



Loudon Planning & Zoning Office
55 South Village Road – Suite 4
Loudon, NH 03307
603-798-4540
planning-zoning@loudonnh.org

Please read all the instructions carefully. Failure to do so may result in your application being deemed incomplete, which could delay your Public Hearing. Article 8 of the Land Development Regulations can be reviewed for application options.

All application materials to be discussed at the Planning Board hearing must be formally submitted no later than 15 days prior to the hearing.

APPLICATION INSTRUCTIONS

1. Complete and sign the attached application. This application must be submitted for review by the Technical Review Committee (TRC). TRC review must be initiated by the applicant at least 28 days prior to the public hearing, in both paper and PDF format. The TRC will meet 21 days prior to the next scheduled Planning Board hearing. A memo will be issued to the applicant within 5 days of the TRC outlining notes and comments on the application.
2. The application packet must include four (4) full-sized paper copies (22 x 34) and twelve (12) reduced size copies (11 x 17) of the plat. Electronic (PDF) copies must also be submitted to planning-zoning@loudonnh.org. Please reference Article 11 in the Land Development Regulations for details regarding application submissions.
3. The applicant is responsible for submitting a correct list of all abutters with complete mailing addresses for notification. Be sure to include the full mailing address of the owner of each abutting property. One (1) set of mailing labels with each abutter's name(s), full address, and zip code are required with your application. Please also include one (1) set of mailing labels for the applicant, property owner, and any surveyor/engineer/planner/attorney/architect on the project.
4. If the applicant is not the property owner, written authorization from the property owner must accompany the application. If the applicant is being represented by another party, an agent authorization letter must be included as part of the application packet submission.
5. Any application that has property in *current use* must include an accurate map showing the designated area. Please contact the Selectmen's office with questions about current use.

Continuance policy: An applicant may request a continuance of a public hearing in writing no later than the Monday prior to the day of the public hearing. A written request for a continuance is limited to two public hearings. The third and future requests for a continuance must be made in person at the public hearing. The Board may deny the application if these procedures are not followed.

Site Development

COPY FOR:

- ☐ Planning Board
- ☐ Board of Selectmen
- ☐ Code Enforcement
- ☐ Fire Department

Office Use Only:

Date received: _____
Received by: _____
Fees paid: _____
Application # _____

TOWN OF LOUDON
PLANNING BOARD

SITE PLAN APPLICATION

Title of Site Plan: _____
Proposed use: _____
Road frontage, including any new road(s): _____
If accessing an existing road, said roadway is:
_____ Public, Class V _____ Public, Class VI _____ Private
New road is proposed to be: _____ Public _____ Private
The purpose of this application is: _____

Location of Development

Tax Map # _____ Lot # _____
Zoning of parcel(s), including overlay zone(s): _____
Parcel size (acres): _____ Parcel size (square feet): _____
Water source: _____
Number of proposed residential, commercial, or industrial units: _____

Owner of Record

Please indicate the following for all owners of record for the property to be reviewed.
Name: _____
Company: _____
Street: _____
City: _____
State, Zip: _____
Phone: _____

Site Development

Is the applicant the Owner of Record? Yes No

If not, please provide the applicant’s name and contact information.

Name: _____
Company: _____
Street: _____
City: _____
State, Zip: _____
Phone: _____

Applicant’s Agent or Contact Person:

Name: _____
Company: _____
Street: _____
City: _____
State, Zip: _____
Phone: _____

Waivers requested? Yes No

Please list the items in which waivers are requested: _____

*Please include separate cover letters for each waiver request.

Has a Special Exception or Variance been granted by the ZBA? Yes No

Date(s) of Special Exception or Variance hearings/approvals: _____

*Please include copies of any applicable Notices of Decision.

Date of conceptual review: _____ Date of design review(s): _____

Does this plan represent an amended plan? Yes No

If yes, please provide the application information and decision for the original plan: _____

Site Development

I/we consent to allow the Loudon Planning Board and/or its designee to make an on-site inspection(s) of my/our property as deemed necessary for the evaluation of my/our subdivision application.

