



PLANNING & DEVELOPMENT DEPARTMENT
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Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

M E M O R A N D U M

TO: Applicants for a **SITE PLAN - NONRESIDENTIAL**

FROM: Planning & Development

DATE: May 2019

SUBJ: **Submission Requirements and Review Process for Formal Applications**

We appreciate your interest in developing property in the City of Rochester and would like to make the application process as simple and pleasant as possible. Please review the following items carefully and feel free to contact our office with any questions, comments, or suggestions. For applicants/agents who are not highly familiar with the review process in Rochester it is strongly recommended that you speak with the Planning Department (603-335-1338) about the submission process before preparing an application.

** **Please note.** On any significant site plans and on major subdivisions, especially those involving a new road, a preliminary meeting with staff and/or a preliminary (conceptual or preferably design review) discussion with the Planning Board prior to engineering the project is **strongly encouraged**. In most cases, initial site layout or proposed lot and road locations will change as a result of the City's review and you will save time and money if you wait to do the engineering until you receive this feedback. A separate application form is used for preliminary applications.*

- A) The applicant must submit all of the following items in order for the application to be considered and processed as a formal application (*see exception/clarification at the end*):
- 1) Completed application form (blank attached) – **4 copies**
 - 2) Written narrative about the proposed project addressing the scope of operation, purpose, justification, and impacts (a simple letter of intent may suffice) – **4 copies**
 - 3) Complete set of drawings on 11" x 17" sheets – **2 sets folded in half**
 - 4) Complete sets of full size drawings as described in the regulations (a mylar is not required) – **3 sets**
 - 5) Drainage, traffic, and other studies as appropriate – **2 copies**

- 6) Completed checklist (corresponding to Section II.5.A. of the Site Plan Regulations or Section 4 of the Subdivision Regulations, blank attached) filled out by applicant – **1 checklist**
- 7) All items specified on the checklist (5, above) and in the regulations must be submitted unless they are not applicable or a waiver is requested and approved. For site plans please be sure to include information on lighting, signage, and architecture, as specified.
- 8) Application fee (see fee schedule). Checks or money orders should be made out to "City of Rochester".
- 9) Completed abutter's list. All parcels of land which are contiguous to the subject property at any point or which would be contiguous if not for an intervening road or stream must be listed. The list is completed by the applicant directly from information on the computer terminal located in the Assessor's Office. The list may not be filled out more than 5 days prior to the application deadline. Please note that holders of conservation or preservation easements must also be notified. If there are any they must be included on the abutter's list. One original only. The applicant must pay the City of Rochester the current postal rate for a certified letter to be mailed to everyone on the abutter list. The Planning Department will generate the public hearing notice and take it to the post office to be mailed certified. The applicant shall supply two (2) mailing labels for each name on the abutter list.
- 10) Requests for waivers, if any. The applicant may request waivers from submission requirements and design standards. Waivers are granted by the Planning Board at its discretion. Any request must be submitted by the applicant in writing specifying the regulation number and reason for the request. If you believe that obtaining a waiver will improve your project we encourage you to apply for it. Four (4) copies or 1 copy if requested on checklist
- 11) ***Please submit the four (4) application packages - application form, narrative, and folded 11x17 drawings (and waivers if submitted as a separate memo) – with each clipped together as one set.*** Staff will inform you after the TRG meeting how many final application packages to submit for the Planning Board.
- 12) If all necessary items are not submitted, such that the application cannot be accepted as complete, the application will be treated as a preliminary application. However, *at the discretion of the Planning Board*, various items which can be reviewed fairly independently and readily inserted into an engineered plan - such as landscaping, lighting, signage, and architecture – may be submitted later, after plan acceptance, provided they are submitted in a form and timeframe to allow for full review prior to final action. Consult the Planning Department for more information. In addition, particular items – such as the drainage report, for example – may be submitted after the application deadline but prior to the Planning Board meeting and not affect acceptance, *if the timeframe for submittal of those items is approved in advance by the Planning Department.*

B) Agents (or applicants) must attend the Technical Review Group meeting held one week after the application deadline. **The applicant or agent must attend the Planning Board meeting.**

