



Town of Bedford, New Hampshire Site Plan Application Checklist

Site Address: _____ Map: _____ Lot: _____

Owner: _____

Name of Applicant: _____ Date Submitted: _____

Applicant Phone: _____ Email: _____

Primary Project Representative: _____ Phone: _____

Company: _____ Email: _____

| Application Requirements | | | |
|---------------------------------|--|---|-------------------------|
| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| <input type="checkbox"/> | Executed Application Form Submitted (317.1) | | N/A |
| <input type="checkbox"/> | Owners Signature on Application Form or Letter of Authorization Provided (311.2) | | N/A |
| <input type="checkbox"/> | Complete Abutters List Submitted (317.1.5) | | N/A |
| <input type="checkbox"/> | Three (3) Sets of Plans Submitted with PDF submitted electronically (317.1) | | N/A |
| <input type="checkbox"/> | Draft copies of Any Proposed Easement Deeds or Other Legal Documents Submitted (317.1.9) | | N/A |
| <input type="checkbox"/> | Any Waiver Request(s) submitted in writing with appropriate justification (306) | | N/A |
| <input type="checkbox"/> | Stormwater and Land Disturbance Management (SWLDM) Permit Application Submitted to DPW per the Bedford SWLDM Regulations (325.11) | | N/A |
| <input type="checkbox"/> | Project and Architectural Narrative | | N/A |
| <input type="checkbox"/> | Name and contact information provided for: <ul style="list-style-type: none"> • Licensed Land Surveyor • Licensed Professional Engineer • Certified Soil Scientist • Certified Wetland Scientist • Architect (311.7) | | N/A |



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| <input type="checkbox"/> | <p>Project Permits Noted on Plan (as applicable) (317.1.33)</p> <ul style="list-style-type: none"> <input type="checkbox"/> NHDES Construction Approval (Septic System) <input type="checkbox"/> NHDES AOT Approval <input type="checkbox"/> NHDES Wetlands Permit <input type="checkbox"/> NHDES Sewer Discharge Permit <input type="checkbox"/> NHDES Water Supply Permit(s) <input type="checkbox"/> NHDOT Driveway Permit(s) <input type="checkbox"/> Town of Bedford Driveway Permit(s) <input type="checkbox"/> Town of Bedford Stormwater and Land Disturbance Management Permit <input type="checkbox"/> Bedford ZBA Variances/Special Exceptions <input type="checkbox"/> Permit from Historic District Commission for new buildings, additions, architectural changes to buildings, or demolition of buildings within the Historic District <input type="checkbox"/> Other Required Permits: Specify | | |
| Site Plan Submittal: Presentation Requirements | | | |
| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| <input type="checkbox"/> | <p>Title Block:</p> <ul style="list-style-type: none"> • Name of Development • Location of Site (Town, State & Street(s)) • Tax Map & Lot Numbers of Subject Site(s) • Name and Address of Owner(s) with Deed Reference • Date of Plan • Scale of Plan • Sheet Number (Numbered sequentially) • Principal Design Consultant <p>(317.1.1)</p> | | N/A |



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| <input type="checkbox"/> | Revision Block Shown (317.1.1) | | N/A |
| <input type="checkbox"/> | Bar Scale Provided (317.1.1) | | N/A |
| <input type="checkbox"/> | Plan at Proper Scale Per Regulations (317.1.1) | | N/A |
| <input type="checkbox"/> | Owner Signature Block Provided (317.1.1) | | N/A |
| <input type="checkbox"/> | Planning Board Approval Block Provided on Recording Sheet(s) (317.1.1) | | N/A |
| <input type="checkbox"/> | North Arrow Shown, with Ref. Bearing Noted (317.1.1) | | N/A |
| <input type="checkbox"/> | Match Lines (if any) Shown on All Sheets As Applicable (315.1.4) | | N/A |
| <input type="checkbox"/> | Sheet size 22"x 34" or 24"x 36" (315.1.1) | | N/A |
| <input type="checkbox"/> | Sheet Stamped by All Applicable Licensed Professionals (317.1.1) | | N/A |
| Site Plan Submittal: Existing Conditions Plan & General Site Information | | | |
| <input type="checkbox"/> | Locus Map (with Scale) Shown (317.1.1) | | N/A |
| <input type="checkbox"/> | Boundary Survey (and source) of All Parcel(s) Affected by Application Provided <ul style="list-style-type: none"> • If New Survey, Surveyor's Certification(s) Shown • If from Reference Plan, Note Plan & Recording Reference (317.1.4) | | |
| <input type="checkbox"/> | All Reference Plans Noted (317.1.4) | | N/A |
| <input type="checkbox"/> | Existing and Proposed Boundary Monumentation Shown (317.1.4) | | |
| <input type="checkbox"/> | Map and Lot Numbers of all Abutting Parcels Noted and Shown (317.1.5) | | N/A |
| <input type="checkbox"/> | Names and Addresses of all Abutting Landowners Shown (317.1.5) | | N/A |
| <input type="checkbox"/> | Name, Status, Right-of-way & Pavement Widths of Existing Streets (317.1.7) | | N/A |
| <input type="checkbox"/> | Municipal Boundaries (if any) Defined (317.1.3) | | N/A |