Signature of Applicant: _____ Date _____
Signature of Applicant: _____ Date _____
Signature of Agent: _____ Date _____

I/we understand all information required by the regulations must be supplied or a written waiver request must accompany the application. Noncompliance is grounds for denial per RSA 676.4.

Signature of Applicant: _____ Date _____
Signature of Applicant: _____ Date _____
Signature of Agent: _____ Date _____

***If the property owner is represented by an agent/contact person, please include a Letter of Authorization.**

FEE CALCULATOR

| | | |
|--------------------------|-------|------------------|
| Public Notice Fee | \$125 | \$ <u>125.00</u> |
|--------------------------|-------|------------------|

Application Fee:

Major Site Plan

Residential – \$100 x _____ (total # of units) \$_____

Non-residential – \$200 x (_____ sq. ft. / 1,000) \$_____

Minor Site Development –

\$100 x (_____ sq. ft. / 1,000) \$_____

Abutters Fees:

\$12 x _____ (total # of abutters) \$_____

Recording Fee

\$15 x _____ (per # of 8.5"x11" pages) \$ _____

Condominium Fee:

| | | | |
|---------|--------------------|--|----|
| \$100 x | (total # of units) | | \$ |
|---------|--------------------|--|----|

TOTAL \$ _____

CASH _____

CHECK _____

CHECK # PURPOSE:

CHECK # _____ PURPOSE: _____

CHECK # _____ PURPOSE: _____

APPLICATION CHECKLIST

Name of Site Plan: _____

Applicant: _____

Map _____ Lot _____

| Submitted | Not Applicable | Waiver Requested | EXISTING CONDITIONS Plat Checklist |
|-----------|----------------|------------------|--|
| | | | 1. Names, addresses, telephone numbers, and email addresses (if available) of the site owner, applicant, and person(s) or firm(s) preparing the plan. |
| | | | 2. Name of the site plan |
| | | | 3. Location of the land/site under consideration including tax map and lot numbers and address. |
| | | | 4. Title, date, north arrow, and scale, to be less than or equal to 1" = 50' |
| | | | 5. Locus map of vicinity of the site detailing public street system in the vicinity of the site. |
| | | | 6. Tax Map reference, names, and addresses of all owners of record of abutting parcels. |
| | | | 7. Natural and man-made features including watercourses, wetlands, tree lines, stone walls and vegetative cover, topographic features, and other environmental features which are significant to the design process. |
| | | | 8. Existing contour levels not to exceed two feet with spot elevations provided when grade is less than five percent. All data provided should reference the latest applicable USGS Benchmark survey, as amended, and should be noted on the plan. |
| | | | 9. State and federally designated wetlands. |
| | | | 10. Surveyed property lines including angles and bearings, distances, monument locations and size of the entire parcel in acres and square feet. Said plan must be attested by a land surveyor licensed in the State of New Hampshire. |
| | | | 11. The lines of existing abutting streets and driveway locations within one hundred feet of the site; the shape, size, and height of existing structures located on and within one hundred feet of property lines of site, including parking areas, buildings, wells, wetlands, and septic systems. |
| | | | 12. The location, elevation, and layout of catch basins and other surface drainage control features. |
| | | | 13. The size and location of all existing public and private utilities. |

Site Development

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| | | | 14. The location, type, width, and length of all existing easements and encumbrances. |
| | | | 15. All floodplain information, including contour limit of the one hundred year flood elevation, based upon the most recent Flood Insurance Rate Map, as prepared by Federal Emergency Management Agency (FEMA). |
| | | | 16. Information pertaining to the site as referred to in the Town of Loudon, Open Space Trail System Plan. |
| | | | 17. Location and size of existing signage, if any. |
| | | | 18. Location, type, and foot-candle of existing light fixtures, if any. |
| | | | 19. Location of existing dumpster, if any. |
| | | | 20. Location of outdoor storage areas, if any. |

