

**NASHUA CITY PLANNING BOARD
SITE PLAN CHECKLIST**

Project Name: _____
 Nashua Revised Ordinances – Chapter 190

Survey

YES NO N/A

- 1. Plan Scale: not smaller than 1"=50' unless waived. (Master site plan scale may be smaller without waiver)
- 2. Date, north arrow and legend
- 3. Vicinity map at or about 1"=1,000'
- 4. Bearing and distances of all property lines and monuments
- 5. If new survey, date of survey and name of surveyor
- 6. If old survey, reference plan(s) used, HCRD#, and book and page of deeds
- 7. Sheet size 22x34 (construction plans 24x36)
- 8. Consolidation and/or lot line relocation plan required
- 9. Show all existing and proposed easements: sewer, water, drainage, conservation and etc.
- 10. Total area of site

Title & Signature Block

- 11. Name, address, map and lot number of project
- 12. Name, address, phone number of contact
- 13. Name, address, phone number of applicant/owner
- 14. Signature of applicant/owner
- 15. Signature and seal of New Hampshire engineer, surveyor, architect and wetland scientist
- 16. Signature block for Planning Board that states: APPROVED – NASHUA CITY PLANNING BOARD. Signature line for Chairman and Secretary and date
- 17. Signature block for the applicant/owner that states: The under- signed does hereby agree to perform all of the improvements as shown on this plan and as conditioned or stipulated by the Nashua City Planning Board. All required site improvements must be completed or guaranteed prior to the issuance of a certificate of occupancy

Standard Plan Notes

The following notes and details shall be shown on the proposed site master plan or site plan:

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. What flood zone is the site located in |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Zoning district(s) and boundaries |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Minimum lot and yard requirements, existing and proposed; should include lot area, frontage, width, depth, setbacks, building height, open space, building coverage and number of stories |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Map and lot number |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Whether the site plan is served by municipal sewer and Pennichuck Water Works |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Purpose of plan – (state reason for the plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Parking spaces and loading zones- existing, proposed and required; state required parking by break down of the use(s) on site |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. All landscaping shall be as shown on the plan and conform to the applicable City of Nashua zoning regulations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. All site lighting shall be as shown on the plan, directed onto site and conform to the applicable City of Nashua zoning regulations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. All signage shall conform to applicable City of Nashua zoning regulations with all permits secured prior to installation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Site improvements depicted on the plan shall conform to Title 111 of the Americans with Disabilities Act with regard to dimensions and grade and number of spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. All zoning variances and special exceptions that apply to the site (wetlands, flood hazard, use, dimensional), date of approval and stipulations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. “It shall be unlawful to modify, change, or alter any structure shown on this plan in any way whatsoever, or convert or alter and structure shown on this site plan, or change the above use indicated on the plan without receiving approval from the City.” |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. “Future building construction shall incorporate foundation drainage systems except where an investigation establishes that specific building sites are located in well drained soils and that such systems are not required.” |

Standard Plan Notes (continued)

YES NO N/A

- 32. Prior to any work being conducted a pre-construction conference shall be held with the Planning staff and other City departments as necessary to review work proposed
- 33. Uses permitted by this site plan (i.e. retail and office).
- 34. Date of approval by the Board of Aldermen and the Zoning Board of Adjustment for a proposed Planned or Cluster Residential Development, Planned Business Development or Planned Industrial Development, and approval stipulations
- 35. Hours of operation including when shipments are made and deliveries received, other services involving truck traffic, and refuse pick-up
- 36. Utility including all electric, telephone, cable television, and other communication lines, both main and service connections, servicing new developments shall be provided by underground wiring within easements or dedicated public right-of-way, installed in accordance with the Board of Public Works specifications.
- 37. Street restoration to be in accordance with NRO 285-13

Existing Conditions

Provide a plan sheet of existing conditions on site and adjacent parcels as appropriate, including:

- 38. Topography – contour intervals not more than 2 feet
- 39. Structures and buildings
- 40. Physical features including: vegetation, trees, rock outcroppings, swales, ditches, wetlands, ponds, streams, drainage, material sites and other
- 41. Sidewalks, trails, cart paths and driveways
- 42. Roads, streets, pipe and power lines
- 43. Utilities, on site and adjacent, including electric, sewer, gas, water lines, septic systems, wells, utility sites, utility poles, street lights, drain lines and manholes
- 44. Lot lines with bearings and distances of each line segment and monuments
- 45. All easements
- 46. Abutting property owners including owner name, address, zip code, book and page number from registry of deeds, lot and map number, and use of the lot (i.e. commercial, single family residential, manufacturing, office, medical center), zoning and use of lots

