

**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST**

PROJECT NAME:

APPLICANT:

DATE:

GENERAL SUBMISSION REQUIREMENTS:

All applications to the Planning Board for Site Plan Review must be submitted by 12:00 Noon on the day of the filing cutoff. [§4.7.C] Submissions must be accompanied by the following information or review of the application may be delayed:

- A properly completed and signed Application Form. [§5.1.A]
- The appropriate filing fees. [§5.1.B]
- A written project description. [§5.1.C]
- A list of the names and mailing addresses of all persons to be notified, by certified mail, of the public hearing. [§5.1.D]
- A completed and signed Technical Checklist. [§4.7.B]
[Applicants must complete the entire checklist to ensure that all necessary information and materials have been provided with the application or that written requests for waivers have been properly provided in accordance with Article VII of the Site Plan Review Regulations, as appropriate.]
- Eight (8) sets of project plans to be distributed for Staff Review.** [§5.1.E]
[A Staff Review meeting is held at City Hall one (1) week following the cutoff date. Staff Review meetings begin at 2:00PM, unless otherwise noted. All revised and/or additional information or materials must be submitted within one (1) week following the Staff Review meeting.]
- A digital copy of Site Plan drawings in .PDF format. [§5.1.F]

NOTE: Applications shall contain sufficient information to enable the City Staff and the Planning Board to evaluate the proposed development for compliance with the Zoning Ordinance, the Planning Board's Regulations, and other applicable City Codes, and for the Planning Board to make an informed decision.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by Article V of these Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

**CITY OF LEBANON, NH
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TECHNICAL CHECKLIST**

PLAN SUBMITTAL TECHNICAL CHECKLIST:

NOTE: Site plan drawings shall include the information described below pursuant to Article V of the Lebanon Site Plan Review Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. A scale of not smaller than one (1) inch equals 40 feet is suggested. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted for Site Plan Review shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning Office.

A written request for waiver shall be required, pursuant to Article VII of the Site Plan Review Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§5.1.G(4)] NOTE: The submission requirements described in paragraphs 5.1.E(1) through 5.1.E(4) shall not be waivable under the procedures of Article VII of the Site Plan Review Regulations. [§5.1.E]

Plan Requirements	Info. Provided	Waiver Sought
5.1.E(1) - Vicinity sketch (suggested scale: 1" = 500').	<input type="checkbox"/>	N/A
5.1.E(2) - Names and mailing addresses of Applicant; Owner(s) of Record of site; Owners of abutting properties; and Holders of any easements, rights-of-way, or other restrictions.	<input type="checkbox"/>	N/A
5.1.E(3) - Names and business addresses of preparer(s) of the plan, and every surveyor, engineer, architect, soil scientist, or wetlands scientist whose professional seal appears on any plan or document submitted to the Board.	<input type="checkbox"/>	N/A
5.1.E(4) - The following information shall be provided on the first page (or cover page, if applicable) of the Site Plan: a. Name of the City and County in which the development is proposed; b. North arrow; c. Scale of the plan; d. Date of the plan and of any revisions to the plan; (<u>NOTE:</u> The date on the plan at the time of initial submission for application review shall be included on all subsequent submissions to the City. Any subsequent change(s) to the plan shall include a revision date and description of the revision(s).) e. The following basic site information in <u>TABLE FORM</u> : 1. Zoning designation for subject property; 2. Tax Map and Lot number(s) for subject property; 3. Area of lot; 4. Gross floor area of existing and proposed buildings/additions; 5. Number of existing and proposed off-street parking spaces; 6. Number of existing and proposed loading spaces; 7. Height of existing and proposed buildings/additions; 8. Number of stories and gross square footage of each; 9. Proposed use; 10. Required and proposed front, side, and rear yard setbacks;	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A

CITY OF LEBANON, NH
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Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(4) (continued) – e. The following basic site information in <u>TABLE FORM</u> : 11. Maximum allowable lot coverage with existing and proposed calculations; 12. Indication of whether or not the property is subject to any City Overlay districts (for example, the Wetlands Conservation District or Flood Plain District) or to NHDES Shoreland Water Quality Protection jurisdiction.	<input type="checkbox"/> <input type="checkbox"/>	 N/A N/A
5.1.E(5) - Current survey certified by a land surveyor licensed in NH, depicting perimeter boundaries of the lot(s), with compass bearings, distances, and lot areas, and depicting the location of existing improvements on property.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(5) - Width and location of rights-of-way and/or easements on property.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(6) - Existing and proposed grades, including topographic contours with spot elevations, (referenced to USGS or FEMA Flood Insurance Rate Map datums, as appropriate) prepared by a professional engineer or land surveyor licensed in NH. (Where grades are less than 20%, contours shall be at 2 ft. intervals; otherwise they shall be at 5 ft. intervals.)	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(7) - Shape, size, height, and location of all existing structures located on site and within 200 feet of site.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(7) - Elevation views indicating shape, size, height, and location of all proposed structures, including expansions of or additions to existing buildings. Such elevation views shall provide sufficient detail to allow for review by the Board and City staff of the adequacy of proposed access and egress points, walkways, lighting, and other site-related improvements.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(8) - Location of existing natural features such as streams, marshes, lakes, ponds, wetlands, rock outcrops, or wooded areas, and existing man-made features such as roads and structures. Indicate those natural and man-made features that are to be removed, retained, or altered.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(8) - Wetlands on the property, if any, shall be delineated by a NH Certified Wetlands Scientist, whose seal and signature shall appear on the plan. Documentation in the form of U.S. Army Corps of Engineers New England District Wetlands Delineation Data Sheets and/or other field notes and materials concerning the delineation shall be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(9) - Zoning District, Tax Map and Lot number, and use of abutting properties within 200 feet of property.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(9) - Location of roads, streets, and driveways within 200 feet of property.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(10) - Proposed streets, driveways, parking spaces, and sidewalks, with indication of direction of travel, width, and inside radii of all curves.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(10) - Parking spaces shall be numbered.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(10) - Loading spaces and facilities used with any structures.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(10) - Total square footage and percentage of lot covered by impervious surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(11) - Size and location of all existing and proposed public and private utilities.	<input type="checkbox"/>	<input type="checkbox"/>