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| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| <input type="checkbox"/> | ROW lines, building setback lines, pedestrian ways, lot lines, reservations, easements and areas to be dedicated to public use and areas, the title to which are reserved by the developer (317.1.7) | | |
| <input type="checkbox"/> | Existing buildings, Wells, Septic systems Drives, etc. & Proposed Disposition of Same Shown & Noted (317.1.13) | | |
| <input type="checkbox"/> | Location and Name (if any) of Streams or Water Bodies Shown and Noted (317.1.12) | | |
| <input type="checkbox"/> | Location and Elevation of 100-year Flood Zone Shown and Noted per FEMA Flood Insurance Study or Town of Bedford Floodplain Determination Methodology. If No Flood Zone Present, Note on Plan Indicating Same Provided (317.1.6) | | N/A |
| <input type="checkbox"/> | Location of Existing Overhead and Underground Utility Lines, Poles, Towers, etc. shown (317.1.19) | | |
| <input type="checkbox"/> | Two-foot Contour Interval Topography Shown (317.1.10) | | |
| <input type="checkbox"/> | Source and Datum of Topographic Information Noted (317.1.10) | | |
| <input type="checkbox"/> | Benchmark(s) Shown (at least one per plan sheet) (317.1.31) | | |
| <input type="checkbox"/> | Limits of Wetlands (per Section 275-24 of Zoning) and wetland setback (per Section 275-28). Plan Notes by Whom, When, and Under What Criteria Wetland Delineation Occurred (317.1.12) | | |
| <input type="checkbox"/> | HISS Mapping Shown Where No Municipal Sewer Exists and stamp of Certified Soil Scientist (317.1.11) | | |
| <input type="checkbox"/> | USDA-SCS Soil Survey Mapping (With Legend) Shown Where Municipal Sewer is to Be Provided (317.1.11) | | |
| <input type="checkbox"/> | Location of Test Pits shown (if applicable) (317.1.24) | | |



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| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| <input type="checkbox"/> | Profiles of all proposed streets, private driveways, water mains, sewers, and open waterways with a horizontal scale of 1"=50' and vertical scale of 1" = 5' (317.1.31) | | |
| <input type="checkbox"/> | Location, Type Size & Inverts (if applicable) of All Existing Utility & Drainage Lines and Culverts Shown (317.1.31.1) | | |
| <input type="checkbox"/> | Existing Tree Lines Shown (317.1.10) | | |
| <input type="checkbox"/> | Existing Ledge Outcroppings & Other Significant Site Features Shown (317.1.10) | | |
| <input type="checkbox"/> | Plan Notes Provided: <ul style="list-style-type: none"> • Tax Map & Lot #s of All Subject Parcels Cited • Area (by individual existing tract & combined) of Subject Parcel(s) Noted • Street frontage • Zoning Designation of Subject & Abutting Parcels Noted • Zoning requirements for Min. Lot Area, Frontage & Yard Dimensions For District Noted • Purpose of Plan Noted • Proposed Utility Provisions (Water Supply & Sewage Disposal) Noted • Zoning Variances/Special Exceptions with Conditions (if any) Cited • Stipulations, restrictions and/or waivers granted • Impact fees noted, as applicable • State permits (3171.1.1; 317.1.2; 317.1.; 317.1.5; 317.1.8) | | |



