

TOWN OF BRISTOL PLANNING BOARD

MINOR SITE PLAN REVIEW: INSTRUCTIONS

Any site plan review which involves:

- (1) no expansion of the building, (2) no changes to the site, AND
- (3) does not involve current Zoning Board decisions

shall be designated as a Minor Site Plan Review by the Land Use Department. Proposals which do not meet these criteria above *may* be designated as a Minor Site Plan Review by the Planning Board at a Preliminary Conceptual Consultation (PCC) if the Board determines that the proposal involves only minor changes.

A well-prepared site plan is the MOST IMPORTANT document in your project submittal materials. It must be clearly legible and reproducible. A complete and accurate Minor Site Plan will help to speed the application process. Incomplete applications may be rejected or continued to the next regular Planning Board meeting.

Before you begin a site plan process:

- Review the **Subdivision and Site Plan Regulations** beginning at Section VIII. You can open and print these by going to www.townofbristolnh.org > Boards & Committees > Planning Board
- Contact the Planner to schedule a staff meeting. Bring any questions you have. The Planner can be reached by phone (603) 744-3354 (x117) or email (planner@townofbristolnh.org).

Required Materials

Checklist for Minor Site Plan Review

Fill out this checklist to the best of your ability as you complete the items below. It should help you follow the Bristol Subdivision and Site Plan Regulations. The Planning Board *may* waive a requirement if it can—but each waiver must be in writing on the plan. (See Checklist, Number 14.) Make sure your Application and Plan are complete.

Application for Minor Site Plan Review with Payment of All Applicable Fees

This form must be complete and filed with the Land Use Department by the posted deadline if you wish to have your plan reviewed at a particular meeting. The Board usually meets once per month. Dates and application deadlines can be found at www.townofbristolnh.org > Boards & Committees > Planning Board

(Minor Site) Plan

The plan is mostly an aerial look at what the Board will review. It should be to scale, showing the location of buildings and other features. Make sure to follow the Subdivision and Site Plan Regulations. The Checklist for Minor Site Plan Review should match up with this important document.

Abutters List

An Abutters Notification List can be found online or at the Town Office. The list of abutters (defined as adjacent property owners [immediate neighbors and property owners across a road or stream], the applicant, owner, and any professionals involved) shall include Map-Lot # and mailing addresses.

The applicant may have to submit additional information if deemed necessary by the Planning Board for evaluating the application.