Site Development

| Submitted | Not Applicable | Waiver Requested | SITE DEVELOPMENT Plat Checklist |
|-----------|-------------------|---------------------|---|
| | | | 1. Names, addresses, telephone numbers, fax numbers, and email addresses (if available) of the site owner, applicant, and person(s) or firm(s) preparing the plan. |
| | | | 2. Name of the site plan. |
| | | | 3. Location of the land/site under consideration including tax map and lot numbers and address. |
| | | | 4. Title, date, north arrow, and scale, to be less than or equal to 1" = 50'. |
| | | | 5. Locus map of vicinity of the site detailing public street system in the vicinity of the site. |
| | | | 6. Tax Map reference, names, and addresses of all owners of record of abutting parcels. |
| | | | 7. Natural and man-made features including watercourses, wetlands, tree lines, stone walls and vegetative cover, topographic features, and other environmental features which are significant to the design process. |
| | | | 8. Proposed curb cuts, traffic circulation patterns, and parking configurations with dimensions of driveways, curb cuts, curbing, parking spaces, travel aisle widths, and area of parking areas. |
| | | | 9. Engineering details for parking areas including sub-base design and proposed surfacing material. |
| | | | 10. Proposed location, dimensions, and shape of all structures to be constructed on the site. |
| | | | 11. Elevation drawings of proposed structures detailing the exterior façade design of the proposed building(s). |
| | | | 12. Proposed location of solid waste/trash receptacle location, and screening. |
| | | | 13. Location of existing and/or proposed septic disposal system. |
| | | | 14. Location and description of any buffer systems. |
| | | | 15. Layout and location of existing and proposed utilities, including water, gas, electrical, and phone transmission lines. |
| | | | 16. Proposed snow storage locations. |
| | | | 17. Calculation showing total amount of impervious area proposed. |
| | | | 18. Location and description of any easements, or proposed easements. |
| | | | 19. Location of all state and federal wetlands. |

Site Development

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| | | | 20. Any plans cited for reference should be recorded at the Merrimack County Registry of Deeds or stamped by a licensed land surveyor. The name, date, and plan number of recorded cited plans should be provided in the notes section of the plan. |
| | | | 21. In addition, all easements including metes and bounds, grantee, and grantor shall be defined on the plat. |
| | | | 22. Location, size, height, color, lighting, and proposed language for all proposed signs. |
| | | | 23. Road construction plan, if applicable, prepared in accordance with these regulations (to be submitted on a separate sheet). |
| | | | 24. Erosion and Drainage Plan, if applicable, prepared in accordance with these regulations (to be submitted on a separate sheet). |
| | | | 25. Stormwater Management plan prepared in accordance with these regulations (to be submitted as a separate sheet). |
| | | | 26. Lighting Plan prepared in accordance with these regulations (to be submitted as a separate sheet). |
| | | | 27. Landscaping Plan prepared in accordance with these regulations (to be submitted on a separate sheet) including text block regarding continued maintenance. |
| | | | 28. Utilities Plan prepared in accordance with these regulations (to be submitted on a separate sheet). |
| | | | 29. The following notations shall also be shown: <ul style="list-style-type: none"> a. The explanation of drainage easements, if any. b. The explanation of utility easements, if any. c. The explanation of site easements, if any. d. The explanations of any reservations. |
| | | | 30. Block for approval by the Board as follows: <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>I hereby certify that this plat has been approved by the Town of Loudon Planning Board on _____ and shall be filed with the Town of Loudon once all conditions of approval have been satisfied:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> _____ Chairman </div> <div style="width: 45%; text-align: center;"> _____ Date </div> </div> </div> |

TOWN OF LOUDON
PLANNING BOARD

ABUTTERS FORM

Instructions: Please indicate the name and full mailing address of all abutters to the property which shall be reviewed by the Zoning Board. “Abutter” means any person whose property is in New Hampshire and adjoins or is directly across the street or body of water from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that their land will be directly affected by the proposal under consideration. For purposes of receipt of the notification by a municipality or local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term “abutter” means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

Please include the names of all attorneys, engineers, surveyors, planners, and/or architects whose stamp appears on the plat to be submitted to the Board for review and the Owner of the property on the plat.

*Please include extra sheets as necessary.

Name: _____
Map / Lot: _____
Street: _____
City: _____
State / Zip: _____

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