

TOWN OF SUNAPEE
APPLICATION FOR SITE PLAN REVIEW
(PDF OF SITE PLAN MUST BE INCLUDED WITH APPLICATION)

1. Landowner(s) Name(s) _____
Address _____
(Mailing) _____
Phone _____
2. Zoning District _____
3. Project Location: _____
4. Parcel ID: _____
5. Complete description of current use of property: _____

6. Does this project require a special exception or variance by the ZBA as outlined in the Sunapee Zoning Regulations? Yes ___ No ___ (If yes, complete the Zoning Board of Adjustment application, and Land Use Questionnaire.)

7. Complete description of proposed project (Include area dimensions, use, # of employees, # of dwelling units, etc.) _____

8. Certification/Permission for inspection. To the best of my knowledge, the above is true and accurate. I hereby grant permission for site inspection to Planning Board official(s). I also understand that it is my responsibility for providing a complete application. I realize that any of the application requirements, which are assumed waivable during the initial review, may still be required at the time of review by the Planning Board.

Signature(s) of Landowner(s)

Date

Date of Application:

Phase I _____

Phase II _____

Phase III _____

Major Site Plan _____

Home Business _____

Fee Paid _____

Method of Payment _____

FINAL HEARING CHECKLIST

The following items must be submitted in accordance with the attached meeting and deadline schedule for the Planning Board meeting you wish to attend:

- _____ Completed Application
- _____ Fees
- _____ Two (2) copies of plans for review (with required information per Article V)
- _____ List of abutters, including mailing addresses
- _____ PDF of Site Plan emailed to zoning@town.sunapee.nh.us

The Planner will review the plans to determine if the appropriate information has been provided on the plans. If the submission is deemed complete, notices will be sent (14) calendar days prior to the hearing. The following items must be included on the plan per Article V:

- _____ Plan at a scale of 1" = 20' or less
- _____ Perimeter boundary survey
- _____ Title of drawing with name of applicant
- _____ Parcel ID
- _____ Name and mailing addresses of abutting property owners
- _____ Signature block for Water & Sewer Commission, Police Chief, Road Agent & Conservation Commission
- _____ Site location map
- _____ North point, bar scale, appropriate dates
- _____ Name, address, and seal of person preparing map
- _____ Location and shape of existing and proposed buildings
- _____ Square footage for each use designated on plan
- _____ Existing and proposed contours at an interval or no more than 5'. Spot elevations for level lot.
- _____ Streams, wetlands, and other water bodies
- _____ Width, location, and grades of existing and proposed streets and driveways
- _____ Layout and size of parking spaces
- _____ Sewage disposal facilities for property including mains and service lines
- _____ Water supply for property including mains and services lines
- _____ Proposed landscaping plan
- _____ Existing and proposed electric lines
- _____ Existing and proposed telephone lines

_____ Exterior lighting plan

Article V requirements (cont.):

_____ Proposed signs-size and location

_____ Locations of retaining walls, fences, and outside storage areas

_____ Location of fire alarms and sprinklers

The Planning Board may waive the following items if it is determined, the project's impact will be minor, and otherwise, each item will be required:

_____ Drainage design, including drainage structures, culverts, ditches, and storm sewer lines

_____ Drainage calculations

_____ Plans for toxic waste storage

_____ Location of hazardous materials storage

State of New Hampshire Permits:

_____ Department of Transportation (Highway/Access)

_____ NHWSPCD (Septic Systems

_____ Water Supply Division

_____ Site Specific (Department of Environmental Services)

_____ Wetlands Board

**TOWN OF SUNAPEE
PLANNING BOARD
2024 APPLICATION DEADLINES
FOR PUBLIC HEARINGS**

<u>MEETING DATE</u>	<u>DEADLINE DATE</u>
January 11, 2024	December 14, 2023
February 8, 2024	January 11, 2024
March 14, 2024	February 8, 2024
April 11, 2024	March 14, 2024
May 9, 2024	April 11, 2024
June 13, 2024	May 9, 2024
July 11, 2024	June 13, 2024
August 8, 2024	July 11, 2024
September 12, 2024	August 8, 2024
October 10, 2024	September 12, 2024
November 14, 2024	October 10, 2024
December 12, 2024	November 14, 2024
January 9, 2025	December 12, 2024

ALL APPLICATIONS *MUST* BE IN BY 3 O'CLOCK ON THE DEADLINE DATE. THIS WILL BE STRICTLY OBSERVED.

THE CHAIRMAN RESERVES THE RIGHT TO CALL SPECIAL MEETINGS TO SATISFY RSA REQUIREMENTS REGARDING TIMELINES OF THE PLANNING BOARD.



TOWN OF SUNAPEE FEE SCHEDULE

ZONING BOARD FEES

Application Type	Fee
Variance	\$150 + \$15/per abutter + \$60 notice
Special Exception	\$150 + \$15/per abutter + \$60 notice
Motions for Rehearing*	\$150 + \$15/per abutter + \$60 notice *IF GRANTED
Appeals	\$150 + \$15/per abutter + \$60 notice
Equitable Waivers	\$150 + \$15/per abutter + \$60 notice

PLANNING BOARD FEES

Application Type	Fee
Subdivision:	\$150
Major Subdivision	+\$300 / per lot
Minor Subdivision	+ \$150/per lot
Annexation	\$150
Lot Line Adjustment	\$75
Voluntary Mergers	\$75
Site Plan Review:	\$150
Additional Over 2000 sq. ft	+\$75 / per 1000 sq. ft
5000 sq. ft additional and disturbed (outside of building footprint)	+\$75/ per 5000 sq. ft
Additional units after 2	\$100 / per unit

* All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard

*Adopted by the Sunapee Selectboard on August 21, 2023