Existing & Proposed Structures

YES NO N/A

- 47. Proposed use and use on abutting lots
- 48. Dimension and note square footage of all buildings and structures
- 49. Note if there is a basement, more than one floor level and floor elevations
- 50. All existing building and structures shall be shown in dashed lines, half tones or other method to differentiate from proposed. Proposed buildings shall be shown in dark or bold solid lines
- 51. Note on plan any building(s) or structure(s) to be demolished, pavement added or removed, including trees and landscaping
- 52. Show buildings and structures and driveways on abutting parcels and parcels located across a non-divided roadway
- 53. Note mixed uses (i.e. office, warehouse and manufacturing) and square footage of each use
- 54. Location of mechanical equipment pads, HVAC ground units and dumpster(s) with enclosure
- 55. Grading plan with 2 foot contour intervals maximum and 1 foot in paved areas and other areas that are predominately flat

Historic District

- 56. Is the site within the Historic District
- 57. Have building elevations and/or architectural elements, including signage, been approved by the HDC

Flood Hazard

- 58. Is any part of the site situated in the 100-year flood plain
- 59. Show the 100-year flood plain boundary and any existing and proposed improvements within the boundary
- 60. Does the Shoreline Protection Act apply (Nashua and Merrimack River)

Site Lighting

- 61. Provide a lighting contour plan showing lines of equal illumination.
- 62. Show a detail of wall packs, pole heights including the base, fixture type and wattage of lamps to be used
- 63. Show the location of all existing and proposed wall and light poles

Wetlands

YES NO N/A

- 64. Does the project site contain wetlands
- 65. Does the project require the review and approval by the Conservation Commission and Zoning Board of Adjustment
- 66. Show mapped wetland boundaries
- 67. Are there any prohibited uses
- 68. Show boundaries by classification: other, critical and prime

Non-Conformities

- 69. Is any existing improvement shown on this plan non-conforming
- 70. Will any proposed improvement increase an existing non-conformity
- 71. Is the lot conforming concerning minimum lot and yard requirements
- 72. Will any portion of this plan become non-conforming as a result of this improvements

Building Design

- 73. Building elevations and architectural treatment for multifamily building over 4 units and non-residential buildings

Non Residential Buildings:

- 74. Facades exceeding 150 feet in length must include a 3% projection/recess for 20% of facade length.
- 75. No uninterrupted facade over 150 feet.
- 76. Ground floor ornamentation for at least 50% of façade length
- 77. Rooftop equipment concealed from public view?
- 78. The average height of parapet walls shall not exceed 15% of the height of the supporting wall
- 79. Parapet walls shall not exceed 1/3 the height of the supporting wall at any point
- 80. Parapet wall shall not be a constant height for a distance greater than 150 feet

Building Design (continued)

YES NO N/A

- 81. Overhanging eaves must extend no less than 3 feet past the supporting wall for no less than 30% of building perimeter or
- 82. Sloped roofs shall not exceed the average height of the supporting walls. Average slope must exceed or equal 1:3 and be less than or equal to 1:1 or
- 83. Three or more roof slope planes
- 84. Building materials shall be: brick, wood, sandstone, cmu, or native materials
- 85. Façade colors shall be low reflectance, subtle, neutral or earth tone.
- 86. Predominant exterior materials shall not be: smooth-faced, cmu or concrete panels, or pre-fabricated steel panels
- 87. Customer entrance on all abutting street sides
- 88. Customer entrance has at least 3 of the following: canopies or portico, roof overhangs, recesses/projections, arcades, raised corniced parapets over the door, peaked roof forms, arches, outdoor patios, display windows, architectural details such as tiles work and moldings which are integrated into the building structure and design, or integral planters or wing walls that incorporate landscaped areas and/or places for sitting
- 89. Mechanical appurtenances shall be screen and finished to match building
- 90. Mechanical appurtenances shall not exceed 50 decibels between 7AM - 8PM and 45 decibels at night 8PM – 7AM along residential zoning districts

