

## APPENDIX A

### Instructions for Site Plan Review Applicants

1. All hearings are in the order in which completed application form and fees (see 2, 3, and 4 below) are received.
2. Deadline for applications:
  - a. No application shall be heard at any meeting unless it has been received by the Board a minimum of 21 calendar days prior to the meeting. A schedule is posted at the Town Offices and the Town Hall that provides all necessary dates. Contact the Planning Board's agent to be placed on the agenda for a Planning Board meeting.
  - b. All proposed changes to the application after initial review by the Planning Board must be submitted a minimum of 7 calendar days prior to any subsequent review and/or public hearing.
3. Fees are accepted in the form of a check or money order made out to the specified party (see the Town of Mason Land Use fee Schedule). All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Town Hall. Applicants are responsible for verification with the Mason Planning Board that they have the latest revision of the application form and the latest fee structures. Fees are non-refundable.
4. In accordance with Section 6 B of the Mason Site Plan Review Regulations, all applications will be reviewed by the Board's Planning Consultant. The cost for review will be charged on an hourly. The applicant will prepay all fees to be held in escrow by the town in accordance with fees listed on previous page. Upon receipt of an application, the Board's Planning Consultant will issue a notice of receipt and a preliminary cost estimate to the applicant – actual review times and associated fees will vary depending on the complexity of each application. The following hourly estimates are illustrative of typical review times based on the type of application:

Minor Site Plan:	2-3 hours, \$200
Major Site Plan (3-5 lots):	3-6 hours, \$500
Major Site Plan (5+ lots):	To be determined upon receipt of an application.

Before making the final decision on the application, the Board may require additional information or detailed review of information submitted by the applicant. The Board will inform the applicant of the need for additional information or consulting reviews. The Applicant is responsible for the cost of all application reviews by the Board's designated representative and/or a consultant.

**It is highly recommended for the applicant to have a preliminary consultation with the Board's Planning Consultant prior to application submission.**

5. Three (3) sets of mailing labels for each notice for abutters, the applicant, holders of conservation, preservation, or agricultural preservation restrictions, and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat are required as part of the material submitted with the application. These labels shall not exceed a size of 1" high by 5" wide and the address must be contained within an area of 15/16 of an inch high by 2 ¾ of an inch wide. Labels any larger and the accompanying application will not be accepted. This requirement must be met to conform to U.S. Postal Service requirements.

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6. The Board may cancel your hearing if the owner or authorized representative does not appear within 15 minutes of the scheduled start time. The property owner must submit a letter of authorization to the Mason Planning Board for acceptance of a Representative's signature.
7. The original application form and filing fees should be submitted to the Town of Mason. At the same time, a copy of the application, 5 copies of the plat, and mailing labels should be mailed to the Planning Board's agent: Nashua Regional Planning Commission, 30 Temple Street, Nashua, NH 03060. For questions please call (603) 417 – 6570.

***I have read and retained a copy of these instructions.***

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Property Owner's (or Authorized Representative's) Signature

Date

**\*\*\*\* Please SIGN AND RETURN this copy to the Mason Planning Board \*\*\*\***

**Town of Mason, NH**  
**APPLICATION FOR SITE PLAN REVIEW**

Application Number: \_\_\_\_\_

1. Name, mailing address and telephone number of applicants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_ Zoning District(s) \_\_\_\_\_

3. Location of Project:

\_\_\_\_\_  
\_\_\_\_\_

4. Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A list of required submission items appears on the reverse of this application. Numbers in the second column refer to sections and paragraphs in the Town of Mason Site Plan Review Regulations (August 30, 2005).

All notifications directly to individuals/firms/corporations requested by the property owner shall be done in the same manner as required be done for the abutting owners. That is, the property owner shall list them (#2 on the Checklist) and submit the required notification fee for both abutters and additional notifications.

I, \_\_\_\_\_ hereby give the Mason Planning Board, the Road Agent/Engineer and Representatives of the Planning Board permission to walk the site whose plan is the subject of this application.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**Summary:**

Application Received: \_\_\_\_\_

Application Submission Accepted as Complete: \_\_\_\_\_

Site Plan: \_\_\_\_\_

Approved

☐

\_\_\_\_\_  
Date

Conditionally Approved

☐

Disapproved

☐

Conditions shall be met by: \_\_\_\_\_

**Comments:**

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**SITE PLAN REVIEW CHECKLIST**

\*\*\*\*\*TO BE FILLED IN BY THE PLANNING BOARD\*\*\*\*\*  
(For the information of the Property Owner)

***Application PROCEDURAL Requirements***

<b>APPLICATION SUBMISSION ITEMS</b>		<b>yes</b>	<b>no</b>
1. Application Form (this form)	Sec. 5. A		
2. Notification List, including:	Sec. 5. A		
a. All abutters			
b. Applicant			
c. Person(s) whose seal appears on the plat (e.g., engineer, architect, land surveyor, soil scientist)			
d. All holders of conservation, preservation, or agricultural preservation restrictions			
3. Check to cover submission fees.	Sec. 5. A, Sec 6		
4. Escrow account to cover Town of Mason fees and consulting fees (separate check).	Sec. 5. A		
5. Letter of authorization by property owner, if applicable.	Sec. 5. A		

