

Bedford Planning Board
Design Review Non-Residential Site Plan Application Checklist
Effective Jan. 2007

I. General Information:

A. Name of Development: _____

B. Location of Development: _____

(Street) (Map #) (Lot #)

C. Name of Applicant(s): _____

D. Name & Phone No. of Primary Design Consultant or Firm: _____

(Individual or Firm Name)

(Contact Person) (Phone No.) (Fax No.)

E. Name of Licensed Land Surveyor: _____

F. Name of Licensed Professional Engineer: _____

G. Name of Certified Soil Scientist: _____

H. Date of Submittal to Planning Director: _____

II. General Requirements:

1. Executed Application Form Submitted & Marked "Design Review": _____
2. Names & Addresses of All Abutters Submitted: _____
3. Six (6) Sets of Plans Submitted: _____
(All Sheets Numbered Consecutively with Index of Sheets on Plans)
4. Compact Disk With PDF Showing Overall Plan of Development: _____

III. Site Plan Requirements:

A. Presentation Requirements:

1. Size & Presentation of Sheet(s) per Section 315 of the Land Development Control Regulations: _____

2. Title Block Information:

- a. Name of Development Noted: _____
- b. Location of Site Noted (Town, State & Street(s)): _____
- c. Tax Map & Lot No.'s of Subject Parcel(s) Noted: _____
- d. Names & Addresses of Owner(s) of Record; Applicant; & Engineer and/or Land Surveyor: _____
- e. Date of Plan Noted: _____
- f. Scale of Plan Noted: _____

3. Plan at Proper Scale per Regulations: _____

4. Bar Scale Shown: _____

5. Match Lines (if any) Shown on All Sheets: _____

6. Graphical Index Plan Provided (if necessary): _____

B. Existing Conditions Plan & General Site Information:

1. Locus Map at a Scale of 2,000 feet to the Inch or Less Shown: _____

2. Boundary Information Prepared From Existing Deeds & Field Information: _____

3. Names & Addresses of All Abutting Land Owners Shown: _____

4. Abutting Lot Lines, Streets, Alleys, Easements, Parks, Public Open Spaces, & Zoning Districts Clearly Labeled and Indicated With Tax Map Numbers Where Applicable: _____

5. Location and Dimensions of All Existing Easements Shown: _____

6. North Arrow Shown: _____

7. Limits of Wetlands (per Article 45-5-2 of Zoning) on and within 50-feet of Subject Parcel Shown: _____

8. Two-Foot Contour Interval Topography Shown: _____

9. HISS Mapping Performed by a Certified Soil Scientist Shown Over All Subject Parcels and within 50-feet of Subject Parcel Where No Municipal Sewer Exists:

10. Existing Buildings, Pavement, and Gravel Areas On Site Shown and Other Physical Features as May Be Found Within a Minimum of 50-feet Beyond the Parcel Boundary:

11. Location and Name (if any) of any Watercourses, Ponds, or Standing Water On Site and Within a Minimum of 50-feet Beyond the Parcel Boundary Shown & Noted: _____

12. Existing Tree Lines Shown: _____

13. Existing Rock Outcroppings, Ledges, and Other Physical Features Shown: _____

14. Location of Existing Utility Poles On Site and Within a Minimum of 50-feet of Subject Parcel Shown: _____

C. Site Plan Content Requirements (Information may be shown on one or more sheets)

1. Location of Existing and Proposed Water Mains, Sanitary Sewers, Storm Sewers and Culverts, Including Size, Material and Direction of Flow Shown: _____

2. Location and Dimensions of All Proposed Easements Shown: _____

3. Location and Dimensions of Existing and Proposed Buildings and Accessory Structures Shown: _____

4. Total Gross Floor Area of Each Existing and Proposed Building With a Breakdown of Total Gross Floor Area in Each Building Assigned to a Particular Use Noted: _____

5. Pedestrian Access and Service/Loading Provisions for Each Building Identified as Applicable: _____

6. Location and Dimensions of Applicable Building Setbacks and Other Restrictions Imposed by the Zoning Ordinance Shown: _____

