

Town of Winchester  
Site Plan Review Application & Checklist

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Date: \_\_\_\_\_ Map# \_\_\_\_\_ Lot# \_\_\_\_\_

Major Fee \$350.00\* \_\_\_\_\_ Minor Fee \$175.00\* \_\_\_\_\_ \*\$10.00 for ea. Add'l abutter over 8

Property location \_\_\_\_\_

Zoning District(s) \_\_\_\_\_ New Street Name(s)? \_\_\_\_\_

What will be intended use of the lots? \_\_\_\_\_

What structures are on the property now and what are their use? \_\_\_\_\_

\_\_\_\_\_

What if any, was the previous use of the property: \_\_\_\_\_

Is public water and sewer to be applied for? \_\_\_\_\_ Driveway permit? \_\_\_\_\_

Has application to NH Department of Environmental Services been applied for? \_\_\_\_\_

If the owner of record or applicant has any interest in a partnership or in a corporation of an abutting property, please explain: \_\_\_\_\_

Is an Alteration of Terrain Permit or Stormwater runoff permit required? \_\_\_\_\_

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

Is modification of the Site Plan Review Regulations requested fro this project? \_\_\_\_\_

If yes, is the written request attached? \_\_\_\_\_

Is the attached abutters completed? \_\_\_\_\_

Has the applicant read the Site Plan Review Regulations? \_\_\_\_\_  
(Regulations are available online at [www.winchester-nh.gov](http://www.winchester-nh.gov) Landuse Department, or at the Town Hall during regular business hours)

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town of Winchester Planning Board  
Site Plan Review Checklist

**I. GENERAL INFORMATION/CONTACT INFORMATION**

Primary Contact: \_\_\_\_\_

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

Project Location: \_\_\_\_\_ (address) \_\_\_\_\_ (map/lot #)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_ @ \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Owner's Email: \_\_\_\_\_ @ \_\_\_\_\_ Phone#: \_\_\_\_\_

NH Licensed Engineer Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Engineer's Email: \_\_\_\_\_ @ \_\_\_\_\_ Phone#: \_\_\_\_\_

NH Certified Soil Scientist Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Scientist's Email \_\_\_\_\_ @ \_\_\_\_\_ Phone#: \_\_\_\_\_

NH Licensed Surveyor Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Surveyor's Email \_\_\_\_\_ @ \_\_\_\_\_ Phone#: \_\_\_\_\_

**II. GENERAL REQUIREMENTS (Applicant check Y, N or N/A)(LUA check same)**

(Applicant)	(LUA)	
_____	_____	Completed application form submitted
_____	_____	Owners signature or Authorization Letter
_____	_____	Complete Abutters List
_____	_____	All required fees
_____	_____	Four sets of plans
_____	_____	Draft copies of any proposed easements or other legal docs
_____	_____	Copy of any deed restrictions/easements
_____	_____	Any waivers requests submitted in writing
_____	_____	Copy of any ZBA/Historic/CC approvals
_____	_____	Written summary of project

**III. MINIMUM PLAN REQUIREMENTS (Applicant check Y, N, N/A)(LUA same)**

(Applicant)	(LUA)	
_____	_____	Name of project, name & address of owner
_____	_____	Location including town, state, streets, map & lot #'s
_____	_____	Date of plan, and revision block
_____	_____	Scale, zoning designations, property lines and lot size(s)
_____	_____	Names of abutting properties including map & lot #'s
_____	_____	Location of project on lot including setbacks& north arrow
_____	_____	Existing buildings, watercourses, stonewalls & similar
_____	_____	Location of water, septic, electric, tests pits & like
_____	_____	Minimum plan size is 11"x14"
_____	_____	Minimum lot area requirements noted

**III(A). REQUIREMENTS FOR MAJOR SITE PLANS**

_____	_____	Scale per regulations, noted POB, and locus map
_____	_____	Planning Board Chairman Signature Block
_____	_____	Sheet numbers on all pages and numbered sequentially
_____	_____	Plan size required is 24"x36"
_____	_____	Match Lines shown on all sheets
_____	_____	Sheets stamped by all licensed professionals
_____	_____	Existing conditions including buildings, natural features, Electric lines, easements, driveways, tree lines on project lot and structures on abutting properties.
_____	_____	Plan for sedimentation and erosion control
_____	_____	Existing & Proposed streets names, widths of and right Of ways noted
_____	_____	Final road profiles, and cross sections
_____	_____	Location and profiles of existing and proposed water lines, Fire hydrants, sewer lines, culverts, drains and connections.

_____	_____	Contour lines at five foot intervals, source of topo info
_____	_____	Soil data and designation of wetlands
_____	_____	All plans referenced are noted
_____	_____	Existing and proposed boundary monumentation
_____	_____	Flood elevations (if applicable)
_____	_____	Areas of clearing and timetable

**III(B) CONTENT DETAILS FOR MAJOR SITE PLANS**

_____	_____	Usable area calculations, build to lines, setbacks, & buffers
_____	_____	Location of the proposal on the site, dimensions of the Building(s) and height
_____	_____	Architectural plans
_____	_____	Final grades, slopes and contours of finished area
_____	_____	Access points shown on the plan for both pedestrians and Vehicles to the lot and structures
_____	_____	Size of paved areas including, widths and radii
_____	_____	Location, type and dimension of curbing and walkways
_____	_____	Parking layout including widths, #spaces, handicap, Markings and green areas.
_____	_____	Loading areas, snow storage and waste receptacles
_____	_____	Traffic signs, fire lanes and emergency access
_____	_____	Lighting and signage
_____	_____	Landscaping details including location of plantings
_____	_____	Types of plants, seeding materials and depth of topsoil
_____	_____	Stormwater management improvements including location And type/size of culverts, headwalls, aprons, detention/ Retention facilities, swales, roof/and or foundation drains, And flow directions. Including construction details.
_____	_____	Location of any on site stump burial

**IV. SUPPORTING DOCUMENTATION (as determined by the board)**

_____	_____	Septic system design approval
_____	_____	Traffic Study
_____	_____	Strom water management report
_____	_____	Alteration of Terrain permit
_____	_____	Wetlands permit
_____	_____	Driveway permit, town or state
_____	_____	Municipal water/sewer approvals
_____	_____	Fire, police, highway review letter