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| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| Site Plan Content Requirements | | | |
| <input type="checkbox"/> | All Required Yards, Setbacks and Buffers (per Zoning) Shown & Dimensioned (317.1.2)(317.1.3)(317.1.7) | | |
| <input type="checkbox"/> | Proposed Easements (with Grantee and Purpose noted) Shown & Defined by Metes & Bounds. Note Each Type of Proposed Easement Applicable: <ul style="list-style-type: none"> • Drainage Easement(s) • Slope/Grading Easement(s) • Utility Easement(s) • Temporary Easement(s) • 25-foot Non-disturbance Easement(s) • Vehicular & Pedestrian Access Easement(s) • Fire Pond/Cistern Easement(s) • Roadway Widening Easement(s) as required • Heritage Trail Easement(s) • Other (Note type) (317.1.7) | | |
| <input type="checkbox"/> | Location & Exterior Dimensions of Existing & Proposed Buildings & Accessory Structures Shown (315.2.10) (317.1.13) | | |
| <input type="checkbox"/> | Note on Plan Indicating Total GFA of Each Existing/Proposed Building, as Well as Breakdown of Total GFA by Use Classification (317.1.14) | | |
| <input type="checkbox"/> | Height and Number of Stories of All Existing & Proposed Buildings Noted (317.1.13) | | |
| <input type="checkbox"/> | Access Points (Vehicular and Pedestrian) to all Existing & Proposed Buildings Shown (317.1.15) | | |
| <input type="checkbox"/> | Location and Layout of all Proposed Drives, Parking & Other Paved Areas Shown (317.1.16) | | |
| <input type="checkbox"/> | Driveway Site Distance profiles provided (321.1.3) | | |



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| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| <input type="checkbox"/> | Truck turning templates provided (321.2.3) | | |
| <input type="checkbox"/> | Limits of Existing/Proposed Pavement Shown & Defined (317.1.16) | | |
| <input type="checkbox"/> | Design Dimensions, Widths & Inside Radii of all Proposed Paved Areas Noted (317.1.16) | | |
| <input type="checkbox"/> | Location, Type and Dimensions of Existing/Proposed Curbing Shown/Noted (317.1.16) | | |
| <input type="checkbox"/> | Location, Type and Dimensions of Existing/Proposed Walkways Shown/Noted (317.1.16) | | |
| <input type="checkbox"/> | Parking Layout/Circulation Shown (317.1.16) | | |
| <input type="checkbox"/> | Parking Space Dimensions & Aisle Width(s) Noted (317.1.16) | | |
| <input type="checkbox"/> | Parking Calculations Provided <ul style="list-style-type: none"> • Number of spaces by Zoning Calculated by Specific Use or Uses • Total Number of Required Spaces Noted • Total Number of Proposed Spaces Noted • If any are to be Constructed in Future, How Many & Where Noted/Shown • Total Number of Handicapped Spaces Required by ADA Noted/Shown • Pavement Markings & Signage for HC Spaces Shown per ADA • Interior Green Space Shown With Note Indicating Percentage Required/ Provided (317.1.17) | | |
| <input type="checkbox"/> | Loading/Service Areas Shown (317.1.15) | | |
| <input type="checkbox"/> | Solid Waste Storage Facilities Shown/Noted, with appropriate enclosure and screening, setback 30' minimum from the property line per Zoning (317.1.18) | | |
| <input type="checkbox"/> | Snow Storage Areas Shown (317.1.18) | | |
| <input type="checkbox"/> | Traffic Control Signage & Pavement Markings Shown per MUTCD (317.1.18) | | |



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| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| <input type="checkbox"/> | Fire Lanes & Emergency Access Drives Shown | | |
| <input type="checkbox"/> | Exterior Lighting Plan Submitted/ Lighting Details Specified (317.1.19) | | |
| <input type="checkbox"/> | Existing and Proposed Commercial Signage Provisions Shown/Noted (317.1.22) | | |
| <input type="checkbox"/> | Percentage(s) of Building & Impervious Coverage Noted (317.1.14) | | |
| <input type="checkbox"/> | Proposed Finish/Design Grades Indicated by Contours and/or Spot Grades (317.1.24) | | |
| <input type="checkbox"/> | Existing & Proposed Stormwater Management Improvements Shown in accordance with the Bedford LDCR Sections 235 and 325 | | |
| <input type="checkbox"/> | Location/Type/Diameter & Appurtenances of Existing/Proposed Watermain & Services Shown (326.2) (317.1.28) | | |
| <input type="checkbox"/> | Location of Existing/Proposed Hydrants (if any) Shown (326.2.3) (317.31.1) | | |
| <input type="checkbox"/> | Fire Protection - shall be in accordance with the requirements of the Fire Dept. and Section 236 of the LDCR. The applicant shall be required to present a statement from the Fire Dept. which indicates compliance with this provision. (236) | | |
| <input type="checkbox"/> | Location of Existing/Proposed Sewer Mains, Manholes & Services Shown <ul style="list-style-type: none"> • Location/Type/Diameter/Length/Slope of Sewer & Manholes Shown • Location, Rim Elevation & Inverts at Manholes Shown on Plan & Profile (326.1) (317.1.27) | | |
| <input type="checkbox"/> | Location/Type/Size, etc. of Other Existing/Proposed Utilities, including electric and telecommunication lines underground as required by Zoning, Shown on Plan (237) (326.3) | | |
| <input type="checkbox"/> | Guardrail, Fences and Amenities Shown (317.1.16) | | |
| <input type="checkbox"/> | Accessibility and ADA requirements shown and noted (321.2.5) (322.1.3) | | |



