

TOWN OF BRISTOL PLANNING BOARD

MINOR SITE PLAN PROCESS - MEMO

Any Site Plan which involves:

1. no expansion of the building, or
2. changes to the site,
3. and involves no current Zoning Board decisions

shall be designated as a Minor Site Plan Review. Proposals which do not meet these criteria may be designated as a Minor Site Plan Review by the Planning Board at a Preliminary Conceptual Consultation when the Board determines that the proposal involves only minor changes and does not require an engineered plan to evaluate.

A well-prepared Site Plan is the MOST IMPORTANT document in your project submittal materials. Minor Site Plans must be clearly legible and reproducible. A complete and accurate Minor Site Plan will help to speed the application process. Incomplete applications will be rejected.

Before you begin the Site Plan process, please:

- Review the **Minor Site Plan and Subdivision Regulations** contained in Section VIII. You can review/ print these from www.townofbristolnh.org > Departments > Planning > scroll down to find **Site Plan and Subdivision Regulations** on the right hand side.
- Schedule a Preliminary Conceptual Consultation (PCC) with the Planning Board to discuss your project and have any questions answered that you have about your project and/or the process. To schedule a PCC with the Planning Board please contact Michelle Bonsteel, Land Use Officer via phone (603-744-3354), email at mbonsteel@townofbristolnh.org or in person Monday through Friday, generally, between the hours of 8:00 am – 4:00 pm.

Items that are required as part of your project submittal materials (all of which are attached):

STEP 1:

- **Application and Checklist for Minor Site Plan Review with payment of all applicable fees** – must be complete and filed with the Land Use Office by the deadline date of a regularly scheduled meeting of the Planning Board. Planning Board meeting dates and application deadlines can be found at www.townofbristolnh.org > Departments > Planning > Planning Board Meeting Schedule and Application Deadlines.

STEP 2:

Checklist for Minor Site Plan Review - all items on this Checklist must be:

- Provided*, or
- Checked as Not Applicable if they do not appear to apply to your project, and written statement as to why you believe this to be the case, or
- Checked as Waiver Requested if you are asking for a relaxation of the required information for your project. **NOTE:** all requested waivers must be in writing (on the plan)

- * **Checklists deemed to be incomplete by the Land Use Officer will NOT be placed on the Planning Board Agenda.**

The Applicant may be required to submit additional information if deemed necessary by the Planning Board in order to fully evaluate the application.

The Applicant is responsible for all the costs of any special investigations and of the review of documents and other materials which may be required by the application, including engineering and legal expenses. The Planning Board shall, in consultation with the applicant, determine the scope of such investigations and reviews and it shall determine the persons or firms to be hired for investigations and reviews.

The attached sample site plan has been designed to help you prepare a complete Minor Site Plan for your project. Make sure your Minor Site Plan includes all the information on the Minor Site Plan Checklist. The circled numbers on the sample minor site plan correspond to the numbered items on the Checklist for Minor Site Plan Review. The circled numbers do not need to appear on your plan.

PLEASE NOTE: The attached sample minor site plan is provided as a reference tool showing how and what must be included in your minor site plan. Your site plan must be scaled according to the specific project and for the size of paper on which your plan is submitted .

Your submission to the Planning Board requires:

- Four (4) copies of Bristol Tax Map showing lot under consideration and all adjoining properties and zoning district
- Completed Minor Site Plan Application
- Completed Abutters Notification List (verified by the Town Assessing Office)
- Written request for any Waivers being sought

And

- Fifteen (15) reduced scale copies of the Minor Site Plan on 8 1/2 x 11 or 11 x 17 sized paper, collated with full sets of:
 - Completed Minor Site Plan Application
 - Completed Abutters Notification List (verified by the Town Assessing Office)
 - Written request for any Waivers being sought, including an explanation of why