



TOWN OF OSS�PEE
PO Box 67 - 55 Moultonville Rd.
Center Ossipee, NH 03814
Ph: (603) 651-1154
planningboard@ossipee.org

APPLICATION FOR SITE PLAN REVIEW

This Application form consists of (1) Application Information and Signature Sheet; (2) Project Checklist; (3) Postage Illustration Sheet; (4) Planning Board Signature Block and (5) Waiver Request form.

MINOR PROJECT (10,000 SQ FT *or less*) ☐ AMENDMENT TO SITE PLAN REVIEW ☐

MAJOR PROJECT (10,000 SQ FT *or more*) ☐ OUTDOOR EVENT PURPOSES ☐

PROJECT NAME: _____

LOCATION: _____

TAX MAP: _____ LOT NUMBER(S): _____ ZONE DISTRICT: _____

CARROLL COUNTRY REGISTRY: BOOK(S): _____ PAGE(S): _____

APPLICANT: _____ PHONE: _____

EMAIL: _____

OWNER: _____ PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

AUTHORIZED AGENT: _____ PHONE: _____

FIRM: _____

ADDRESS: _____

The undersigned hereby submits the attached Site Plan Application, prepared in accordance with Site Plan Review Regulations, to the Ossipee Planning Board for its review. Upon Board approval of the Final Plan, the undersigned hereby agrees:

1. To carry out the improvements agreed upon as shown and intended by said Plan, including any work made by unforeseen conditions which become apparent during construction;
2. To make no changes to the Final Plan as approved by the Planning Board, unless a revised Plan is submitted and approved by the Board;
3. The above-named individual(s) is/are appointed as my/our duly authorized agent to act in the Owner's behalf in all matters pertaining to Site Plan approval and is hereby designated as the person to whom all communications may be addressed and the person on whom legal process may be served in connection with any proceedings arising from this agreement.

Signed and witnessed this: _____ day of _____, 20 _____

Signature of Owner: _____ Signature of Witness: _____

Print Name of Owner: _____ Print Name of Witness: _____

By Signature, President/Treasurer of Corporation: _____

Provide names and addresses of all persons with a 10% or greater interest.

"Site Walks:

At any point in the application process, before or after acceptance of the application, a quorum of the board or individual Board members may conduct site walks of the property but shall not enter onto the applicant's property unless the applicant has, in advance, granted permission to do so, or the property is otherwise open to the public.

The number of site walks shall be determined by factors to include the complexity of the project, the area (size) of the property, changes made to the site during the application process, and related factors. In addition, an agent/employee of the Town or other person(s) as the board may authorize, shall be allowed to enter upon the property, which is the subject of the application, by appointment (only), for the purpose of examinations, surveys, tests and inspections as may be appropriate.

The refusal of the applicant to allow Board members access for the purpose of site walks based upon the applicant's proposed use and property factors involved is a valid basis for denial of the application.



TOWN OF OSS�PEE
Planning Board
55 Main Street, PO Box 67
Center Ossipee, NH 03814
Ph: (603)651-1154
planningboard@ossipee.org

Checklist for Site Plan Review

PROJECT: _____

APPLICANT: _____ PHONE: _____

OWNER: _____ PHONE: _____

PROJECT SIZE (GROSS SQUARE FEET OF BUILT SPACE): _____

DATE: _____

This checklist is a guide for preparing a Completed Application for Site Plan Review.

Planning Board may from time to time amend, change, alter, add or rescind the provisions imposed by these site plan review regulations. These regulations may be amended by the Board as provided in RSA 675:6, which requires a Public Hearing prior to amendment and notice as required by RSA 675:7.

- ☐ **Minor Projects:** generally defined as those involving 10,000 gross square feet of constructed space or less. *Small projects of special significance may, however, be treated as Major Projects.*
- ☐ **Major Projects:** generally defined as those involving larger than 10,000 gross square feet of constructed space, or for other projects that propose to alter a significant land area or otherwise require a comprehensive review.
- ☐ **Amendment to an Approved SPR:** For any and all additional projects or change in use to the original Site Plan Review approved by the Planning Board.
- ☐ **Outdoor Events:** For any and all permanent outdoor event/s which changes the use to the original Site Plan Review approved by the Planning Board.

Please include a completed copy of this Checklist with your application.

Please mark with a check (☐) in each item of information below that you provide with this Application. Mark any items you consider not applicable to the proposed project as “N/A,” and provide an explanation why not applicable. Failure to follow these instructions may result in your application being declared incomplete or continued to a date certain.