7. Location and Layout of All Proposed Parking Areas, aisles, and access drives: _____

8. Parking Calculations Based on Proposed Site Use Provided: _____

9. Preliminary Exterior Lighting and Landscape Plan Provided: _____

10. Drainage Plan Showing the Following:

a. Direction of Runoff (existing and proposed) Through Use of Arrows Shown: _____

b. Existing and Proposed Methods of Handling Storm Water Runoff: _____

c. Location, Elevation and Size of All Catch Basins, Storm Sewers, Culverts, Drainage Ditches, Swales and Retention/Detention Basins Submitted: _____

V. Construction Plan Requirements:

1. Preliminary Designs of Any Proposed Off-Site Improvements Included: _____

2. Preliminary Drainage Report and Calculations: _____

III. Site Plan Requirements:

* Indicates This Item is to be Provided on All Plan Sheets (as Applicable):

A. Presentation Requirements:

1. Title Block Information: *

- a. Name of Development Noted: _____
- b. Location of Site Noted (Town, State & Street or Streets): _____
- c. Tax Map & Lot #'s of Subject Site(s) Noted: _____
- d. Name & Address of Owner(s) Noted With Deed Reference: _____
- e. Date of Plan Noted: _____
- f. Scale of Plan Noted: _____
- g. Sheet Number Noted (All Plans Must be Numbered Sequentially): _____
- h. Name of Principal Design Consultant Noted: _____

2. Revision Block Shown: _____ *

3. Bar Scale Provided: _____ *

4. Plan at Proper Scale Per Regulations: _____ *

5. Planning Board Approval Block Provided: _____

6. North Arrow Shown, With Ref. Bearing Noted: _____ *

7. Match Lines (if any) Shown on All Sheets As Applicable: _____ *

8. Sheet Size 22"x34" or 24"x36" : _____ *

9. Sheet Stamped By All Applicable Licensed Professionals: _____ *

B. Existing Conditions Plan & General Site Information:

1. Locus Map (with Scale) Shown: _____

2. Boundary Survey of All Parcel(s) Affected by Application Provided: _____

3. Source of Boundary Survey Noted: _____

- a. If New Survey, Surveyor's Certification(s) Shown: _____
- b. If From Reference Plan, Note Plan & Recording #: _____

4. All Reference Plans Noted: _____

5. Existing & Proposed Boundary Monumentation Shown: _____

6. Map & Lot #'s of All Abutting Parcels Noted & Shown: _____
7. Names & Addresses of All Abutting Land Owners Shown: _____
8. Name, Status, Right-of-Way & Pavement Widths of Existing Streets Noted: _____
9. Municipal Boundaries (if any) Defined & Noted: _____
10. Existing Easements, Right-of-Ways & Range Ways (if any) Shown & Defined: _____
11. Existing Buildings, Wells, Septic Systems, Drives, Etc. & Proposed Disposition of Same Shown & Noted : _____
12. Location & Name (if any) of Streams or Water Bodies Shown & Noted: _____
13. Location & Elevation of 100-Year Flood Zone Shown & Noted per FEMA Flood Insurance Study or Town of Bedford Floodplain Determination Methodology: _____
14. If No Flood Zone Present, Note on Plan Indicating Same Provided: _____
15. Location of Existing Overhead Utility Lines, Poles, Towers, Etc. Shown: _____
16. Two-Foot Contour Interval Topography Shown: _____
17. Source & Datum of Topographic Information Noted: _____
18. Benchmark(s) Shown (at least one per plan sheet): _____
19. Limits of Wetlands (per Art. 45-5-2 of Zoning) Shown: _____
20. Plan Notes by Whom, When and Under What Criteria Wetland Delineation Occurred: _____
21. HISS Mapping Shown Where No Municipal Sewer Exists: _____
22. Stamp of Certified Soil Scientist on Plan if HISS Mapping Provided: _____
23. USDA-SCS Soil Survey Mapping (with Legend) Shown Where Municipal Sewer is to Be Provided: _____
24. Location of Test Pits Shown (if applicable): _____
25. Location, Type, Size & Inverts (if applicable) of All Existing Utility & Drainage Lines and Culverts Shown: _____
26. Existing Treelines Shown: _____
27. Existing Ledge Outcroppings & Other Significant Site Features Shown: _____