- C) The application must comply with all of the following: the City of Rochester Site Plan Regulations or Subdivision Regulations, as appropriate, unless a waiver is obtained; the City of Rochester Zoning Ordinance unless a variance is obtained; and all other applicable local, state, and federal regulations.
- D) The project must be built and executed exactly as specified in the approved application package unless modifications are subsequently approved. All of the documentation submitted in the application package will be considered part of the approval unless otherwise updated, revised, or superseded.
- E) The application may be subject to the following requirements, fees, and assessments:
- 1) A small monumentation fund fee will be assessed on all projects that are not surveyed using the New Hampshire State Plane Coordinate System.
 - 2) A connection fee will be imposed on all projects that tie into the City's water or sewer system.
 - 3) Where drainage systems, roads, sidewalks, or other infrastructure impacted by the project are substandard the applicant may be required to upgrade these facilities or contribute to an upgrade.
 - 4) Payment for inspection fees as determined by the Department of Public Works.
 - 5) Reimbursement of any out-of-pocket expenses incurred by the City in evaluating the project.
 - 6) A sewer impact contribution must be paid prior to the issuance of a certificate of occupancy. The sewer impact is a one time payment of \$2.00 per gallon for average daily flow for new connections to City sewer or increases in flow.
 - 7) The Planning Board may impose other requirements, fees, and assessments, as appropriate.
- F) A pre-construction meeting will be required for all projects that involve significant ground disturbance. The applicant will be required to sign pre-construction and inspection fee agreements after project approval. For projects substantial in scope the applicant may be required to enlist the services of the design engineer to inspect and certify the work. After construction is completed the applicant must submit as-built plans to the City.

Once again, please feel free to contact our department with any questions. Thank you for your cooperation.



NONRESIDENTIAL SITE PLAN APPLICATION

City of Rochester, New Hampshire

Date: _____ Is a conditional use needed? Yes: _____ No: _____ Unclear: _____
(If so, we encourage you to submit an application as soon as possible.)

Property information

Tax map #: _____; Lot #'s): _____; Zoning district: _____

Property address/location: _____

Name of project (if applicable): _____

Size of site: _____ acres; overlay zoning district(s)? _____

Property owner

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email: _____

Applicant/developer (if different from property owner)

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email: _____

Engineer/designer

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Fax #: _____

Email address: _____ Professional license #: _____

Proposed activity (check all that apply)

New building(s): _____ Site development (other structures, parking, utilities, etc.): _____

Addition(s) onto existing building(s): _____ Demolition: _____ Change of use: _____

Describe proposed activity/use: _____

Describe existing conditions/use (vacant land?): _____

Utility information

City water? yes ___ no ___; How far is City water from the site? _____

City sewer? yes ___ no ___; How far is City sewer from the site? _____

If City water, what are the estimated total daily needs? _____ gallons per day

If City water, is it proposed for anything other than domestic purposes? yes ___ no ___

If City sewer, do you plan to discharge anything other than domestic waste? yes ___ no ___

Where will stormwater be discharged? _____

Building information

Type of building(s): _____

Building height: _____ Finished floor elevation: _____

Other information

parking spaces: existing:___ total proposed:___; Are there pertinent covenants? _____

Number of cubic yards of earth being removed from the site _____

Number of existing employees: _____; number of proposed employees total: _____

Check any that are proposed: variance ___; special exception ___; conditional use ___

Wetlands: Is any fill proposed? ___; area to be filled: _____; buffer impact? _____

Proposed <u>post-development</u> disposition of site (should total 100%)		
	Square footage	% overall site
Building footprint(s) – give for each building		
Parking and vehicle circulation		
Planted/landscaped areas (excluding drainage)		
Natural/undisturbed areas (excluding wetlands)		
Wetlands		
Other – drainage structures, outside storage, etc.		

Comments

Please feel free to add any comments, additional information, or requests for waivers here:

Submission of application

This application must be signed by the property owner, applicant/developer (if different from property owner), and/or the agent.

I (we) hereby submit this Site Plan application to the City of Rochester Planning Board pursuant to the City of Rochester Site Plan Regulations and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant/developer (if different from property owner)/as agent, I attest that I am duly authorized to act in this capacity.

Signature of property owner: _____

Date: _____

Signature of applicant/developer: _____

Date: _____

Signature of agent: _____

Date: _____

Authorization to enter subject property

I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

Signature of property owner: _____

Date: _____

Site Plan Checklist (residential and nonresidential)

**To be filled out by applicant/agent (with notes to be inserted by staff)*

See regulations for other specific requirements
City of Rochester Planning & Development Department

Project Name: _____ Map: _____ Lot: _____ Date: _____

Applicant/agent: _____ Signature: _____

(Staff review by: _____ Date: _____)

General items

	Yes	No	N/A	Waiver Requested	Comments
<u>4</u> sets completed application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Total application fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>4</u> copies of narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>3</u> sets of full-size plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>2</u> sets of 11 X 17 reductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Completed abutters list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Copy of existing covenants, easements, deed restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Plan Information