Landscaping

- 91. Landscape plan for new sites and total demolition-reconstruction of existing sites. The plan should include: type/species, height/caliper, size/number of trees, shrubs, flowers and ground cover.
- 92. A landscape detail drawing for sites where only partial disturbance of existing landscaping occurs
- 93. Show areas to be landscaped including property boundaries, along building frontages, buffers separating residential properties, islands and end caps within large parking lots

Storm Water

YES NO N/A

- 94. Drainage report signed by a state registered engineer or statement of intent to apply for alteration of terrain permit
- 95. Operation/maintenance plan and easement for recording
- 96. Detail of storm water improvements including plan view and cross-section of detention basins and swales

Water

- 97. Show the location and size of the proposed water line(s) to the site from the street
- 98. Show the location and size of existing water mains in the street(s) adjacent
- 99. Show the location of any existing or proposed wells to be used
- 100. Provide a plan and profile drawing of the water line(s) to be constructed in the roadway
- 101. Show any existing and proposed waterline easements

Sewer

- 102. Show the location and size of existing sewer lines, including manholes, in the street(s) adjacent
- 103. Show the location and size of proposed sewer line(s), including cleanouts, to the sites
- 104. Show the location of any existing or proposed septic systems to be used
- 105. Provide a plan and profile drawing of the sewer line(s) to be constructed in the roadway
- 106. Show any existing and proposed sewer line easements
- 107. On site septic design to be approved by Health Department

Drainage

- 108. Show the location and size of existing drain lines, including manholes, in the street(s) adjacent
- 109. Show the location and size proposed drain line(s), including manholes, to the site

Drainage (continued)

YES NO N/A

- 110. Show the location of any existing or proposed drainage systems on the site, including manholes and catch basins
- 111. Provide a plan and profile drawing of the drain line(s) to be constructed in the roadway
- 112. Show any existing and proposed drain line easements
- 113. Submit drainage calculations to the Engineering Department for review

Gas

- 114. Show the location of existing gas lines in the street(s) adjacent
- 115. Show the location of gas line(s) to the site
- 116. Show the location of any existing or proposed gas lines on site
- 117. Show any existing and proposed gas line easements

Electric

- 118. Show the location of electric lines in the street(s) adjacent
- 119. Show the location of electric line(s) to the site
- 120. Show the location of any existing or proposed electric lines on the site
- 121. Show any existing and proposed electric line easements

Utility Poles

- 122. Show the location of all existing utility poles and streetlights in the street(s) adjacent and whether any have to be relocated
- 123. Locate all existing and proposed utility poles on site and whether any have to be relocated

Miscellaneous

- 124. Deed for right-of-way dedication
- 125. Easement for right-of-way, sidewalks and utilities
- 126. Certificate from NFD that fire requirements are met
- 127. Non-Site Specific permit (NHWSPPCC) and state wetlands permit required, applied for, or approval letter received

Miscellaneous (continued)

YES NO N/A

- 128. New site plan
- 129. Amendment to an existing approved plan; indicate NR number
- 130. Bond or other form of security required for proposed public improvements (road, sidewalk) or utility extensions
- 131. Site development includes timber cutting or materials extraction that requires a pre-blast survey, or payment of fees to other City Departments
- 132. Property taxes current
- 133. Applicant received NFD checklist
- 134. Roof drain tie-ins and drain lines will be inspected prior to backfilling and paving
- 135. A driveway plan shall be approved by the Engineering Department prior to the issuance of a building permit for a single family home
- 136. Two paper plan sets at preliminary and final submittal
- 137. Two 11x17 plan sets of existing and proposed conditions at final submittal, 11x17 area plan
- 138. Abutters list include owner(s), address, zip code, map, lot number and use of land
- 139. Traffic impact report and full traffic study, if required, with comments from Traffic Department
- 140. Site plan suitability report
- 141. Statement from state registered engineer, surveyor, or architect that the plan complies with minimum requirements
- 142. Site plan totals 10 acres or more and requires open space, parks or civic space
- 143. Signed and notarized affidavit applicant is in compliance with State of New Hampshire and United States laws and regulations regarding land use and environmental issues related to the site
- 144. Application
- 145. Fees paid
- 146. Waiver request letter (s) submitted

Fees:

Site Plan \$ _____

Site Plan Review Fee \$ _____

Sign(s) (\$15.00 each) \$ _____

** Recording Fees (stormwater) \$ _____

Abutters (To be determined) \$ _____

Total \$ _____

**** Make Check Payable to the HCRD (Hillsborough County Registry of Deed)**

Comments: _____

