detention basin edges, grading, utilities) | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| 2. | Parking Lot Landscaping   |                          |                          |                              |



## Minor Site Plan Checklist

- |    |   |                          |                          |
|----|---|--------------------------|--------------------------|
| a. | Interior landscaping percentage based on Section 3.11e  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Interior shade trees @ 1 per 15 parking spaces  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Perimeter shade trees @ 1 per 20 parking spaces OR<br>1 per 50 feet of perimeter with buffer required | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Screening provides proper vertical opacity<br>per Section 3.11e                                       | <input type="checkbox"/> | <input type="checkbox"/> |

### VIII. Illumination Plan & Lighting Details (Section 3.13):

☐ N/A

- |    |  | Provided                 | N/A                      |
|----|--|--------------------------|--------------------------|
| 1. | Full Cut-Off Fixtures with plan note stating all lights are full cut-off fixtures as required  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Shielded, downcast building/external signage lighting  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | No direct light source at residential property lines   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Plan to scale with illumination levels shown in footcandles  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Specification (details) for all proposed lighting fixtures including photometric data, designation as IESNA "cut-off" fixtures, Color Rendering Index (CRI) of all lamps (bulbs), and other descriptive information about fixtures | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Proposed mounting height of all exterior lighting fixtures   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Illumination levels not to exceed 0.2 footcandles at any property line (Except at driveway intersections per Regulations)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Gas Station Canopies to meet requirements of Appendix Light 2  | <input type="checkbox"/> | <input type="checkbox"/> |

### IX. Building Design & Renderings (Section 3.12):

☐ N/A

- |    |  |                          |                          |
|----|--|--------------------------|--------------------------|
| 1. | Building Elevations/Renderings in compliance with Section 3.13 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Signage renderings/details                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Large Retail Establishments - Comply with Section 3.13H        | <input type="checkbox"/> | <input type="checkbox"/> |

### X. Construction Detail Drawings:

☐ N/A

Note: *Construction details to conform with NHDOT Standards & Specifications for Roads & Bridges, Town of Londonderry Department of Public Works requirements, and Subdivision & Site Plan Regulations*

- |    |                                     | Provided                 | N/A                      |
|----|-------------------------------------|--------------------------|--------------------------|
| 1. | Typical cross-section of pavement   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Typical driveway apron detail       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Curbing detail                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Guardrail detail                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Sidewalk detail                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Traffic signs and pavement markings | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Typical underdrain trench detail    | <input type="checkbox"/> | <input type="checkbox"/> |

## Minor Site Plan Checklist

|     |  | Provided                 | N/A                      |
|-----|--|--------------------------|--------------------------|
| 8.  | Drainage structure(s):   |                          |                          |
| a.  | Catchbasin (including frame and grate)                               | <input type="checkbox"/> | <input type="checkbox"/> |
| b.  | Manhole (including frame and cover)                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| c.  | Outlet structure (detention basins)                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| d.  | Headwalls  | <input type="checkbox"/> | <input type="checkbox"/> |
| e.  | Flared end sections  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.  | Outlet protection riprap apron                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Level spreader   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Treatment swale  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Typical section at detention basin                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Typical pipe trench:   |                          |                          |
| a.  | Drainage   | <input type="checkbox"/> | <input type="checkbox"/> |
| b.  | Sewer  | <input type="checkbox"/> | <input type="checkbox"/> |
| c.  | Water  | <input type="checkbox"/> | <input type="checkbox"/> |
| d.  | Utilities  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Sewer structures:  |                          |                          |
| a.  | Manholes (including frame and cover, inverts)                        | <input type="checkbox"/> | <input type="checkbox"/> |
| b.  | Drop manholes  | <input type="checkbox"/> | <input type="checkbox"/> |
| c.  | Special structures (pump stations, blowoffs, etc.)                   | <input type="checkbox"/> | <input type="checkbox"/> |
| d.  | Pipe manhole joint details   | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Typical sewer lateral service connection detail                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Project specific sewer details (sleeves, etc.)                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Typical sewer notes (as per NHDES and Sewer Division requirements)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Hydrant detail   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Thrust block details   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Valve box detail   | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Typical water connection service detail                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Erosion control details:   |                          |                          |
| a.  | Haybale barriers at waterways  | <input type="checkbox"/> | <input type="checkbox"/> |
| b.  | Silt fence   | <input type="checkbox"/> | <input type="checkbox"/> |
| c.  | Stone check dam  | <input type="checkbox"/> | <input type="checkbox"/> |
| d.  | Stone construction entrance  | <input type="checkbox"/> | <input type="checkbox"/> |
| e.  | Inlet filter basket  | <input type="checkbox"/> | <input type="checkbox"/> |
| f.  | Haybale barrier at catchbasin  | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Notes:   |                          |                          |
| a.  | General notes as required by the Department of Public Works          | <input type="checkbox"/> | <input type="checkbox"/> |
| b.  | Construction sequence  | <input type="checkbox"/> | <input type="checkbox"/> |
| c.  | Erosion control notes  | <input type="checkbox"/> | <input type="checkbox"/> |
| d.  | Turf establishment notes   | <input type="checkbox"/> | <input type="checkbox"/> |
| e.  | Sewer construction notes (as required by Sewer Ordinance)            | <input type="checkbox"/> | <input type="checkbox"/> |
| f.  | Water system construction notes (as required by local water company) | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Tree protection details  | <input type="checkbox"/> | <input type="checkbox"/> |