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Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(12) - Plan for outdoor lighting showing proposed location, mounting height, fixture type, lamp type and wattage of all exterior free-standing lighting or building-mounted fixtures.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(12) - Analyses and illuminance-level diagrams, to include average and minimum foot-candle measurements, showing that proposed installation conforms to the lighting-level standards in Site Plan Review Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(12) - Manufacturer's specification information for each proposed light fixture and lamp (NOTE: This information may be provided on the plan or as a separate attachment).	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(12) - Drawings of all relevant building elevations showing location and height of all building-mounted fixtures, illumination levels of walls or architectural features, and aiming points for any remote light fixtures.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(13) - Plan for location of free-standing or building-mounted signs, including location, mounting, aiming, and shielding of any remote light fixtures for externally-lit signs.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(13) - For internally-lit signs, relevant information concerning the method of illumination and the opacity of the sign background, showing that the proposed installation conforms to the requirements of the Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(14) - 100-yr flood elevation, floodway, and floodplain limits, where relevant.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(15) - Landscaping plan showing proposed new plantings to be installed and existing natural vegetation to be retained. Plan shall show in detail the number, size (height and/or caliper), and species (botanical and common names) of all proposed shrubs and trees.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(15) - Existing trees over 12 inches in diameter (measured 4.5 feet above ground surface) within 25 feet of the disturbed area, must be counted and shown on the plan, if included towards fulfilling landscaping requirements.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(15) - Calculations for square footage of perimeter landscaping.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(15) - Parking lot shading calculations shall be provided by depicting new trees and shrubs at 10-year crown size.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(16) - Existing and proposed surface and subsurface storm drainage facilities, including City storm drainage facilities located within 200' of site.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(16) - Plans for retention, detention, slow release, and treatment of storm water shall be provided, where necessary.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(16) - Drainage plans prepared by a professional engineer registered in NH, whose seal and signature shall appear on plan(s).	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(17) - Plans for snow removal and storage.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(18) - Plans showing automobile, public transit, bicyclist, and pedestrian access and circulation, including means of access to site and any proposed changes to existing public streets or sidewalks.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(18) - Any traffic control devices necessary in conjunction with site development.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(18) - Location of existing transit routes and transit stops located or passing within 1/4 mile (1,320 feet) of the property.	<input type="checkbox"/>	<input type="checkbox"/>

**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST**

Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(19) - Construction detail drawings including, but not limited to, pavements, walks, steps, curbing, drainage structures, water and/or sewer utilities, and other site systems or structures. (NOTE: Ordinarily, only two sets of construction drawings shall be provided.)	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(19) - Where applicable, roadway, drainage, water and sewer utility profile drawings shall be provided at a scale of 1"=40 feet (horizontal) and 1"=4 feet (vertical) and typical cross-section drawings shall be provided at a scale of 1"=5 feet (horizontal and vertical), unless prior approval is granted by the City Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(20) - Where applicable, phasing lines and schedules for construction and completion of buildings, parking facilities, landscaping, and other required improvements.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(21) - For multi-family structures, plans for on-site recreational facilities.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.E(22) - Plans for fire protection, if the site is not connected to a City water main.	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Documents and Information, Where Applicable	Info. Provided	Not Applicable
5.1.G(1) - Drainage calculations and a drainage plan shall be submitted to support the drainage plan. The plan and calculations shall be prepared by a professional engineer registered in New Hampshire.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.G(2) - An estimated timetable, to include phasing schedules, for construction and completion of buildings, parking, facilities, landscaping, and other required improvements.	<input type="checkbox"/>	<input type="checkbox"/>
5.1.G(3) - Any development estimated to generate a net increase of 100 peak hour trips or 1,000 average daily trips (based upon the most current edition of the ITE Trip Generation Manual) shall prepare and submit a Traffic Impact Study in accordance with standard traffic analysis conventions as set forth by the NHDOT. The Board may, in its discretion, require the submission of a Traffic Impact Study for developments estimated to generate less than 100 peak hour trips or 1,000 average daily trips if the Board has reason to believe such development could adversely affect levels of service or have other adverse impacts.	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO ARTICLE V OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: _____

