

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

TOWN OF BRISTOL PLANNING BOARD

CHECKLIST FOR MINOR SITE PLAN REVIEW

Tax Map # _____

Lot # _____

File Number: _____

Project Name _____ Applicant _____

Project Address _____

PLEASE NOTE: The owner of the property or designated agent (authorized in writing and attached) shall file a completed application NO LESS than twenty (20) days prior to a regularly scheduled meeting of the Planning Board. An application will be considered complete for the purpose of submission if it meets ALL of the following requirements. ALL WAIVERS requested must be in writing and attached. Failure to do so will result in a rejected application. All regulations cited in this Checklist can be found in the Site Plan Review/Subdivision Regulations unless otherwise noted.

	Applicant	Planning Board Use Only
Items #1 - #6 to be provided on the Minor Site Plan Application		
1. Names, addresses & phone numbers of applicant and owner – 8.9A.1 <input type="checkbox"/> Applicant Name, address & phone no. <input type="checkbox"/> Owner, Name, address & phone no. <input type="checkbox"/> Owner Applicant Same	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
2. Location of Site – 8.9A.2 <input type="checkbox"/> Tax Map # <input type="checkbox"/> Lot # <input type="checkbox"/> Street Address	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
3. Brief Description of Proposed Plan – 8.9A.3 <input type="checkbox"/> Existing Use <input type="checkbox"/> Proposed Use <input type="checkbox"/> Changes to existing use	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
4. Detailed description of services/products for non-residential use 8.9A.4 <input type="checkbox"/> hours of operation <input type="checkbox"/> changes of existing use		<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
5. Abutters list – 8.9A.5 (verified by town Assessing Office)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
6. Parking requirements, with written statement with calculations depicting how the parking requirements are being met 8.9A.9, 8.5E.1, 8.5E.2; 4.5A (Zoning Ordinance) <input type="checkbox"/> Proposed <input type="checkbox"/> None proposed <input type="checkbox"/> Existing <input type="checkbox"/> None existing	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> N/A
Items #7 - #9 to be provided on the Minor Site Plan		
7. Four (4) copies of Minor Site Plan Showing– 8.9A.6 <input type="checkbox"/> Lot under consideration <input type="checkbox"/> All adjoining properties <input type="checkbox"/> Zoning District	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
8. North Arrow – 8.9A.7	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
9. Previous Zoning Board Decisions – 8.9A.8	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> N/A

Applicant	Planning Board Use Only
10. Rights-of-way/easements – 8.9A.10 <input type="checkbox"/> Provided <input type="checkbox"/> N/A <input type="checkbox"/> Rights of way shown <input type="checkbox"/> No rights of way on property <input type="checkbox"/> Easements <input type="checkbox"/> No easements on property	<input type="checkbox"/> INCLUDED <input type="checkbox"/> N/A
11. Permits and Approvals 8.9A.11 <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A <input type="checkbox"/> Town _____ <input type="checkbox"/> State _____ <input type="checkbox"/> Federal _____	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
12. Description of Changes in Exterior Lighting – 8.9A.12 <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A <input type="checkbox"/> Type <input type="checkbox"/> Intensity <input type="checkbox"/> Location(s) <input type="checkbox"/> Direction	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
13. Planning Board approval block 8.9A.13 (see sample on last page) * <input type="checkbox"/> Provided <input type="checkbox"/> N/A <input type="checkbox"/> Date Line <input type="checkbox"/> Appropriate Size <input type="checkbox"/> Chair person signature line <input type="checkbox"/> 6 Board signature lines <input type="checkbox"/> Expiration date	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
14. Waivers requested in writing Explaining why requested 8.9B <input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
15. Additional requirements – 8.9AB <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A <input type="checkbox"/> Environmental impact <input type="checkbox"/> Environmental impact waived <input type="checkbox"/> Traffic Study <input type="checkbox"/> Traffic Study waived <input type="checkbox"/> Cost Estimate <input type="checkbox"/> Cost Estimate waived <input type="checkbox"/> Fiscal impact study <input type="checkbox"/> Fiscal impact study waived <input type="checkbox"/> Performance bond <input type="checkbox"/> Performance bond waived <input type="checkbox"/> Other restrictions <input type="checkbox"/> No other restrictions	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A

Applicants may be required to submit additional information relating to the site, neighborhood, and the proposal and its potential impact.