1. Complete Application Form with signature/s and date/s. (Section 6.04.3 A)

- ☐ A. Name of Applicant, Title of Project, mailing address and phone numbers; (Section 6.04.3 A)
- ☐ B. Name of owner, and contact information if different from applicant; (Section 6.04.3 A)
- ☐ C. Agent information, if any; (Section 6.04.3 A)
- ☐ D. Letter of Intent, briefly describing project; (Section 6.04.4 A)
- ☐ E. Lot identification numbers and location of property; (Section 6.04.3 A)
- ☐ F. Zoning district; (Section 6.04.3 A)

2. Documentation (Can be obtained via the Selectmen’s office at Town Hall) (If not applicable, mark “N/A” and submit a Waiver Request for each from the Site Plan Review Regulations)

- ☐ A. Copy of Tax Map and Tax Card; (Section 6.04.3 A)
- ☐ B. Copy of Deed or other proof of ownership or lessee’s authorization; (Section 6.04.4 D)
- ☐ C. Copy of any required DES approval; (Section 6.04.4 B)
- ☐ D. Copy of any required Zoning Board or Water District approvals; (Section 6.04.4 B)
- ☐ E. List of Abutters and holders of easements, with current mailing addresses of any other property owners within 200-foot radius of property boundaries proposed for development; (*Obtained from the Selectmen’s Office*) (Section 6.04.3 B)
- ☐ F. Three sets of labels, certified mail card, return receipt form and blank envelopes for each abutter. **(DO NOT ADD POSTAGE TO THE ENVELOPES)**
- ☐ G. Mailings to include the Applicant, Agent and/or Engineer (if applicable)
- ☐ H. Request for waivers from Design Standards with written justification and article number requesting to be waived (Section 6.04.4 E)
- ☐ I. Fees paid per Fee Schedule for application, public notices plus cost of abutter notifications. Checks payable to the Town of Ossipee. (Section 6.14.1)

3. Plan Drawings and Accompanying Information (If not applicable, mark “N/A” and submit a Waiver Request from Site Plan Review)

- ☐ A. Five (5) large (not to exceed 24 x 36) copies of appropriate plans, and ten (10) copies 11”x 17,” drawn to a scale of 1” = 20 ft. (Section 6.04.4 G 2&3)
- ☐ B. Names, tax-map and lot numbers of all abutters on Plan; (Section 6.04.4 G 1)
- ☐ C. Date of Plan preparation; (Section 6.04.4 G 4c)
- ☐ D. Title and Planning Board signature blocks; (Section 6.04.4 G 4c)
- ☐ E. North arrow and location map; (Section 6.04.4 H-1)
- ☐ F. Name of engineer, surveyor with stamp or identification of another qualified preparer; (Section 6.04.4 G 1)
- ☐ G. Show lot layout, buildings with dimensions and elevation; setbacks; parking spaces drawn on plan, including handicap parking; (Section 6.04.4 H 1-3) (Section 8.01.2)
- ☐ H. Location and dimensions of signs; (Section 6.04.4 H 17) (Section 8.02.5)
- ☐ I. Utilities; (Section 6.04.4 H 22)
- ☐ J. Road right-of-way lines; (Section 6.04.4 H 18)
- ☐ K. Required Setbacks, deed restrictions, easements; (Section 6.04.4 H 4)

- ☐ L. Lot Size (acres) and percent of lot coverage; (Section 6.04.4 H 8)
- ☐ M. Landscaping in harmony with surrounding area, with buffers, clearing kept to a minimum; (Section 6.04.4 H 13)
- ☐ N. Location of all natural and historical features; (Section 6.04.4 H 14)
- ☐ O. Off-street parking and loading areas; (Section 6.04.4 H 13) (Section 8.01.2 B)
- ☐ P. Road right-of-way; (Section 6.04.4 H 18)
- ☐ Q. Soil information including soil type (see OZO p. 82 – 83 and Carroll County Soil Survey); (Section 6.04.4 H 5)
- ☐ R. Storm water drainage, pre- and post-development run-off flow; snow storage areas (OZO s5.5.) (Section 6.04.4 H 9) (Section 8.03.4)
- ☐ S. Erosion and sediment controls, grading not to exceed 2:1, wetland protection, if any; (OZO s5.6.) (Section 6.04.4 H 15) (Section 8.02.3)
- ☐ T. Outside lighting plan, showing compliance with Design Standards (Section 8.02.4, Site Plan Review Regulations.) (Section 6.04.4 H 16) (Section 8.02.4)

4. Other Required Approvals (If not applicable, mark “N/A” and submit a Waiver Request for each from the Site Plan Review)

- ☐ A. Curb cut for state road, required from NHDOT; (Section 8.01.2 B)
- ☐ B. Town road access, see Zoning Enforcement Officer (603-539-4181) to ensure safe access to highway; (Section 8.01.3 B)
- ☐ C. Septic and well approvals NHDES Subsurface approval (603-271-3501); (Section 8.03.1 B)
- ☐ D. Ossipee Water and Sewer Supervisor approval, if the property is located on Town water and/or sewer service; Applicant must take Plan copy to Supervisor in a timely manner to obtain comments/approval; (603-539-8417) (Section 8.03.1 A)
- ☐ E. Fire Department approval, including Fire lane; turning radius; sprinkler system if required. Applicant must take Plan copy to Fire Department in your district for review in a timely manner to obtain comments/approvals from precinct fire chief. (Section 8.03.6)
- ☐ F. Groundwater protection, if located in a Groundwater Protection District. (See OZO 20.5); check on need for Special Use Permit; (Section 8.03.2 A)
- ☐ G. Pollution controls (hazardous materials, noise, odor, smoke, etc.) (Section 8.03.3) & (Section 8.03.7)

Applicant Signature: _____

Applicant Printed Name: _____

Applicants Please Note:

Approvals are not final until all Conditions for Federal, State and Local Regulations are met. No business shall open for business without final approval from the Planning Board.