28. Plan Notes Provided: _____

- a. Tax Map & Lot #'s of All Subject Parcels Cited: _____
- b. Area (by individual existing tract & combined) of Subject Parcel(s) Noted: _____
- c. Zoning Designation of Subject & Abutting Parcels Noted: _____
- d. Min. Lot Area, Frontage & Yard Dimensions For District Noted: _____
- e. Purpose of Plan Noted: _____
- f. Proposed Utility Provisions (Water Supply & Sewage Disposal) Noted: _____
- g. Zoning Variances/Special Exceptions with Conditions (if any) Cited: _____

C. Site Plan Content Requirements (Information may be shown on one or more sheets):

1. All Required Yards, Setbacks and Buffers (Per Zoning) Shown & Dimensioned: _____
2. Proposed Easements (with Grantee & Purpose noted) Shown & Defined by Metes & Bounds. Check Each Type of Proposed Easement Applicable to This Application:
 - a. Drainage Easement(s): _____
 - b. Slope/Grading Easement(s): _____
 - c. Utility Easement(s): _____
 - d. Temporary Easement(s): _____
 - e. 25-Foot Non-Disturbance Easement(s) Along Streams: _____
 - f. Vehicular & Pedestrian Access Easement(s): _____
 - g. Fire Pond/Cistern Easement(s): _____
 - h. Roadway Widening Easement(s) as Required: _____
 - i. Heritage Trail Easement(s): _____
 - j. Other Easement(s): _____. Note Type(s): _____
3. Location & Exterior Dimensions of Existing & Proposed Buildings & Accessory Structures Shown: _____
4. Note on Plan Indicating Total GFA of Each Existing/Proposed Building, as Well as Breakdown of Total GFA by Use Classification: _____
5. Height & Number of Stories of All Existing & Proposed Buildings Noted: _____
6. Access Points (Vehicular & Pedestrian) to all Existing & Proposed Buildings Shown: _____
7. Location & Layout of all Proposed Drives, Parking & Other Paved Areas Shown: _____
8. Limits of Existing/Proposed Pavement Shown & Defined: _____
9. Design Dimensions, Widths & Inside Radii of all Proposed Paved Areas Noted: _____
10. Location, Type and Dimensions of Existing/Proposed Curbing Shown/Noted: _____

11. Location, Dimension and Type of Existing/Proposed Walkways Shown/Noted: _____
12. Parking Layout/Circulation Shown: _____
13. Parking Space Dimensions & Aisle Width(s) Noted: _____
14. Parking Calculations Provided: _____
 - a. Number of Spaces by Zoning Calculated By Specific Use or Uses: _____
 - b. Total Number of Required Spaces Noted: _____
 - c. Total Number of Proposed Spaces Noted: _____
 - d. If any are to be Constructed in Future, How Many & Where Noted/Shown: _____
 - e. Total Number of Handicapped Spaces Required by ADA Noted/Shown: _____
 - f. Pavement Markings & Signage for HC Spaces Shown per ADA: _____
 - g. Interior Green Space Shown With Note Indicating Percentage Req'd/Prov'd : _____
15. Loading/Service Areas Shown: _____
16. Solid Waste Storage Facilities Shown/Noted: _____
17. Snow Storage Areas Shown: _____
18. Traffic Control Signage & Pavement Markings Shown per MUTCD: _____
19. Fire Lanes & Emergency Access Drives Shown: _____
20. Exterior Lighting Plan Submitted/Lighting Details Specified: _____
21. Existing & Proposed Commercial Signage Provisions Shown/Noted: _____
22. Percentage(s) of Building & Impervious Coverage Noted: _____
23. Proposed Finish/Design Grades Indicated by Contours and/or Spot Grades: _____
24. Existing & Proposed Stormwater Management Improvements Shown: _____
 - a. Location, Dia., Material, Slope, Invert Elev.'s of All Culverts Shown: _____
 - b. Location, Rim Elev. & Invert Elev.'s of Exist./Prop. Structures Shown: _____
 - c. Headwalls/Flared End-Sections Specified at Outlets: _____
 - d. Outlet Protection Aprons Specified Where Required: _____
 - e. Existing & Proposed Drainage Easements Shown & Defined: _____
 - f. Location & Type of Treatment Provisions Shown: _____
 - g. Location & Design of Any Detention/Retention Facilities Shown: _____
 - h. Location & Type of Roof and/or Foundation Drains Shown: _____
 - i. Location & Design of Swales Shown: _____

