

Town of Loudon Planning and Zoning Board Office

PO Box 7837
29 South Village Rd.
Loudon, NH 03307

Phone- 603-798-4540
Fax- 603-798-4540
Email- loudonplanningoffice@tds.net

Dear Applicant,

Attached is an application for the Loudon Planning Board. Your completed application, including all fees, must be received in our office no later than 15 days (by noon) prior to the next scheduled Planning Board meeting. Having the completed application returned to this office within that timeframe allows you to be placed on the next agenda.

Four copies of the application need to be submitted along with six full-size paper copies and twelve reduced-size (11" x 17") legible copies of the plat. See Article 11 in the Land Development Regulations for details concerning submission of an application.

Any application that has property in current use needs to include an accurate map showing the designated current use area. If there are any further questions about current use please contact Jean Lee of the Selectmen's office at (603) 798-4541.

To help develop a better proposal please review application options as described in Article 8 of the Land Development Regulations.

The Planning Board's policy on continuances is as follows:

1. An applicant may request a continuance of a public hearing in writing by the Monday prior to the day of the public hearing.
2. A request for continuance must be in writing.
3. A written request for continuance is limited to two public hearings.
4. The third and future requests for continuance must be made in person at the public hearing.
5. If these procedures for a continuance are not followed, the Board may deny the application.

The Loudon Planning Board meets the third Thursday of each month at 7:00 p.m. in the Loudon Community Building at 29 South Village Road.

If you have any questions, please feel free to contact the office at the above telephone number or email address. Office hours are Monday, Wednesday, and Thursday 8:00 a.m. – 4:00 p.m. and Tuesday from 8:00 a.m. – 7:00 p.m.

Sincerely,

Donna White
Administrative Assistant

COPY FOR:

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

BOARD USE ONLY:

Date Received _____
 Received By _____
 Application # _____
 Fees Paid _____

**TOWN OF LOUDON, NEW HAMPSHIRE
 SITE PLAN REVIEW APPLICATION**

TITLE OF SITE PLAN: _____

Proposed use: _____

Road Frontage, include any new road(s): _____

If accessing an existing road, is said roadway public or private?

- Public, Class V
- Public, Class VI
- Private

Road is or is proposed to be: Public _____ Private _____

OWNER OF RECORD:

Please indicate the following for all owners of record for the property to be reviewed.

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

LOCATION OF DEVELOPMENT:

Tax Map # _____ Lot # _____

Zoning of parcel(s), including overlay zones _____

Parcel size (Acres): _____ Parcel size (Square Feet): _____

Water source: _____

Number of proposed residential, commercial, or industrial units: _____

Name of Applicant's Agent or Contact Person:

Name of Surveyor: _____
 Name of Firm: _____
 Street: _____
 City: _____
 Phone: _____
 Fax: _____

Waivers Requested (please indicate with a check): YES _____ NO _____

(Please attach a separate cover letter for each waiver request to this application)

Waiver Requested for Item(s):

Special Exception or Variance granted by the ZBA: _____

Dates of Variance or Special Exception Hearings/Approvals: _____

Date of Conceptual Review, if any: _____

Date of Design Review Meetings, if any: _____

Date of Formal Application Review, Acceptance, or Denial _____

Application Fee: \$ _____	Abutters Fee: \$8 per abutter x # of abutters = \$ _____
Unit Fee: \$ _____	Recording fees (if applicable, \$26 per page) \$ _____
Disturbed Areas Fee: \$ _____	TOTAL \$ _____

I/we consent to allow the Loudon Planning Board or its designee to make on site inspection(s) of my/our property as deemed necessary for the evaluation of my/our site plan application. 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. RSA 676:4.

Signature of Applicant: _____ Date _____

Signature of Applicant: _____ Date _____

Signature of Agent: _____ Date _____

TOWN OF LOUDON, NEW HAMPSHIRE SITE PLAN REVIEW APPLICATION CHECKLIST

Name of Site Plan: _____

Applicant: _____ Map _____ Lot _____

Existing Conditions Plat Checklist

Submitted	Not Submitted	Waivered Requested	
			1. Names, addresses, telephone numbers, fax numbers and e-mail 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 feet.
			5. Locus map of vicinity of the site, at a scale of 1"=1,000 feet, 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, stonewalls 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 datum provided should reference the latest applicable USGS Benchmark survey, as amended, and should be noted on the plan.
			9. For all lots, a Site Specific Soils Map shall be provided and prepared by a certified soil scientist in accordance with the standards outlined in Site Specific Soil Mapping Standards for NH and VT, as prepared by the Society of Soil Scientists of Northern New England, 1999 or amended. Any cover letters of explanatory data provided by the certified soil scientist shall also be submitted.
			10. State and Federally designated wetlands.
			11. 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.
			12. 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.
			13. The location, elevation, and layout of catch basins and other surface drainage control features.

			14. The size and location of all existing public and private utilities.
			15. The location, type, width, and length of all existing easements and encumbrances.
			16. 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).
			17. Information pertaining to the site as referred to in the Town of Loudon, <i>Open Space Trail System Plan</i> .
			18. Location and size of existing signage, if any;
			19. Location, type, and foot-candle of existing light fixtures, if any;
			20. Location of existing dumpster areas, if any;
			21. Location of outdoor storage areas, if any

Site Development Plan

			1. Names, addresses, telephone numbers, fax numbers and e-mail 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 feet.
			5. Locus map of vicinity of the site, at a scale of 1"=1000 feet, 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, stonewalls 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, 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.
			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 plat.
			21. In addition, all easements including metes and bounds, grantee, 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 as a separate sheet);
			24. Erosion and Drainage Plan if applicable prepared in accordance with these regulations (to be submitted as 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 as a separate sheet);
			28. Utilities Plan prepared in accordance with these regulations (to be submitted as a separate sheet);
			29. The following notations shall also be shown:
			(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:

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:

Chairman

Date

**TOWN OF LOUDON, NEW HAMPSHIRE
ABUTTERS FORM**

Instructions: Please indicate the name and mailing address of all abutters to the property which shall be reviewed by the Planning Board. "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream 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 his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a 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 also include the names of all Attorneys, Engineers, Surveyors, Planners, 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 MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY.**

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

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 Map / Lot: _____
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 State, Zip: _____

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