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| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| <input type="checkbox"/> | Hours of operation Noted (317.1.34) | | |
| <input type="checkbox"/> | Erosion Control Provisions Shown (317.1.21) | | |
| <input type="checkbox"/> | Landscape Plan with Detailed Plant List Provided (317.1.20) | | |
| <input type="checkbox"/> | Limits of Proposed Clearing Shown (317.1.24) | | |
| <input type="checkbox"/> | Construction Details of all site improvements (317.1.23) | | |
| <input type="checkbox"/> | Septic System Design Plan(s), if any, provided (317.1.27) | | |
| <input type="checkbox"/> | Location of any proposed on-site stump burial sites shown (106) | | |

| Supporting Documents and Reports | | | |
|---|---|---|-------------------------|
| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| <input type="checkbox"/> | Soils and Slopes based Lot Sizing calculations submitted, as applicable (231.2) | | |
| <input type="checkbox"/> | Test Pit/Perc. Test Data Provided, as applicable (231.5) | | |
| <input type="checkbox"/> | Stormwater Management Report Submitted in accordance with the Bedford LDCR Sections 235 and 325 (325) (317.1.26) | | |
| <input type="checkbox"/> | Traffic Impact Study Provided (as required) (317.1.29) | | |
| <input type="checkbox"/> | Fiscal Impact Study Provided (as required) (317.1.30) | | |
| <input type="checkbox"/> | Off-Site Improvements Plans/Arrangements Included/Documented (317.1.25) | | |
| <input type="checkbox"/> | Elevation drawings detailing materials, colors and finishes (317.1.32) | | |
| <input type="checkbox"/> | Architectural Plans and floorplans depicting change of use (as required) (324) | | |



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| <input type="checkbox"/> Other Project Specific Information (as required) | | |
|---|--|--|

| Architectural Design Guidelines | | | |
|--|---|---|-------------------------|
| | Required Items for Submittal | Item Location (Page, Sheet, Note or N/A) | Waiver Requested |
| <input type="checkbox"/> | Renderings of building(s) shown front, sides, and rear view elevations, with one elevation in color (Section 324) | | |
| <input type="checkbox"/> | Narrative identification on elevations, outlining Planning Board architectural detail preferences ¹ , identifying the following: <ul style="list-style-type: none"> • Building façade materials • Roof materials and pitch • Window materials and dimensions (typical) • Location of HVAC equipment, generators, cooling towers and other utilities • Location of balconies, exterior stairs, steeples, chimneys, porches or other building extensions • Building mounted signs • Screening of rooftop mechanical equipment | | |

Applicant/Representative Signature: _____ **Date:** _____

*The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all site plan review requirements. Please refer to the Land Development Control Regulations and the Bedford Zoning Ordinance for full details. Waiver requests must be submitted in writing with appropriate justification. Per Section 306 of the Site Plan Regulations, the Board may modify or waive one or more sections of the Regulations, provided that:

- a. The information is not necessary in order for the Planning Board to make an informed decision;
- b. The waiver shall not have the effect of nullifying the intent and purpose of these Regulations;
- c. The Planning Board requires such conditions as will, in its judgement, secure the objectives of the Regulations which are waived;

¹ See Attachment A – Architectural Detail Planning Board Preferences



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- d. The waiver is requested in writing;
- e. The waiver is based on evidence presented to the Board by the applicant;
- f. The Planning Board formally votes on such waiver; and
- g. The waiver is noted on the final approved plan.

Attachment A

Architectural Detail Planning Board Preferences

The Planning Board has expressed preferences for the following architectural details, which the applicant is asked to consider when preparing building designs:

1. Large plate glass windows are discouraged unless broken with mullions or muttons, and mirrored glass or colored metal panels are discouraged.
2. 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.
3. It is preferable not to have foundation walls exposed more than 3 feet from finished grade.
4. 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.
5. Favored roof materials include asphalt or wooden shingles. Standing seam, copper or metal roofs may also be acceptable when appropriate to the design context.
6. 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.
7. 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 the architectural treatments including walls, parapets, false chimneys or cupolas.
8. 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.
9. Colors that reflect a traditional New England palette are preferred.
10. Neon tubing used as a feature, accent or trim on buildings is discouraged.
11. Effort should be made to re-use existing structures that are eligible for inclusion on 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.
12. 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



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and vertical planes. Detail features should be crafted to provide visual interest and pedestrian scale.

13. 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.
14. 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.
15. Where flat roofs are unavoidable due to the large size of the 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.
16. 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.