It is strongly recommended that you carefully review the current version of the Ossipee Zoning Ordinance and the Site Plan Review Regulations before submitting a project application.

The Zoning Ordinance and Site Plan Review Regulations are available on the Town website at www.Ossipee.org

To simplify the Site Plan Review process for minor and some amendment projects, the Planning Board is prepared to waive certain requirements for plan documentation with a waiver request unless the nature of the project or the site requires a more comprehensive review.

ABUTTERS NOTIFICATION CERTIFIED/RETURN RECEIPT MAIL PROCEDURE

1. Provide a #10 standard size business envelope
2. Apply one set of labels obtained from Checklist item #2 (E) and #2 (F), apply address label for each abutter to the envelopes and return addressed to: Town of Ossipee; Planning Board or Zoning Board of Adjustment (whichever Board applies): PO Box 67; Center Ossipee, NH 03814
3. Apply second set of abutter address labels to the "Receipt for Certified Mail" (Please see sample provided)
4. Apply third set of abutter address labels to the "Return Receipt Post Card" (Please see sample provided)
5. DO NOT AFFIX POSTAGE; Postage fee will be applied by the Boards & Commissions Secretary per the Fee Scheduled
6. Do not stuff or seal envelopes. Place "Receipt for Certified Mail" and "Return Receipt Post Card" under envelope flap and submit with your application package.

UNITED STATES POSTAL SERVICE		First-Class Mail Postage & Fees Paid USPS Permit No. G-10		PLACE STICKER AT TOP OF MAILPIECE TO THE RIGHT OF THE RETURN ADDRESS. AFFIX AT BOTTOM LINE.	
<p>* Sender: Please print your name, address, and ZIP+4® in this box*</p> <p>Town of Ossipee Zoning Board or Planning Board PO Box 67 Ctr. Ossipee, NH 03814</p>		<p>CERTIFIED MAIL</p> <p>7012 2210 0002 4346 0718 7012 2210 0002 4346 0718</p>		<p>U.S. Postal Service® CERTIFIED MAIL, RECEIPT (Domestic Mail Only. All Insurance Coverages Provided) For delivery information visit us online at www.usps.com</p>	
<p>SENDER: COMPLETE THIS SECTION</p> <p>■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p>Recipients Name Mailing Address City, State, Zip Code</p> <p>9590 9403 0892 5183 3412 02</p> <p>7012 2210 0002 4346 0718</p> <p>PS Form 3811, April 2015 PSN 7530-02-000-9058</p>		<p>COMPLETE THIS SECTION ON DELIVERY</p> <p>A. Signature X</p> <p>B. Received by (Printed Name)</p> <p>C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter delivery address below:</p> <p>E. Service Type</p> <p><input type="checkbox"/> Adult Signature <input type="checkbox"/> Registered Mail® <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail Restricted Delivery <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery <input type="checkbox"/> Insured Mail Restricted Delivery Over \$500</p> <p>Priority Mail Express® Registered Mail® Registered Mail Restricted Delivery Return Receipt for Merchandise Signature Confirmation™ Signature Confirmation Restricted Delivery</p>		<p>Domestic Return Receipt</p>	

Planning Board Signature Block:

"The Site Plan Review Regulations of the Town of Ossipee are a part of this plan, and approval of this plan is contingent upon completion of all the requirements of said Site Plan Review Regulations, excepting only any waivers or modifications made in writing by the Planning Board".

Approved by the Planning Board

Chairman: _____

Member: _____

Date: _____

APPLICATION FOR WAIVER
from
SUBDIVISION/SITE PLAN REVIEW REGULATIONS

(Complete one form for each N/A waiver requesting)

To the Chairman and Members of the Ossipee Planning Board:

On _____, I submitted a plan for (subdivision/site plan review) approval to the Board,
(Date)

entitled _____ prepared by _____ and
(Name of Project) (Name of Engineer)

hereby request a waiver from SPR Regulation Article _____ Section _____ of the regulations.

In support of such request:

(1) Strict conformity would pose an unnecessary hardship of land and waiver would not be contrary to the spirit and intent of the regulations because: _____

or

(2) Specific circumstances relative to the (subdivision/site plan review), or conditions of the land in such (subdivision/site plan review), indicate that the waiver will properly carry out the spirit and intent of the regulations because: _____

Respectfully submitted: _____
(Applicant Signature) (Applicant Printed Name)

Date: _____
(Date)