Reviewed by Land Use Office on _____

Date Signature

Comments forwarded to Planning Board and Applicant(s) on _____ By _____

Application accepted as Complete by Planning Board:

Date _____

Planning Board Chairman

A Completed application is **NOT** a Notice of Decision by the Planning Board but indicates that the application itself is deemed complete and the process can move forward to the decision making phase.

*Planning Board approval Block measuring at least 2 x 4 inches and containing at a minimum, all of the information in the example below:

Approval Block – Planning Board Use Only

Date of Planning Board Approval: _____

Chairman Signature _____

Board Signatures:

TOWN OF BRISTOL ABUTTER NOTIFICATION LIST

Page ___ of ___

Names and address should be those of current owners as recorded in the Tax Records five (5) days prior to submission of this application. Be sure to include applicant, agent (if applicable), surveyor, engineer, any other professionals whose seal appears on the plat, and all abutters, including those across a street, brook or stream. If more room is needed, copy this sheet and attach. Be sure to make note of how many abutter sheets you are submitting in the space provided above.

Owner's Name _____	Tax Map # _____
Mailing Address _____	Lot # _____
City _____ State _____	Zip Code _____
Owner's Name _____	Tax Map # _____
Mailing Address _____	Lot # _____
City _____ State _____	Zip Code _____
Owner's Name _____	Tax Map # _____
Mailing Address _____	Lot # _____
City _____ State _____	Zip Code _____
Owner's Name _____	Tax Map # _____
Mailing Address _____	Lot # _____
City _____ State _____	Zip Code _____
Owner's Name _____	Tax Map # _____
Mailing Address _____	Lot # _____
City _____ State _____	Zip Code _____
Owner's Name _____	Tax Map # _____
Mailing Address _____	Lot # _____
City _____ State _____	Zip Code _____
Owner's Name _____	Tax Map # _____
Mailing Address _____	Lot # _____
City _____ State _____	Zip Code _____

Verified by the Town Assessing Office Date: _____ By: _____

**TOWN OF BRISTOL PLANNING BOARD
MINOR SITE PLAN APPLICATION**

File Number: _____

Location of proposed Site Plan: Tax Map # _____ Lot # _____ Zone _____

Location is in the following Overlay District(s)/Area(s):

- Shoreland Protection Area Historic Pemigewasset Wetlands Conservation

Applicant(s) Name: _____ Phone _____

Mailing Address _____

City / State / Zip _____

Owner (if different from applicant) _____

Mailing Address _____ Phone _____

City / State / Zip _____

Letter Authorizing Representation if other than property Owner

Is this project: Non-Residential Multi-family (3 or more units) Mixed Use Occupancy

Permission for Planning Board to access the site? Yes No

Project Street Address _____

Name of Proposed Project: _____

Brief description of proposed plan _____

Detailed description of the types of services and/or products to be involved in any non-residential use, including hours of operation and any changes of an existing use _____

Written statement with calculations depicting how the parking requirements are being met _____

Description of changes in exterior lighting _____

Required payment of all applicable Site Plan fees:

Application/Administrative Fee: _____ x \$ 75 = \$ _____
 Number of developments included in this application \uparrow
 Advertising/Posting Costs: \$ 50 = \$ _____
 Abutter Notification: _____ x \$ 10 = \$ _____
 Number of abutters from attached notification list \uparrow
 TOTAL \$ _____

Office Use
 Received:

The applicant and/or owner/agent, certifies that this application is true and complete and that any additional costs for engineering or professional services incurred by the Bristol Planning Board in the Site Plan Review process of this property shall be borne solely by the applicant and/or owner.

 Signature of Applicant/Agent

 Date