



Location of Property \_\_\_\_\_

## **TOWN OF BRENTWOOD SITE PLAN REVIEW APPLICATION - CHECKLIST**

**FEES:** The following is a partial list of fees that may be charged, when applicable, and must be paid prior to the recording of the mylar.

The following fees are to be paid upon application to the Planning Board:

- \_\_\_ \$100.00 for application and secretarial fees - non-refundable
- \_\_\_ \$100.00 Professional Planner - non-refundable
- \_\_\_ \$ 8.00 per abutter - Cost of certified mailings to each land owner within 200 feet and the name & address of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board.  
**Must be on mailing labels, in TRIPLICATE**
- \_\_\_ \$100.00 for legal notice (Tues. Edition)
- \_\_\_ \$1,500.00 for Town Engineer and Fire Dept. plan review
- \_\_\_ \$1,000.00 for Professional Fire Protection Review

Recording Fees and Consultant Fees:

- \_\_\_\_\_ Town Engineer
- \_\_\_\_\_ Fire Chief
- \_\_\_\_\_ Fire Consultant
- \_\_\_\_\_ Town Counsel
- \_\_\_\_\_ Rockingham Planning Commission, if additional time is required
- \_\_\_\_\_ Any other professional consultants required by the Planning Board
- \_\_\_\_\_ Fax, photocopies, express mail, etc.

A Site Plan Review application shall contain the following information, where applicable, to be considered complete.

- \_\_\_ Letter of Intent
- \_\_\_ Letter of Authorization
- \_\_\_ Copy of the Deed
- \_\_\_ List of Abutters and addresses **on mailing labels, in triplicate**
- \_\_\_ 9 full size, and 3 11" x 17" copies of the plans **Cover sheet shall show the subject parcel along with all abutting parcels within two hundred feet. Each parcel shall be labeled with their tax map references.**

**Site Plan Review Checklist**  
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This checklist is strictly a guide. The Planning Board may require additional information as deemed necessary. (Page notation refers to item location in the Town of Brentwood Site Plan Review Ordinance.)

- \_\_\_ Date, title, north arrow, scale (not less than 1" =60')
- \_\_\_ Name & Address of developer and applicant to mylar
- \_\_\_ Names and property location of abutters on mylar
- \_\_\_ Site sketch displaying natural features (Pg.12, 13, & 23)
- \_\_\_ Plan of buildings showing type, size, location, and elevation of first floor
- \_\_\_ Building elevations indicating height, bulk, & surface treatment
- \_\_\_ Location & number of off-street parking (Pg. 20)
- \_\_\_ Location, width, curbing, and type of access and egress ways
- \_\_\_ Size and proposed location of water supply & Sewage facilities
- \_\_\_ Type and location of solid waste disposal facilities
- \_\_\_ Details of drainage features
- \_\_\_ Existing & proposed contours at minimum 2 - foot intervals
- \_\_\_ Details of existing and proposed landscaping
- \_\_\_ Details of proposed signage
- \_\_\_ Details of exterior lighting
- \_\_\_ Lines of existing streets
- \_\_\_ Surveyed property lines
- \_\_\_ Building & setbacks lines.  
Include setbacks from very poorly and poorly drained soils, where appropriate

The Planning Board reserves the right to require any other exhibits or data deemed necessary to adequately evaluate a proposed development for Site Plan Review.