



Town of Bedford, New Hampshire
Design Review Non-Residential
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 & Marked "Design Review" (314.5)		N/A
	Owners Signature on Application Form or Letter of Authorization Provided (315.2.16)		
<input type="checkbox"/>	Names and Addresses of all Abutters Submitted (315.2.5)		N/A
<input type="checkbox"/>	Three (3) Sets of Plans Submitted with PDF submitted electronically (314.5)		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 (315.2.3)		N/A
<input type="checkbox"/>	Project Narrative including a summary of any proposed waivers		N/A
Presentation Requirements			
	Required Items for Submittal	Item Location (Page, Sheet, Note or N/A)	Waiver Requested
<input type="checkbox"/>	Size and Presentation of Sheet(s) per LDCR Section 315		N/A



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<input type="checkbox"/>	Title Block Information: <ul style="list-style-type: none"> Name of Development Noted Location of Site Plan Noted (Town, State & Street) Tax Map and Lot Numbers of Subject Parcel(s) Noted Names and Addresses of Owner(s) of Record; Applicant; Engineer and/or Land Surveyor Date of Plan Noted Scale of Plan Noted (315.2.1)		N/A
<input type="checkbox"/>	Plan at Proper Scale per Regulations (315.1)		N/A
<input type="checkbox"/>	Bar Scale Shown (315.2.1)		N/A
<input type="checkbox"/>	Match Lines (if any) Shown on All Sheets (315.1.4)		N/A
<input type="checkbox"/>	Graphical Index Plan Provided (if necessary) (315.1.3)		N/A
<input type="checkbox"/>	Building elevations provided (optional)		
Existing Conditions Plan and General Site Information			
<input type="checkbox"/>	Locus Map at a Scale of 2,000 feet to the inch or less shown (315.2.4)		
<input type="checkbox"/>	Boundary Information prepared from existing deeds and field information (315.2.2)		
<input type="checkbox"/>	Names and Addresses of all abutting land owners shown (315.2.5)		
<input type="checkbox"/>	Abutting lot lines, streets, alleys, easements, parks, public open spaces & Zoning Districts clearly labeled and indicated with tax map numbers where applicable (315.2.5)		
<input type="checkbox"/>	Location and dimensions of all existing easements shown (315.2.7)		
<input type="checkbox"/>	North arrow shown (315.2.1)		
<input type="checkbox"/>	Limits of wetlands (per Section 275-24 of Zoning) on and within 50-feet of subject parcel shown and wetland setback dimensioned (per Section 275-28) (315.2.6)		
<input type="checkbox"/>	Two-foot contour interval topography shown (315.2.8)		



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<input type="checkbox"/>	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 (315.2.6)		
<input type="checkbox"/>	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 (315.2.8)		
<input type="checkbox"/>	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 and noted (315.2.8)		
<input type="checkbox"/>	Existing tree lines shown (315.2.8)		
<input type="checkbox"/>	Existing rock outcroppings, ledges, and other physical features shown (315.2.8)		
<input type="checkbox"/>	Location of existing utility poles on site and within a minimum of 50-feet of subject parcel shown (315.2.8)		
Site Plan Content Requirements			
<input type="checkbox"/>	Location of existing and proposed water mains, sanitary sewers, storm sewers and culverts, including size, material and direction of flow shown (315.2.9)		
<input type="checkbox"/>	Location and dimensions of all proposed easements shown (315.2.7)		
<input type="checkbox"/>	Location and dimensions of existing and proposed buildings and accessory structures shown (315.2.10)		
<input type="checkbox"/>	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 (315.2.10)		
<input type="checkbox"/>	Pedestrian access and service/loading provisions for each building identified as applicable (315.2.10)		
<input type="checkbox"/>	Location and dimensions of applicable building setbacks, buffers and other restrictions imposed by the Zoning Ordinance shown (315.2.7)		



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<input type="checkbox"/>	Location and layout of all proposed parking areas, aisles, and access drives (315.2.11)		
<input type="checkbox"/>	Parking calculations based on proposed site use provided (315.2.11)		
<input type="checkbox"/>	Preliminary exterior lighting and landscape plan provided (315.2.12)		
<input type="checkbox"/>	Drainage Plan showing the following: <ul style="list-style-type: none"> • Direction of runoff (existing and proposed) through use of arrows shown • Existing and proposed methods of handling storm water runoff • Location, elevation and size of all catch basins, storm sewers, culverts, drainage ditches, swales and retention/detention basins submitted (315.2.14)		
Construction Plan Requirements			
<input type="checkbox"/>	Preliminary designs of any proposed off-site improvements included (315.2.15)		
<input type="checkbox"/>	Preliminary drainage report and calculations (315.2.13)		

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 Site Plan Review Regulations for full details.