CITY OF LEBANON, NH SITE PLAN REVIEW REGULATIONS TECHNICAL CHECKLIST	
PROJECT NAME:	ALISI
APPLICANT:	DATE:
GENERAL SUBMISSION RE	QUIREMENTS:
All applications to the Planning Board for Site 12:00 Noon on the day of the filing cutof accompanied by the following information or delayed:	ff. [§4.7.C] Submissions must be
$\square$ A properly completed and signed Application F	orm. [§5.1.A]
☐ The appropriate filing fees. [§5.1.B]	

☐ A completed and signed Technical Checklist. [§4.7.8]

☐ A written project description. [§5.1.C]

mail, of the public hearing. [§5.1.D]

[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.]

A list of the names and mailing addresses of all persons to be notified, by certified

 $\square$  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]

<u>NOTE</u>: 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.

#### **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').		N/A
<u>5.1.E(2)</u> - Names and mailing addresses of Applicant; Owner(s) of Record of site; Owners of abutting properties; and Holders of any easements, rights-ofway, or other restrictions.	0	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.	0	N/A
<ul> <li>5.1.E(4) - The following information shall be provided on the first page (or cover page, if applicable) of the Site Plan:</li> <li>a. Name of the City and County in which the development is proposed;</li> <li>b. North arrow;</li> <li>c. Scale of the plan;</li> <li>d. Date of the plan and of any revisions to the plan;</li> <li>(NOTE: 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).)</li> </ul>	000	N/A N/A N/A N/A
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;	000000000	N/A N/A N/A N/A N/A N/A N/A

Plan Requirements (cont.)	Info. Provided	Waiver Sought
<ul> <li>5.1.E(4) (continued) –</li> <li>e. The following basic site information in TABLE FORM:</li> <li>11. Maximum allowable lot coverage with existing and proposed calculations;</li> <li>12. Indication of whether or not the property is subject to any City Overlay districts (for example, the Wetlands Conservation District or Flood</li> </ul>	0	N/A N/A
Plain District) or to NHDES Shoreland Water Quality Protection jurisdiction.  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.  5.1.E(5) - Width and location of rights-of-way and/or easements on property.		
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.)	0	
5.1.E(7) - Shape, size, height, and location of all existing structures located on site and within 200 feet of site.	0	
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.		0
5.1.E(8) - Location of existing natural features such as streams, marshes, lakes, ponds, wetlands, rock outcrops, or wooded areas, and existing manmade features such as roads and structures. Indicate those natural and manmade features that are to be removed, retained, or altered.		0
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.		0
5.1.E(9) - Zoning District, Tax Map and Lot number, and use of abutting properties within 200 feet of property.	_	
5.1.E(9) - Location of roads, streets, and driveways within 200 feet of property.		
5.1.E(10) - Proposed streets, driveways, parking spaces, and sidewalks, with indication of direction of travel, width, and inside radii of all curves.	_	
5.1.E(10) - Parking spaces shall be numbered.		
5.1.E(10) - Loading spaces and facilities used with any structures.		
5.1.E(10) - Total square footage and percentage of lot covered by impervious surfaces.	П	
5.1.E(11) - Size and location of all existing and proposed public and private utilities.	О	

Plan Requirements (cont.)	Info. Provided	Waiver Sought
<u>5.1.E(12)</u> - 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.		0
<u>5.1.E(12)</u> - 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.		0
<u>5.1.E(12)</u> - 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).		0
<u>5.1.E(12)</u> - 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.		0
<u>5.1.E(13)</u> - 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.	0	0
<u>5.1.E(13)</u> - 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.	0	0
5.1.E(14) - 100-yr flood elevation, floodway, and floodplain limits, where relevant.		0
<u>5.1.E(15)</u> - 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.	0	
<u>5.1.E(15)</u> - 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.		0
<u>5.1.E(15)</u> - Calculations for square footage of perimeter landscaping.		
<u>5.1.E(15)</u> - Parking lot shading calculations shall be provided by depicting new trees and shrubs at 10-year crown size.	П	
<u>5.1.E(16)</u> - Existing and proposed surface and subsurface storm drainage facilities, including City storm drainage facilities located within 200' of site.	_	0
<u>5.1.E(16)</u> - Plans for retention, detention, slow release, and treatment of storm water shall be provided, where necessary.		
<u>5.1.E(16)</u> - Drainage plans prepared by a professional engineer registered in NH, whose seal and signature shall appear on plan(s).		0
<u>5.1.E(17)</u> – Section 6.6. Stormwater Management submission requirements.	See Stormwa	ater Checklist
5.1.E(18) - Plans for snow removal and storage.		
<u>5.1.E(19)</u> - 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.	0	0
<u>5.1.E(19)</u> - Any traffic control devices necessary in conjunction with site development.		

