

**FORM A TO, AND FORMING A PART OF,
THE CORNISH SITE PLAN REVIEW REGULATIONS**

CORNISH PLANNING BOARD

Application for Final Site Plan Approval

Anyone who would like to: 1) establish or expand a non-residential use; or 2) establish or expand a residential use of three or more units, must first receive Board approval of the proposed site plan.

This application should be completed and delivered to the office of the Selectmen not later than twenty days prior to the public meeting at which the plan will be submitted. Formal submission of the application at a public meeting shall be noticed by the Board. Notice will be posted and mailed to neighboring landowners so that all interested parties will have an opportunity to attend and comment. All members of the Board are available to help the applicant complete this application.

If the Board finds that the application is complete and all filing fees have been paid, the application will be accepted for review and the Board will give the applicant a receipt certifying such acceptance (Form B).

The Board will probably act on a routine application at the same meeting at which the application is submitted. In any event, the Board must begin formal consideration of the application within thirty (30) days of acceptance for review and will act to approve or disapprove within ninety (90) days. Upon request by the Planning Board, the time for action may be extended by the Selectmen by an additional ninety days.

1. **Applicant** Name: _____
(Landowner) Address: _____
Telephone: _____

2. **Agent of Applicant:** (If the applicant appoints an agent, all communications between the Board and the applicant will be through the agent.)
Name: _____
Address: _____
Telephone: _____

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3. Name of Project: _____

4. Does this application also require subdivision review? Yes No
Does this application also require a Zoning Board hearing? Yes No

5. I, _____, agree to have the formal submission of my application scheduled for the first available time slot on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application.

signature of agent or landowner

6. Fees:

The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board including engineers, surveyors, lawyers, and community planners.

Plan and Documents to be Submitted

The owner or his authorized agent shall submit three sets of site plan maps and supporting data to the Planning Board which shall include the following information:

A. Existing Data and Information

- _____1. Location of site, names and addresses of owners of record and abutting land owners.
- _____2. Name and address of persons or firm preparing the map, the scale of the map (1 inch equals 40 feet suggested), north arrow and date. Such map shall be prepared by a registered land surveyor, architect, landscape architect or registered professional engineer. Name and address of persons or firm preparing other data and information if different from the preparer of the map.
- _____3. The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions and the lot area.
- _____4. The existing grades, drainage systems, structures and topographic contours at intervals not exceeding 2 feet with spot elevations where grade is less than 5 percent, otherwise not exceeding 5 foot contour intervals.

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- _____5. The shape, size, height, and location of existing structures located on the site and within 200 feet of the site.
- _____6. Natural features such as streams, marshes, lakes or ponds. Manmade features such as, but not limited to, existing roads and structures. Such map shall indicate which of such features are to be retained and which are to be removed or altered.
- _____7. Use of abutting properties shall be identified with approximate location of the structures thereon including access roads.
- _____8. The size and location of all existing public and private utilities and all existing landscaping. This shall include the location and size of existing public utilities that are located off-site, with which connection is planned or located within 100' of the site.
- _____9. A vicinity sketch (suggested scale 1" equals 500') showing the location of the site in relation to the surrounding public road system. The zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown. 100-year flood elevation line shall be included where applicable.

B. Proposed Plan and Information

- _____1. The proposed grades, drainage systems, structures and topographic contours at intervals not exceeding 2 feet with spot elevations where grade is less than 5 percent, otherwise not exceeding a 5 foot contour interval.
- _____2. The shape, size, height, and location of the proposed structure including expansion of existing buildings, including typical elevations.
- _____3. Proposed roads, driveways, parking spaces, sidewalks, with indication of direction of travel for one way roads and drives and inside radii of all curves. The width of roads, driveways and sidewalks and the total number of parking spaces shall be shown. In addition, loading spaces and facilities associated with the structures on the site shall be shown.
- _____4. The size and location of all proposed public and private utilities. In the case of electric lines or other utilities to be installed by a public utility corporation or a municipal department, a statement shall be received in writing from such public utility, corporation or municipal department that the work will be done within a reasonable time and without expense to the Town and that the utilities will be placed underground, if this has been agreed.

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- _____5. Exterior lighting plan and proposed signs to be located on the site.
- _____6. A storm drainage plan including plans for retention and slow release of storm water where necessary and plans for snow removal and storage.
- _____7. A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public roads including any traffic control devices necessary in conjunction with the site development plan. Suitable driveway permits shall be required. There shall be adequate access from suitably located existing public roads of sufficient width to afford adequate light, air, and access to each structure for fire, police, and medical emergency vehicles and personnel. Adequacy shall be established by approval in writing from the Town fire and police departments.
- _____8. Construction drawing including but not limited to pavements, walks, steps, curbing and drainage structures.
- _____9. A proposed landscaping plan, indicating the location, quality, type, and size of all natural cover to be retained, proposed landscaping and landscape improvements such as earth berms, walls, fences, screens, sculptures, fountains, road furniture, lights, courtyards and paved areas. The plan shall specify in detail the size and types of shrubs, plants, and trees, caliper of trees, and size of all proposed landscape material at the time of planting. Such plan shall also show the proposed landscaping and natural cover of the perimeter of the site including all sizes and types of trees, screens, fences, and walls, and natural cover to be retained. Methods and details for protecting existing vegetation during construction and an erosion control plan shall be included. Planting and installation details as necessary to ensure conformance with all required standards.
- _____10. An estimated timetable for construction and completion of buildings, parking facilities and landscaping.
- _____11. If the proposed development requires a special exception or variance by the Zoning Board of Adjustment, a copy of the special exception or variance approval issued by the Board of Adjustment is attached and made a part of the application.

C. Additional Information

- _____ The Planning Board may require such additional other information as it deems necessary in order to apply the Cornish Site Plan Review Regulations.

FOR OFFICIAL USE ONLY

Date Received by the Secretary or Chairman: _____

Fees Paid: \$_____

Date of Planning Board Meeting at which application will be submitted: _____

Signature of Secretary/Chairman

Date(s) of Public Hearing(s): _____

Comments Received From	Requested	Received
Selectmen	_____	_____
Fire Department	_____	_____
Police Chief	_____	_____
Road Agent	_____	_____
Conservation Commission	_____	_____
School Board	_____	_____

Recording Date: _____

Plan #: _____

Recording Fee Paid: _____