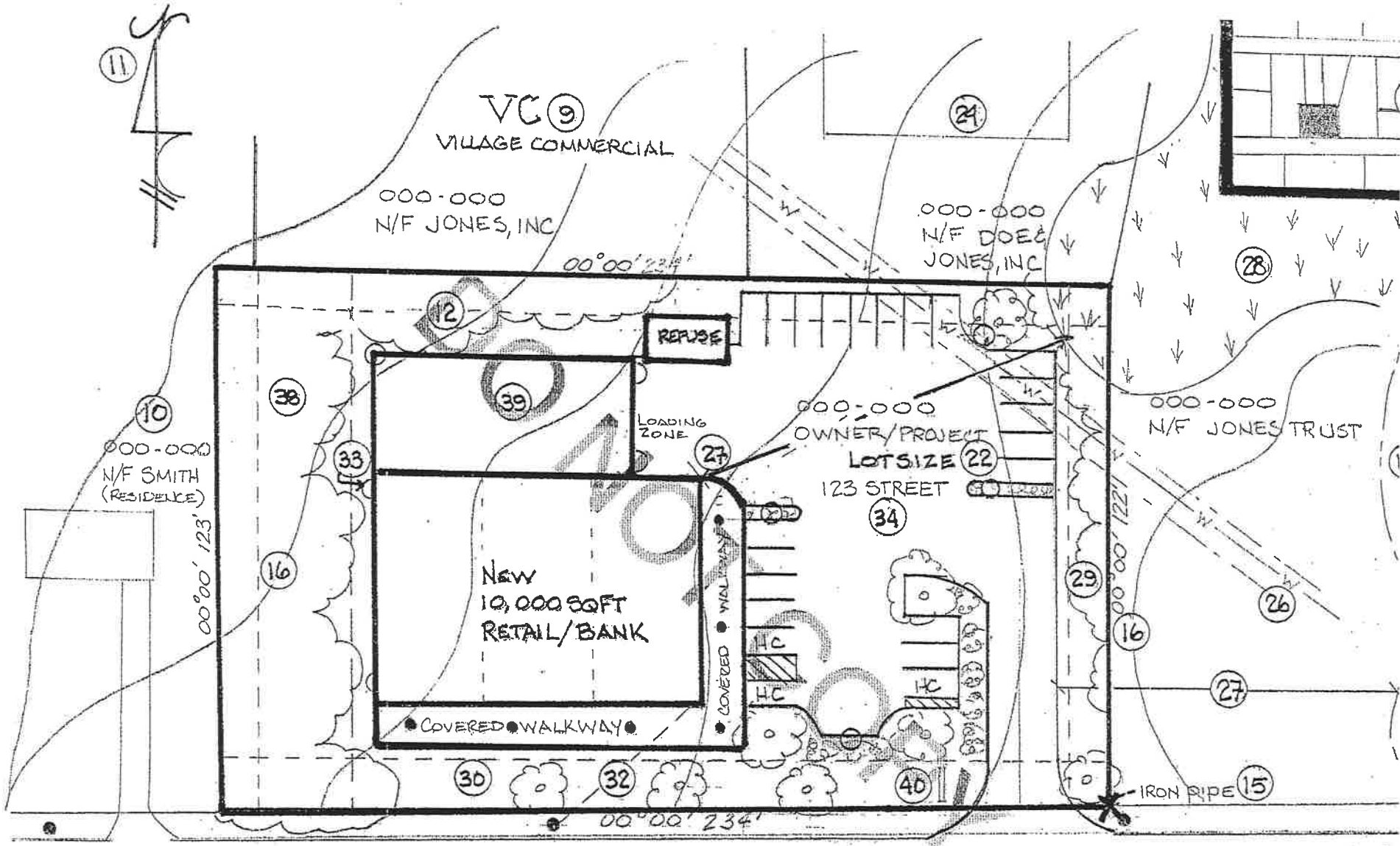
Applicants are responsible for all the costs of any special investigations and of the review of documents and other materials which may be required by the application—including but not limited to engineering and legal expenses. The Planning Board shall determine the scope of such investigations and reviews in consultation with the applicant and it shall determine the persons or firms to be hired for investigations and reviews.

The attached examples are designed to help you prepare a complete Minor Site Plan for your project. Circled numbers on the first sample correspond roughly to the Minor Site Plan Checklist items. The circled numbers do not need to appear on your plan. A signature block is provided, too. It can be cut and pasted onto your plan.

PLEASE NOTE: These are examples. Your site plan must be scaled according to the specific project and for the size of paper on which your plan is submitted.

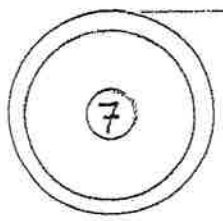
Your submission to the Planning Board requires:

- checklist for Minor Site Plan Review
- application for Minor Site Plan Review and relevant fees
- Minor Site Plan (**3 copies**)
- abutters list (verified by the Land Use Department)

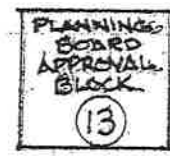


17 STREET NAME

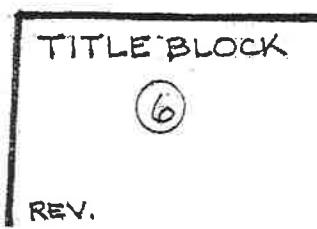
EDGE OF PAVEMENT



- SOILS: #25
- UTILITY PLAN: #32
- EASEMENTS: #31
- WAIVERS: #48
- LANDSCAPE PLAN: #30
- LIGHTING PLAN: #33
- PARKING: #35 & 36
- LOT COVERAGE: #34
- ZONING: #12
- OTHER INFORMATION



SCALE: -



REV.

Applicant Information

Name: _____
Street Address: _____
Tax Map/Lot #: _____

2.5'

Sample

0.20

AcC

48

0.35 AcC

46

47

0.25 AcC

E TOWN

201.22'

78'



82'S

SUMMA

79.25'

48'S

Approval Block – Planning Board Use Only

Date of Planning Board Approval: _____

Expiration Date: _____

Chairman Signature: _____

Board Signatures: _____

_____	_____
_____	_____
_____	_____