

Name of Applicant _____ Date _____
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.