



TOWN OF NEW DURHAM NEW HAMPSHIRE

APPLICATION FOR SITE PLAN REVIEW

The Town of New Durham requires any person who is planning any of the following actions to apply to the New Durham Planning Board for a Site Plan Review:

- (1) New, altered or converted use of a non-residential site;
- (2) New, altered or converted use; or new construction of a non-residential structure; or
- (3) New, altered or converted use of a multi-family dwelling unit (more than two (2) dwelling units per structure); or
- (4) New construction of a multi-family dwelling unit; or
- (5) Mixed-use development which combines single-family, multi-family or non-residential land uses.

The Planning Board requires a Home Occupation Permit, not a Site Plan Review, in order to conduct a business in a residence, if all of the following conditions apply.

- (1) The area used by the business shall not exceed 33% of the floor area of the residence; and
- (2) The area used by the business shall not exceed 1000 square feet; and
- (3) The business use shall have no more impact on the property and neighborhood than normal residential use;

The Town does not require a Site Plan Review if the Planning Board finds that a proposed multi-family or residential development involves no building alterations or changes in the site.

Planning Board approval of said site plan shall be a prerequisite to issuance of any building permit, special exception, or variance for the proposed development.

NOTE: The applicant must file this form, and all other required information at the New Durham Town Hall at least 21 days before the date of the Planning Board meeting where the board will first review it.

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

2. Name, mailing address and telephone number of owner of record, of other than applicant:

3. Location of Property: _____

4. Town of New Durham Tax Map _____ Lot _____

5. Number of lots and/or units for which approval is sought: Lots _____ Units _____

6. Name/mailing address and telephone number of Surveyor and/or Agent:

7. Abutters: Attach an abutter's list including the Town of New Durham Tax Map, Lot number, Name and Mailing address of all abutters, including those across the street, brook or stream. Names should be those of current owners as recorded in the tax records, five (5) days prior to the submission of this application.

8. Fees:

1. Application fees: Any application for approval of a site plan review shall be accompanied by a non-refundable fee, in the amount below, to cover the Board's administrative costs.

a. For all commercial, residential, and industrial development, the following fees shall apply:

1. Up to three (3) acres:	\$75.00
2. Three (3) acres or more:	\$100.00

b. The Planning Board shall levy a fee of \$25.00 per dwelling unit for all residential development.

c. The Planning Board shall levy a processing fee of \$1.00 for every one-hundred (100) square feet of non-residential construction.

2. Inspection fees: The fee levied for inspection of site work shall be the actual cost per hour of the individual making the inspection of improvements as required by the subdivision regulations.

3. Notice fees: The applicant shall be responsible for paying the costs of mailing certified notices to abutters and the applicant as well as the cost of advertising or posting.

NOTE: Additional fees: Any applicant may be required to pay additional reasonable fees imposed by the Board to cover the costs of special investigative studies, review of documents and other matters which may be required by a particular application (RSA 676:4-I(g)).

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of New Durham in the final process of site plan review for this property shall be borne by the applicant and/or owner.

If this application is determined by the Planning Board to have all the necessary materials, it will be placed on the agenda on _____

"I hereby authorize the New Durham Planning Board and its agents to access my land for the purpose of reviewing this site plan, performing road inspections, and any other inspections deemed necessary by the board or its agents, to ensure conformance of the on-site improvements with the approved plan and all Town of New Durham ordinances and regulations."

Date: _____

Signature of Owner

TOWN OF NEW DURHAM
APPLICATION FOR SITE PLAN REVIEW CHECKLIST¹

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Form Date: 01-28-2026

	On Plan	Enclosed	Not Applicable	Waiver requested	Not Found
Completed applications must be delivered to the Town Land Use Office 21 days prior to a meeting. Any revisions to the plan must be delivered to the Town Land Use Office 10 days prior to a continued meeting.					
GENERAL INFORMATION					
Application #					
Name of Applicant:					
Name of Proposed Site Plan:					
Location/Address:					
Map: Lot:					
Date Received by Town:					
MATERIALS TO SUBMIT					
*Site Plan Review Application Form - 8 copies					
*Vicinity Map (size 11X17) 8 copies					
*Existing Conditions & Layout Plan: 8 (size 24X36), 10 reduced plans(size 11X17)					
*Proposed Layout Plan: 8 (size 24X36), 10 Reduced Plans(size 11X17)					
Town, State & Federal Approvals					
Studies & Documents					
*Application Fees					
*Written Waiver Requests for All Applicable Requirements Not Shown					
*Abutters List					
*Pre-Addressed, Envelopes & Pre-addressed Certified Mail Receipts for All Abutters & Strafford County Registry of Deeds; Two (2) each Pre-addressed Envelopes & Pre-addressed Certified Mail Receipts for Applicant and All Professionals Working on the Project					
VICINITY MAP: Including the following features within 1000 feet at a minimum scale of 1"=400'					
*Existing Lots Adjacent to the Proposed Subdivision					
*Boundaries and Designations of Zoning Districts					
*Outline of the Proposed Site Plan					
*Wetlands					
*Electronic Copy of all Material Submitted					
PLAN FORMAT (for ALL Plans)					
*Information Blocks with:					
Title of Plan					
Owner's Name and Address					
Agent's Name if Any					
Date Plan was Prepared					
Revision Dates and Description or Note ²					
Scale of Plan					
Name, Address & Seal of Prepare of Plan					
Tax Map & Lot Number and Deed Reference					
*North Arrow					
*Bar Scale					
*Location Plan at a Minimum Scale of 1"=2000"					
*Block for Board Signature					