Planning office Use Only:

Date Received ___/___/___ Checklist Complete YES or NO Checked by: _____

(Last Revised 05/22/13)

**CITY OF LEBANON, NH
STORMWATER REVIEW REGULATIONS
TECHNICAL CHECKLIST**

PROJECT NAME:

APPLICANT:

DATE:

STORMWATER GENERAL SUBMISSION REQUIREMENTS:

All applications to the Planning Board must be submitted by 12:00 Noon on the day of the filing cutoff. [§4.7.C] Submissions must be accompanied by the following stormwater material and information or review of the application may be delayed.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by Article VI of these Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

STORMWATER SUBMITTAL TECHNICAL CHECKLIST:

NOTE: Stormwater plans shall include the information described below pursuant to Article VI of the Lebanon Site Plan Review Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. A scale of not smaller than one (1) inch equals 40 feet is suggested. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning Office.

A written request for waiver shall be required, pursuant to Article VII of the Site Plan Review Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§6.6.I]

CITY OF LEBANON, NH - STORMWATER REVIEW REGULATIONS, TECHNICAL CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
<p>g. Plan references and notes (including sequence of soil disturbance)</p> <p>h. Proposed and existing public and private utilities</p> <p>i. Proposed project components to become property of or the responsibility of the City shall be labeled as such</p> <p>j. Existing and proposed impervious cover, with areas used to calculate effective impervious cover (EIC, as defined herein) clearly identified and the square footage of each type identified and labeled.</p> <p>k. Test Pit(s) locations and data where stormwater practices are proposed, as appropriate.</p> <p>l. Details of individual design elements shown on separate plan sheets following the Proposed Conditions SMP.</p> <p>The Existing Conditions SMP & the Proposed Conditions SMP shall be provided on sheets no larger than 24" x 36", at a scale of one (1) inch = 20 feet for urban areas, and one (1) inch = 40 feet for non-urban areas. The City Engineer will make the final determination as to the appropriate scale, ensuring that all important site and hydrologic features are easily recognized. If plan shall encompass more than two (2) sheets, at the required 1:40 or 1:20 scale, a separate large scale representation plan sheet (e.g. 1:100) is required to be provided, so as to show entirety of site, as well as off-site contributing areas.</p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>
<p>6.6.C.2 - In addition to the above described SMP plan sheets, the following SMP supplemental information is required:</p> <p>1. A drainage analysis that includes calculations comparing pre- and post-development stormwater runoff rates (cubic feet per minute) and volumes (cubic feet) based on a 1-inch rainstorm, and the 2-year, 25-year, 50-year, and 100-year, 24-hour frequency storms. Calculations shall include, but not be limited to, the sizing of all structures and BMPs, including sizing of emergency overflow structures based on the 50-year 24-hour frequency storm discharge rate, with 1-foot of free-board. Storm rates shall be based on current design depths from the Northeast Regional Climate Center - http://precip.eas.cornell.edu.</p> <p><i>Any site that was primarily wooded in the last five years shall be considered undisturbed woods Any site from which wooded vegetation has been removed within 5 years prior to the first submission to the planning board with respect to a proposed development, or upon which, at some earlier time, clearing has occurred in anticipation of development, shall be treated as undisturbed woodland for purposes of calculating pre-development runoff volumes. For purposes of this paragraph any tree cutting which occurred without leaving stands of healthy, growing trees within areas near waters and highways, as required by RSA 227-J:9, I, shall be presumed to have occurred in anticipation of development</i></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>

CITY OF LEBANON, NH - STORMWATER REVIEW REGULATIONS, TECHNICAL CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
<p>2. A drainage analysis results summary tabulated (pre & post) for each proposed outfall or catchment outlet point including runoff rates and volumes for each storm event analyzed above.</p> <p>3. An Erosion and Sediment Control Plan for all proposed construction activities in accordance with the NH Stormwater Management Manual Volume 3, (December 2008 or current revision; downloadable from the website)</p> <p>4. A comprehensive Operation and Maintenance Plan for long-term maintenance of all proposed stormwater management elements and BMPs including the proposed schedule of inspections and anticipated maintenance (see section H.2 Operations & Maintenance Plan for detailed requirements).</p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>
<p>6.6.D - Phased Development:</p> <p>For phased developments, the plans and calculation requirements under this section (6.6) shall apply as though the development of the entire parcel were being proposed in one single application. The review and approval process for phased development applications is provided in section 4.9 of the Lebanon Site Plan Regulations.</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO ARTICLE VI OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: _____

<p>Planning office Use Only:</p> <p>Date Received ___/___/___ Checklist Complete YES or NO Checked by: _____</p>
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(Last Revised 08/25/16)