25. Location/Type/Dia. & Appurtenances of Exist./Prop. Watermain & Services Shown: _____

26. Location of Exist./Prop. Hydrants (if any) Shown: _____

27. Location of Exist./Prop. Sewer Mains, Manholes & Services Shown: _____

a. Location/Type/Dia./Length/Slope of Sewer & Manholes Shown: _____

b. Location, Rim Elev. & Inverts at Manholes Shown On Plan & Profile: _____

28. Location/Type/Size, Etc. of Other Exist./Prop. Utilities Shown on Plan: _____

29. Guardrail, Fences & Amenities Shown: _____

30. Erosion Control Provisions Shown: _____

31. Landscape Plan with Detailed Plant List Provided: _____

32. Limits of Proposed Clearing Shown: _____

33. Construction Details Provided: _____

a. Typical Section of Parking/Driveway Pavement: _____

b. Sidewalk Detail: _____

c. Curbing Detail(s): _____

d. Guardrail/Fencing Detail(s): _____

e. Dumpster Pad/Enclosure Detail(s): _____

f. Planting Detail(s): _____

g. Pavement Marking/Traffic Control Signage Details: _____

h. Drainage Structure Detail(s): _____

i. Headwall Detail(s): _____

j. Flared End-Section Detail(s): _____

k. Outlet Protection Apron Detail(s): _____

l. Treatment Swale, Level Spreader & Retention/Detention Pond Details: _____

m. Drainage/Utility Trench Detail(s): _____

n. Erosion & Sedimentation Control Device Details With Notes & Sequence: _____

o. Turf Establishment Requirements: _____

p. Fire Protection System Detail(s): _____

q. Sewer Manhole, Trench & Service Connection Detail(s): _____

r. Water System Details: _____

s. Lighting Fixture Details & Schedule: _____

t. Handicapped Access Ramps, Etc. Detailed: _____

u. Other Project Specific Construction Details Provided: _____

34. Septic System Design Plan(s), if Any, Provided: _____

35. Location of any proposed on-site stump burial sites shown: _____

IV. Supporting Documentation/Reports (As Applicable to Application):

1. Soils & Slopes Based Lot Sizing Calculations Submitted: _____
2. Test Pit/Perc. Test Data Provided: _____
3. Stormwater Management Report Submitted: _____
 - a. Pre. & Post-Development Watershed Delineation Provided: _____
 - b. Narrative Provided: _____
 - c. All Calculations Performed For 25-year Storm: _____
 - d. Treatment Designed for 10-Year Storm Per NHDES: _____
 - e. Design Calculations for All Drainage Improvements Provided: _____
 - f. Design Calculations for All Detention/Retention Facilities Provided: _____
 - g. Pre. Vs. Post-Development Analysis for 25_year Storm Provided: _____
 - h. Report Stamped by P.E.: _____
4. Traffic Impact Study Provided if Required: _____
5. Fiscal Impact Study Provided if Required: _____
6. Off-Site Improvement Plans/Arrangements Included/Documented: _____
7. Architectural Plans when Required: _____
8. Other Project Specific Information as Required by Town Submitted: _____