<b>PLAT SUBMISSION ITEMS</b>		<b>yes</b>	<b>no</b>
1. Seven (7) paper copies of the Plat sized in accordance with Site Plan Review standards, but at a scale no more than 40 feet = 1 inch.	Sec. 8. B		
2. Block for Planning Board endorsement.	Sec. 8. B. 1		
3. Name of owner and project.	Sec. 8. B. 1		
4. Name, seal and signature of person(s) who prepared the plat (when applicable).	Sec. 8. B. 1		
5. North arrow, scale, date of plan, revision block, legend.	Sec. 8. B. 1		
6. The statement to the effect of: "The Site Plan Review Regulations of the Town of Mason are part of this plat and approval of this plat is contingent on completion of all requirements of said regulations, excepting only any variances or modifications made in writing by the Mason Planning Board and attached hereto."	Sec. 8. B. 2		
7. A Locus Plan at 1" = 400'.	Sec. 8. B. 3		
8. Perimeter survey with line bearings and distances, statement of the precision (1:5,000).	Sec. 8. B. 4		
9. Location and amount of frontage.	Sec. 8. B. 4		
10. Location of building setback lines.	Sec. 8. B. 4		
11. Lot area in acres and square feet.	Sec. 8. B. 4		
12. Boundaries of any area in Current Use.	Sec. 8. B. 4		
13. Topography at two-foot intervals, except where terrain is in excess of 5% slope, in which case five-foot intervals are permissible.	Sec. 8. B. 4		
14. Location of all watercourses (including intermittent drainageways), waterbodies and wetlands, existing drainage including all culverts, the location of any adjacent wetlands, and the 100-year flood elevation line (if applicable).	Sec. 8. B. 4		
15. Types and locations of major vegetation classes (fields, woods, etc.)	Sec. 8. B. 4		
16. Soils data from the USDA Natural Resources Conservation Service certified soils survey for Hillsborough County.	Sec. 9		
17. Septic setback lines derived from the soil mapping.	Sec. 8. B. 4		
18. Location of all existing water supply and waste disposal facilities.	Sec. 8. B. 4		
19. Location of all existing off-site water supply and waste disposal facilities if within	Sec. 8. B. 4		

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100 feet of the site boundary.			
20. All public roads to 200 feet beyond the property: name, right-of-way and travel width, travel surface, all entrances onto, and culvert crossings.	Sec. 8. B. 4		
21. Names and addresses of all abutters.	Sec. 8. B. 4		
22. The use of abutting properties and approximate location of structures and access points thereto within 200 feet of the parcel's boundaries.	Sec. 8. B. 4		
23. All significant natural and man-made features.	Sec. 8. B. 4		
24. All existing easements.	Sec. 8. B. 4		

<b>PROPOSED CHANGES</b>		<b>yes</b>	<b>no</b>
1. Proposed changes in grades.	Sec. 8. B. 5		
2. Proposed changes in drainage.	Sec. 8. B. 5		
3. Circulation Plan showing direction of travel.	Sec. 8. B. 6		
4. Stormwater Drainage Plan.	Sec. 8. B. 7		
5. Design and location of all proposed water supply and waste disposal facilities.	Sec. 8. B. 9		
6. Landscape Plan.	Sec. 8. B. 10		
7. Snow Removal and Storage Plans.	Sec. 8. B. 11		
8. Provision for the control of erosion and sedimentation.	Sec. 8. B. 12		
9. Provisions for fire safety, prevention and control.	Sec. 8. B. 13		
10. Location of any utilities, any easements attached thereto.	Sec. 8. B. 14		
11. Building elevation views and floor plans.	Sec. 8. C.		
12. Tabulation of the total lot area, proposed impervious coverage, remaining open space.	Sec. 8. E.		
13. Statement indicating that subject parcel is a lot of record.	Sec. 8. F.		

<b>General Standards and OTHER Requirements</b>		<b>yes</b>	<b>no</b>
1. Compliance with all other Mason regulations.	Sec. 7. A.		
2. Provide for safe and attractive development of the site.	Sec. 7. B.		
3. Adherence to principles of good design.	Sec. 7. C.		
4. Provide for open spaces and green spaces.	Sec. 7. D.		
5. The land can be developed without danger to health.	Sec. 7. E.		
6. Traffic will not create hazards.	Sec. 7. F.		
7. Storm water drainage will not adversely affect neighboring properties.	Sec. 7. G.		
8. Provision for water supply, wastewater and solid waste disposal.	Sec. 7. H.		
9. Screening from adjacent uses.	Sec. 7. I.		
10. Outdoor lighting will not cause glare on adjacent properties or passing vehicles.	Sec. 7. J.		
11. Signage in accordance with Article IV, Section O of the Planning Ordinance.	Sec. 7. K.		
12. Certification from the Fire Chief.	Sec. 7. P.1		
13. Certification from the Road Agent.	Sec. 7. P.2		
14. Certification from the Selectmen regarding bonding and insurance.	Sec. 7. P.3		
15. Any state or federal approvals.	Sec. 7. P.4		
16. Information on number of employees, number of shifts.	Sec. 8. D.1		
17. Information on hazardous materials.	Sec. 8. D.2		
18. Information on any processes that may generate noise or other emissions.	Sec. 8. D.3		