

TOWN OF BRISTOL PLANNING BOARD

SITE PLAN PROCESS - MEMO

A well-prepared Site Plan is the MOST IMPORTANT document in your project submittal materials. Site Plans must be clearly legible and reproducible. A complete and accurate Site Plan will help to speed the application process. Incomplete applications will be rejected.

Before you begin the Site Plan process, please:

- Review the **Site Plan and Subdivision Regulations** contained in Section VIII. You can review/print these from www.townofbristolnh.org > Departments > Planning > scroll down to find **Site Plan and Subdivision Regulations** on the right hand side.
- Schedule a Preliminary Conceptual Consultation (PCC) with the Planning Board to discuss your project and have any questions answered that you have about your project and/or the process. To schedule a PCC with the Planning Board please contact Michelle Bonsteel, Land Use Officer via phone (603-744-3354), email at mbonsteel@townofbristolnh.org or in person Monday through Friday, generally, between the hours of 8:00 am – 4:00 pm.

Items that are required as part of your project submittal materials (all of which are attached):

STEP 1:

- **Application for Site Plan Review and Checklist for Site Plan Acceptance & Review, with payment of all applicable fees** – must be complete and filed with the Land Use Office by the deadline date of a regularly scheduled meeting of the Planning Board. Planning Board meeting dates and application deadlines can be found at www.townofbristolnh.org > Departments > Planning > Planning Board Meeting Schedule and Application Deadlines.

STEP 2:

Checklist for Site Plan Acceptance & Review - all items on this Checklist must be:

- Provided*, or
- Checked as Not Applicable if they do not appear to apply to your project, and written statement as to why you believe this to be the case, or
- Checked as Waiver Requested if you are asking for a relaxation of the required information for your project. **NOTE:** all requested waivers must be in writing (on the plan)

- * **Checklists deemed to be incomplete by the Land Use Officer will NOT be placed on the Planning Board Agenda.**

The Applicant may be required to submit additional information relating to the site, neighborhood, and the proposal and its potential impact.

The Applicant is responsible for all the costs of any special investigations and of the review of documents and other materials which may be required by the application, including engineering and legal expenses. The Planning Board shall, in consultation with the applicant, determine the scope of such investigations and reviews and it shall determine the persons or firms to be hired for investigations and reviews.

The attached sample site plan has been designed to help you prepare a complete Site Plan for your project. Make sure your Site Plan includes all the information on the Site Plan Checklist. The circled numbers on the sample site plan correspond to the numbered items on the Checklist for Site Plan Review. The circled numbers do not need to appear on your plan.

PLEASE NOTE: The attached sample site plan is provided as a reference tool showing how and what must be included in your site plan. This sample site plan is not to scale, nor is it the size that we require you to submit. Your site plan must be to scale - our required scale is minimum 1 inch = 20 feet.

Your submission to the Planning Board requires:

- One (1) original Mylar and three (3) copies of the Site Plan (to scale; 8.7B)
- Completed Site Plan Application
- Completed Abutters Notification List (verified by the Town Assessing Office)
- Written request for any Waivers being sought

And

- Fifteen (15)* reduced scale copies of the Site Plan drawing on an 11 x 17 inch sheet, collated with full sets of:
 - Completed Site Plan Application
 - Completed Abutters Notification List (verified by the Town Assessing Office)
 - Written request for any Waivers being sought, including an explanation of why