V. Architectural Design

1. Renderings of building(s) showing front, sides, and rear view elevations, with one elevation in color _____
2. Narrative identification on elevations, identifying the following:
 - a. Building facade materials _____
 - b. Roof materials and pitch _____
 - c. Window materials and dimensions (typical) _____
 - d. Location of HVAC equipment, generators, cooling towers and other utilities _____
 - e. Location of balconies, exterior stairs, steeples, chimneys, porches, or other building extensions _____
3. Permit from Historic District Commission for new buildings, additions, architectural changes to buildings, or demolition of buildings within the Historic District _____
4. The Planning Board has expressed preferences for the following architectural details, which the applicant is asked to consider when preparing building designs:

- a. Large plate glass windows are discouraged unless broken with mullions or muttons, and mirrored glass or colored metal panels are discouraged.
- b. Bay doors used for gasoline service stations, repair or installation businesses, and freight docks, should remain closed except when vehicles or goods are passing through bay doors.
- c. It is preferable not to have foundation walls exposed more than 3 feet from finished grade.
- d. Pitched roof forms are encouraged. Gable, hip, shed, salt box, gambrel and mansard style roofs are encouraged. All roofs are encouraged to provide appropriate overhangs.
- e. Favored roof materials include asphalt or wooden shingles. Standing seam, copper or metal roofs may also be acceptable when appropriate to the design context.
- f. Long, unbroken expanses of roofs should be avoided through the use of dormers, chimneys, cupolas, and changes in ridgeline. Multiple roof planes of the same pitch are encouraged; however, roof planes of different pitches should be minimized.
- g. All rooftop mechanical equipment should be located so that the equipment is not visible at the nearest street right-of-way or to abutting residences. Screening may be accomplished through architectural treatments including walls, parapets, false chimneys, or cupolas.
- h. Brick, clapboard, stone, or tinted/textured architectural block are preferred for wall surfaces, especially for walls that are visible from Route 101, Route 3, or Route 114. EIFS, stucco, Texture 111, smooth-faced concrete block, and pre-fabricated steel panels are not encouraged but may be acceptable on sides or rear elevations of buildings that are not exposed to public view.
- i. Colors that reflect a traditional New England palette are preferred.
- j. Neon tubing used as a feature, accent, or trim on buildings is discouraged.
- k. Effort should be made to re-use existing structures that are eligible for inclusion in the National Register of Historic Places, structures identified in The History of Bedford, 1737-1971, and other structures that have historical context within the community.
- l. Where buildings exceed 20,000 square feet of gross floor area on any single floor, facades should be articulated to reduce the massive scale and monotony of long, unbroken horizontal and vertical planes. Detail features should be crafted to provide visual interest and pedestrian scale.

- m. Horizontal facades greater than 100 feet in length are encouraged to incorporate wall plane projections or recesses having a depth of at least 3% of the length of the façade and extending at least 20% of the length of the façade.
- n. Ground floor facades that face streets or other public ways are encouraged to provide display windows, arcades, entry areas, awnings or other such features along a minimum of 40% of their horizontal length. Single-tenant buildings with horizontal lengths in excess of 100 feet are encouraged to provide design elements such as archways or glass panels that could be converted to additional entryways for future re-use by multiple tenants.
- o. Where flat roofs are unavoidable due to the large size of a building, parapets or other architectural devices should be incorporated to conceal the flat roof. Overhanging eaves that extend more than 18 inches beyond the supporting walls are encouraged.
- p. Pedestrian amenities are encouraged, such as: benches; bike racks; sidewalks along building facades with a customer entrance; and walkways connecting transit stops, parking lot crossings, or street crossings.

VI. Project Permits Submitted (As Applicable to Application):

1. NHDES Construction Approval (Septic System): _____
2. NHDES Site Specific Approval: _____
3. NHDES Wetlands Permit: _____
4. NHDES Sewer Discharge Permit: _____
5. NHDES Water Supply Permit(s): _____
6. NHDOT Driveway Permit(s): _____
7. Town of Bedford Driveway Permit(s): _____
8. Bedford ZBA Variances/Special Exceptions: _____
9. Other Required Permit(s). Specify: _____