## Minor Site Plan Checklist

### XI. Supporting Documentation:

☐ N/A

|    |   | Provided                 | N/A                      |
|----|---|--------------------------|--------------------------|
| 1. | Traffic Impact Analysis as required by Section 3.14   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Stormwater management report including the following:   | <input type="checkbox"/> | <input type="checkbox"/> |
| a. | Table of contents   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Narrative statement (including conclusions)   | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Summary table comparing existing and post-development conditions                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Summary table of data for each pipe & piping system:  |                          |                          |
|    | 1) Discharge  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2) Depth of flow  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3) Velocity   | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Summary table of data for each swale & channel:   |                          |                          |
|    | 1) Discharge  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 2) Depth of flow  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | 3) Velocity   | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Project location plan (on USGS quadrangle)  | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | Watershed area plan for existing condition  | <input type="checkbox"/> | <input type="checkbox"/> |
| h. | Watershed area plan for post-development condition  | <input type="checkbox"/> | <input type="checkbox"/> |
| i. | Runoff calculations for existing & post-development conditions  | <input type="checkbox"/> | <input type="checkbox"/> |
| j. | Flood routing calculations for each detention basin   | <input type="checkbox"/> | <input type="checkbox"/> |
| k. | Design for water quality treatment facilities (level spreaders, treatment swales, etc.)               | <input type="checkbox"/> | <input type="checkbox"/> |
| l. | Riprap design calculations  | <input type="checkbox"/> | <input type="checkbox"/> |
| m. | Report stamped by NH licensed professional engineer   | <input type="checkbox"/> |                          |
| 3. | Off-site improvements:  | <input type="checkbox"/> | <input type="checkbox"/> |
| a. | Design plans included in the project drawings   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Arrangements and agreements   | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Easements (Including Documents)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Utility clearance letters (as applicable):  |                          |                          |
| a. | Electric  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Telephone   | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Cable television  | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Gas   | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Water   | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Sewer   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Other project-specific information as required by the Design Review Committee (DRC) or Planning Board | <input type="checkbox"/> | <input type="checkbox"/> |

**Minor Site Plan Checklist**

**XII. Required Project Permits (as applicable to applications):**

|     |   | Provided                 | N/A                      | Application Submitted    | Date  |
|-----|---|--------------------------|--------------------------|--------------------------|-------|
| 1.  | NHDES site-specific approval                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2.  | NHDES wetlands permit   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3.  | NHDES sewer discharge permit                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4.  | NHDES water supply permit   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5.  | NHDES dam permit  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6.  | NHDOT driveway permit   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7.  | Londonderry ZBA variance(s)/special exception(s)                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8.  | Londonderry sewer discharge permit                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9.  | Army Corps of Engineers   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 10. | Federal Aviation Administration                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 11. | Other federal, state or local permits (if applicable) for project | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

**XIII. Acknowledgment and Signature:**

The undersigned acknowledges he/she has read and understands all of the Town's current zoning, subdivision, site plan, and health regulations and requirements for obtaining all required local, state, and federal permits. .

\_\_\_\_\_  
(Signature of person preparing plans)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)