Basic information including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Title sheet					
• Name of Project					
• Date					
• North arrow					
• Scale					
• Legend					
• Revision block					
• Vicinity sketch -not less than 1" = 1,000'					
Name and address of developer/applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name, stamp, and NH license # of land survey, engineer, and/or architect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
City tax map & lot #'s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Notation on plans: "For more information about this site plan contact...."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General items Continued

	Yes	No	N/A	Waiver Requested	Comments
Approval block (for signature by staff attesting to Planning Board approval)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
References to neighboring plans and subdivisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Surveyed property lines including: <ul style="list-style-type: none">• existing and proposed bearings• existing and proposed distances• pins, stakes, bounds• monuments• benchmarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Include error of closure statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Information on abutting properties: <ul style="list-style-type: none">• owner name• owner address• tax map and lot #• square footage of lots• approximate building footprints• use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Zoning

Zoning designations of subject tract and in vicinity of tract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning requirements for district: <ul style="list-style-type: none">• frontage• lot dimensions/density• all setbacks• lot coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning overlay districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Existing Topographic Features:

Contour lines a (not to exceed two-foot Intervals, except on steep slopes) and spot elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Soil types and boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Soil test pit locations, profiles, and Depth to water table and ledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Percolation test locations and results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Existing Topographic Features Continued:

	Yes	No	N/A	Waiver Requested	Comments
Water features (ponds, streams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wetlands including name of certified Wetlands scientist who delineated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Statement whether located in flood area, And if so, 100 year flood elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Delineation of trees and open areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Overview of types of trees and vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stone walls and archaeological features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Locations of trails and paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other natural/cultural resources (productive farmland, habitats, scenic views, historic structures, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Building Information

Existing buildings/structures including square footage and use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposed building/structures including <ul style="list-style-type: none">• square footage• first floor elevation• use• # bedrooms per unit if residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Elevation drawing of proposed buildings and structures as follows: <ul style="list-style-type: none">• Showing all four sides• Drawn to scale with dimensions• Showing exterior materials• Showing exterior colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Circulation and Parking Plans

Existing and proposed driveways and access points including: <ul style="list-style-type: none">• Width of opening• Turning radii• Cross section of driveway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Curbing & edge treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Traffic control devices, if appropriate:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Circulation and Parking Plans Continued:

	Yes	No	N/A	Waiver Requested	Comments
Number of parking spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• required by ordinance					
• proposed					
Parking layout and dimensions of spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Handicap spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loading area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pedestrian circulation plan (including existing sidewalks in vicinity, if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bicycle rack, if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Buffers, landscaping & screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Snow storage areas/plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Utilities

Show all pertinent existing and proposed profiles, elevations, materials, sizes, and details

Water lines/well (with protective radius)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sewer lines/septic and leaching areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pump stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stormwater management system: pipes, culverts,, catch basins detention/ retention basins, swales, rip rap, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire hydrant location(s) and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electric, telephone, cable TV (underground or overhead)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gas lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire alarm connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Treatment of solid waste (dumpsters?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Handling of oil, grease, chemicals hazardous materials/waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Landscaping Plan

	Yes	No	N/A	Waiver Requested	Comments
Demarcation of limits of construction, clear delineation of vegetation to be saved, and strategy for protecting vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposed ground cover, shrubbery, and trees including: <ul style="list-style-type: none">• botanical and common names• locations and spacing• total number of each species• size at installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Planting plan (size of holes, depth of planting, soil amendments, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Irrigation: system? soaker hose? Manual? underground, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Protection of landscaping from vehicles (Curb stops, berm, railroad ties, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Specification all finished ground surfaces and edges (greenspace, mulch, asphalt, concrete, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fencing/screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Signage</u>					
Location and type of signs: <ul style="list-style-type: none">• Attached to building• Freestanding• Directional, if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dimensions of signs: <ul style="list-style-type: none">• Height• Area• Setback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Elevation drawings with colors & materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Type of Illumination, if proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Outdoor Lighting

	Yes	No	N/A	Waiver Requested	Comments
Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Height of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wattage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Type of light (high pressure sodium, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Design/cut sheets of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Illumination study, if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Other Elements

Traffic study, if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drainage study with calculations, storm Water impact analysis, and mitigation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grading plan (including finish grades)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Earth being removed from site(in cubic yards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Erosion and sedimentation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposed covenants, easements, And deed restrictions, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fiscal impact study, if requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Comments:
