

<b>CITY OF LEBANON, NH SITE PLAN REVIEW REGULATIONS TECHNICAL CHECKLIST</b>	
<b>PROJECT NAME:</b>	
<b>APPLICANT:</b>	<b>DATE:</b>
<b>GENERAL SUBMISSION REQUIREMENTS:</b>	

**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.B] Submissions must be accompanied by the following information or review of the application may be delayed:**

A properly completed and signed Application Form *(available at [www.lebanonnh.gov](http://www.lebanonnh.gov))*. [§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 Application for Waivers *(available at [www.lebanonnh.gov](http://www.lebanonnh.gov))* [§5.1.G.3]

A completed and signed Technical Checklist *(available at [www.lebanonnh.gov](http://www.lebanonnh.gov))*. [§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.]*

Two (2) full-size sets of the Site Plan set. [§5.1.E]

A digital copy of the Site Plan set 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.

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**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 & Development Department.

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]

*[Checklist begins on following page]*



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<b>Plan Requirements (cont.)</b>	<b>Info. Provided</b>	<b>Waiver Sought</b>
<b>5.1.E(6)</b> - Existing and proposed grades, including topographic contours, with spot elevations. Where the grade is less than 20%, the contours shall be at 2-foot intervals; otherwise they shall be at 5-foot intervals. All contours shall be referenced to USGS or FEMA Flood Insurance Rate Map (FIRM) datums, as appropriate. Existing topographic information shall be prepared by a professional engineer registered in New Hampshire or land surveyor licensed in New Hampshire.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(7)</b> - Shape, size, height, and location of all existing structures located on site and within 200 feet of site.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(7)</b> - 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"/>
<b>5.1.E(8)</b> - 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"/>
<b>5.1.E(8)</b> - Wetlands on the property 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"/>
<b>5.1.E(9)</b> - Zoning District, Tax Map and Lot number, and use of abutting properties within 200 feet of property.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(9)</b> - Location of streets, pedestrian paths/trails, and bicycle routes within 200 feet of the site boundary; and the location of curb cuts and vehicle accesses within 200 feet of the site boundary.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(10)</b> - Proposed streets, driveways, emergency vehicle accesses, parking spaces, and sidewalks, with indication of dimensions and direction of travel. Show required sight distances at curb cuts and dimensions for the inside radii of all curves.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(10)</b> - Vehicle and bicycle parking spaces shall be numbered.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(10)</b> - Loading spaces and facilities used in connection with any structures on the site shall be shown	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(10)</b> - Total square footage and percentage of the lot covered by impervious cover shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(11)</b> - Parking area safety measures including raised crosswalks/speed tables, signage, walkway lighting, striping and similar markings such as dedicated pedestrian/bicycle crossings and lanes through parking areas, fire lanes, compact and/or electric vehicle parking/charging, parking wayfinding, ADA signage and access aisles.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(12)</b> - Size and location of all existing and proposed public and private utilities. <i>(Note: the applicant is encouraged to submit a Sewer Use Permit Application and obtain a Notice of Permitted Allocation, and to obtain a Water Use Permit prior to submission of the Site Plan Review application.)</i>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Plan Requirements (cont.)</b>	<b>Info. Provided</b>	<b>Waiver Sought</b>
<b>5.1.E(13)</b> - Plan for outdoor lighting showing proposed location, mounting height, fixture type, lamp type, color correlated temperature (CCT), and wattage of all exterior free-standing lighting or building-mounted fixtures.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(13)</b> - 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"/>
<b>5.1.E(13)</b> - 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"/>
<b>5.1.E(13)</b> - Drawings of all relevant building elevations showing location and height of all building-mounted fixtures, the portions of any walls or architectural features to be illuminated, illumination levels of walls or architectural features, and aiming points for any remote light fixtures.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(14)</b> - 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"/>
<b>5.1.E(14)</b> - 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"/>
<b>5.1.E(15)</b> - The location and boundaries of any Overlay Districts established pursuant to Article IV of the Zoning Ordinance (including but not limited to the Wetlands Conservation District, Riverbank Protection District, Steep Slopes District, and Floodplain District) and, if applicable, protected shorelands pursuant to the Shoreland Water Quality Protection Act (NH RSA 483-B).	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(15)</b> - For properties located within the Floodplain District, the 100-year flood elevation, floodway, shoreland protection zone, and flood plain limits shall be identified.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(16)</b> - 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"/>
<b>5.1.E(16)</b> - 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"/>
<b>5.1.E(16)</b> - Calculations for square footage of perimeter landscaping.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(16)</b> - Parking lot shading calculations shall be provided by depicting new trees and shrubs at 10-year crown size.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(17)</b> - 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"/>
<b>5.1.E(17)</b> - Plans for retention, detention, slow release, and treatment of storm water shall be provided shall be provided in accordance with the requirements of Section 6.6.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(18)</b> - Section 6.6. Stormwater Management submission requirements.	See Stormwater Checklist	
<b>5.1.E(19)</b> - Plans for snow removal and storage.	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Plan Requirements (cont.)</b>	<b>Info. Provided</b>	<b>Waiver Sought</b>
5.1.E(20) - A plan for the development showing provisions for automobile, transit, bicyclist, and pedestrian access and circulation. Such plan shall show both existing and proposed means of access to the site including connections with, public streets, sidewalks, transit stops, and formal paths/trails. Plans shall include any traffic calming and traffic control devices necessary in conjunction with the site development, as well as the location of all 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"/>
<b>5.1.E(21)</b> - Construction detail drawings including, but not limited to, pavements, walks, steps, curbing, drainage structures, water and/or sewer utilities, ground-mounted signage (e.g., fire lanes, ADA parking, commercial), surface treatments, transit shelters, energy generation units (e.g., solar), bike rack style, electric vehicle charging, outdoor lighting, outdoor furniture, retaining walls, tree boxes and other site systems or structures. Accompanying specifications and cutsheets may be required.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(21)</b> - 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 to use an alternate scale is granted by the Reviewing Engineer. (NOTE: Ordinarily, only two (2) sets of such construction drawings shall be provided to the Planning and Development Department with the application submission.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(22)</b> - Depict any current and proposed easements, rights-of-way, and deed restrictions including those related to sewer, electrical utility, shared access, etc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(23)</b> - For multi-family structures, plans for on-site recreational facilities.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.E(24)</b> - Where a fire, emergency equipment, or similar vehicle turnaround area is provided, it must have an adequate turn radius. Provide CAD Autoturn data or a similar basis of design for the turn radius, if requested by Lebanon Fire or Engineering staff. City staff may also ask for this information at any time.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supporting Documents and Information, Where Applicable</b>	<b>Info. Provided</b>	<b>Not Applicable</b>
<b>5.1.G(1)</b> - 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"/>
<b>5.1.G(2)</b> - 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, at 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"/>
<b>5.1.G(3)</b> - Written requests for waivers from all applicable provisions of these Regulations shall be provided pursuant to Article VII - "Waiver Procedure". (note: use Application for Waivers form).	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.1.G(4)</b> - For multi-family dwelling developments and mixed-use developments resulting in a net increase of 50 dwelling units or more, the application shall include the information and impact statements identified in Section 6.9.B.	<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: \_\_\_\_\_

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<b>CITY OF LEBANON, NH STORMWATER REVIEW REGULATIONS TECHNICAL CHECKLIST</b>	
<b>PROJECT NAME:</b>	
<b>APPLICANT:</b>	<b>DATE:</b>

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.

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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]

*[Stormwater checklist begins on following page]*







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<b>Plan Requirements (cont.)</b>	<b>Info. Provided</b>	<b>Waiver Sought</b>
<p>2. A drainage analysis results summary tabulated (pre &amp; 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 &amp; Maintenance Plan for detailed requirements).</p>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
<p><b>6.6.D - Phased Development:</b></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>	<input type="checkbox"/>	<input type="checkbox"/>

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Completed By: \_\_\_\_\_

(Last Revised 9/20/2021)

**Planning office Use Only:**

Date Received \_\_\_/\_\_\_/\_\_\_ Checklist Complete YES or NO      Checked by: \_\_\_\_\_