5.1.E(19) - Location of existing transit routes and transit stops located or passing within 1/4 mile (1,320 feet) of the property.		
Plan Requirements (cont.)	Info. Provided	Waiver Sought
<u>5.1.E(20)</u> - 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.)	0	0
<u>5.1.E(20)</u> - 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.		
<u>5.1.E(21)</u> - Where applicable, phasing lines and schedules for construction and completion of buildings, parking facilities, landscaping, and other required improvements.	٥	
5.1.E(22) - For multi-family structures, plans for on-site recreational facilities.		
<u>5.1.E(23)</u> - Plans for fire protection, if the site is not connected to a City water main.	_	
Supporting Documents and Information, Where Applicable	Info. Provided	Not Applicable
<u>5.1.G(1)</u> - 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.	o	
<u>5.1.G(2)</u> - An estimated timetable, to include phasing schedules, for construction and completion of buildings, parking, facilities, landscaping, and other required improvements.	_	
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.	0	0
NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFO TO ARTICLE V OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THAT FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DOES NO	T THIS CHE	CKLIST IS
Planning office Use Only:		
Date Received/ Checklist Complete YES or NO Checked by:		

(Last Revised 07/01/2019)

#### CITY OF LEBANON, NH SITE PLAN REVIEW REGULATIONS

### **CITY OF LEBANON, NH** STORMWATER REVIEW REGULATIONS **TECHNICAL CHECKLIST PROJECT NAME:** DATE:

#### STORMWATER GENERAL SUBMISSION REQUIREMENTS:

**APPLICANT:** 

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]

Plan Requirements	Info. Provided	Waiver Sought
<ul> <li>6.6.C.1 (1) - An Existing Conditions S.M.P showing all pre-development:</li> <li>a. Surface water bodies and wetlands</li> <li>b. Drainage patterns</li> <li>c. Flood plains and floodways (with elevations)</li> <li>d. Watershed boundaries</li> <li>e. Buffer zones</li> <li>f. Topographic contours with minimum 2-foot intervals</li> <li>g. Buildings / structures</li> <li>h. Pavement</li> <li>i. Utilities</li> <li>j. Soils information with coding as HSG-A, B, C, or D  (High Intensity Soil Survey (HISS) mapping may be required per request of the City Engineer).</li> </ul>		000000000
1. The plan shall also include the following elements: a. scale bar b. north arrow c. title block with project name d. applicant's name e. map and parcel number f. designer's stamp g. soil and/or wetland scientist's stamp (if applicable) h. legend i. locus plan j. benchmarks k. notes with datum and other plan references l. instructions m. detail descriptions	000000000000	000000000000

<b>6.6.C.1 (2)</b> - A Proposed Conditions SMP showing all proposed post-development temporary and permanent stormwater management system elements, erosion and sediment control Best Management Practices (BMP), and all important hydrologic features. The Proposed Conditions S.M.P must be at the same scale as the Existing Conditions SMP, with consistent title block, plan features, and descriptors including but not limited to the following:		
a. Existing and proposed topographic contours (2-foot minimum contour interval; 1-foot contour intervals may be required for sites with limited relief and/or where proposed stormwater outfalls are located adjacent to buffer zones.	0	
b. Proposed areas of disturbance with total area of disturbance clearly labeled in square feet		
c. Existing and proposed buildings and structures	_	
d. Stormwater discharge locations labeled and matched to the drainage analyses	0	
e. Wells and sanitary protective radii, if applicable	п	
f. Septic systems, if applicable	_	
Plan Requirements (cont.)	Info. Provided	Waiver Sought
g. Plan references and notes (including sequence of soil disturbance)		
<ul><li>g. Plan references and notes (including sequence of soil disturbance)</li><li>h. Proposed and existing public and private utilities</li></ul>		
h. Proposed and existing public and private utilities  i. Proposed project components to become property of or the responsibility of the	_	
h. Proposed and existing public and private utilities  i. Proposed project components to become property of or the responsibility of the City shall be labeled as such  j. Existing and proposed impervious cover, with areas used to calculate effective impervious cover (EIC, as defined herein) clearly identified and the square footage	0	
h. Proposed and existing public and private utilities  i. Proposed project components to become property of or the responsibility of the City shall be labeled as such  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.  k. Test Pit(s) locations and data where stormwater practices are proposed, as		

6.6.C.2 - In addition to the above described SMP plan sheets, the following SMP supplemental information is required:  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 - <a href="http://precip.eas.cornell.edu">http://precip.eas.cornell.edu</a> .  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		
1, shall be presumed to have becarred in unicipation of development		
Plan Requirements (cont.)	Info. Provided	Waiver Sought
Plan Requirements (cont.)  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	Provided	Sought

6.6.D - Phased Development:  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.		
NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORTO ARTICLE VI OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THA FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DIREQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.  Completed By:	T THIS CHEC	CKLIST IS
Planning office Use Only:		
Date Received// Checklist Complete YES or NO Checked by:		

(Last Revised 08/25/2019)