*Items that are starred must be submitted for the Planning Board to place the application on its agenda, unless the item is not applicable.

¹This check list is not intended to supersede or replace the Site Plan Review requirements of The Town of New Durham, but is to serve as a guide to the Planning Board and Applicant in determining whether a Site Plan Review application is complete.

²"Or note" means if the item is not found on the relevant property please add a note to the plat stating there is none present.

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EXISTING CONDITIONS-GENERAL					
*Surveyed Property Lines of the Parcel Showing Existing Bearings, Distances, and Location of Existing Permanent Markers					
*Existing signs, walls, or fences					
*Zoning & Special District Boundaries					
•Septic Disposal Facilities					
*Water Supply					
*Easements or Rights of Way					
*Buildings, Wells, Septic Tanks & Leach Fields on the Parcel Within 100' of it.					
*Location and Number of Existing Utilities, Including Poles					
*Name, Width, Class & Location of Existing Streets					
*Driveways and access ways					
*Owner Name and Address for All Abutters					
*Tax Map and Lot Number of All Abutting Lots					
*All existing impervious surfaces with square footage listed.					
*Location of Any Cemetery and Its Access Way					
EXISTING CONDITIONS - NATURAL FEATURES					
*Existing Contours at 2' Intervals					
*Surface Drainage Features					
*Ledge Outcroppings					
*Significant Tree Stands					
*Significant and Boundary Line Trees					
*Stonewalls					
*Historic, Traditional, or Significant Structures or Architectural Elements					
*FEMA Floodplain Boundary					
*Public or Private Conservation or Protected Areas					
*Significant Wildlife and Fishery Habitats					
*Water Bodies & Waterways					
*Wetlands					
*Vernal Pools					
*Seasonal or Intermittent Streams					
*Other Natural Resource Features					
*Steep Slopes					
Slopes >30%					
Slopes 25-29.99%					
Slopes 15-24.99%					
Slopes of 10% or More Within 125' of Protected Water Resource					
*Trails:					
Snowmobile					
ATV					
Hiking					
Horseback					
Other Recreational Trails					
*For Resources on This List That Are Not Present, Add a Note Stating That Fact					

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PROPOSED LAYOUT					
*Surface drainage features such as swales, etc.					
Soil mapping types and boundaries.					
*Proposed new structures					
*Proposed driveway or access to the site.					
*New Road locations and names.					
*Cross sections & engineered profiles of any proposed streets, driveways, or access ways.					
*On site parking or loading space.					
Solid waste disposal facilities.					
*Municipal and Non-Municipal Utilities					
*Location of test pits and test pit logs.					
*All setback lines, including property, septic, leach field, water quality protection, etc.					
*Pedestrian circulation plan.					
*Public use or common ownership areas.					
*Drainage Improvements					
*Erosion & Sediment Control Plan					
*Existing and proposed outdoor lighting.					
*State & Town Shore Front Protection Zones and all overlay districts.					
*Existing and proposed impervious surfaces showing square footage and percentage of total site that will be impervious.					
TOWN, STATE, & FEDERAL APPROVALS					
*Conditional Use or Special Exception Permit Request					
*ZBA Actions					
Dredge & Fill {RSA 482-A}					
Significant Alteration of Terrain {RSA 485-A:17}					
Army Corp of Engineers					
State Driveway Permit, If Applicable					
Local Driveway Permit					
DOCUMENTS & STUDIES					
Traffic Impact Analysis					
Environmental and Natural Resource Impact Statement					
Easement Documentation					
Restrictive Covenants					
Performance Guarantee					
Changes in Municipal Costs					
Potential Impact on Public Utilities Load					
Impact on Public Safety					
Consumption or extraction of Ground Water					
Refuse disposal					
Pollution of air or water					
Land erosion or loss of tree cover					
Impact on any other aspect of the natural ecology					
Harmony with the character of surrounding developments.					

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STAGED OR PHASED DEVELOPMENT					
Will Site Plan be built out in Stages or Phases?	Yes	No			
If Yes, Description of Phases					
If Yes, Proposed Measures of Substantial Progress					

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