

**Pittsfield Planning Board  
Town of Pittsfield  
85 Main Street  
Pittsfield, NH 03263**

**Application for Site Plan Approval or for Design Review**

The Town of Pittsfield Site Plan Review Regulations state the procedures and requirements for site plan approval and for design review. Please read the site plan review regulations before applying for site plan approval or for design review. Throughout this form, all-capital-letters spelling is used to indicate that a word or phrase has the meaning stated for it as a headword in the subdivision regulations, article 2, section 3, Definitions.

Every completed application must have the information specified in the site plan review regulations, section IV, except as the planning board grants waivers; a check payable to the Town of Pittsfield as specified in section (c) of this form; and a plat meeting the specifications of the site plan review regulations, sections IV and V.

(a) Please provide the following information:

- (1) A statement of the type of review sought: conceptual consultation (see subdivision regulations, article 3, sections 2 and 3), design review (see subdivision regulations, article 3, sections 2 and 4), or formal review (see subdivision regulations, article 5). (See the site plan review regulations, section III, referring to the subdivision regulations for procedure.)

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- (2) The name, address, and telephone number of the applicant. (RSA 676:4, I, (b).)

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- (3) The name, address, and telephone number of the applicant's representative, if any.

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- (4) The names, addresses, and telephone numbers of all owners of the land under consideration. Attach additional sheets if necessary.

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- (5) The owner's statement authorizing the applicant to apply for site plan approval if the applicant is not the owner.

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Owner's printed name: \_\_\_\_\_

Owner's signature: \_\_\_\_\_

Date: \_\_\_\_\_

- (6) The name, business address, and telephone number of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the board. (RSA 676:4, I, (b).) Attach additional sheets if necessary.

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- (7) The names, business addresses, telephone numbers, and functions of the applicant's other agents, if any. Attach additional sheets if necessary.

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- (8) The names and addresses of all holders of CONSERVATION, preservation, or agricultural preservation RESTRICTIONS as defined in RSA 477:45. (RSA 676:4, I, (b).) Please provide this information where indicated on the individual-notice list, which begins at page 8 of this form.

(9) The tax map and LOT numbers of all LOTS abutting the land under consideration, and the names and addresses of all ABUTTERS as indicated in the town records not more than 5 days before the day of filing. (RSA 676:4, I, (b).) Please provide this information where indicated on the individual-notice list, which begins at page 8 of this form.

(10) The STREET address or addresses, if any, of the land under consideration.

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(11) The tax map and LOT number or numbers of the land under consideration.

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(12) The zoning district or districts in which the land under consideration is located.

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(13) A statement of whether any structure or proposed building site will be within 500 feet of the top of the bank of any lake, pond, river, or stream. (See RSA 676:4, I, (d), (2).)

Yes \_\_\_\_\_ No \_\_\_\_\_

(14) A statement of whether the land under consideration is on or within 500 feet of a state highway. If yes, then please identify the state highway. The state highways in Pittsfield and the responsible New Hampshire Department of Transportation districts are listed in the subdivision regulations, article 4, section 1, (a), (14).

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(15) The acreage and square footage of the land under consideration.

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(16) A general description of the proposed project. (See RSA 676:4, I, (d), (1).)

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- (17) A statement of all approvals that the project has from the zoning board of adjustment, from any other town agency, from any state agency, or from any federal agency. Please include copies of the notices of decisions or other appropriate certificates granting the approvals.

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- (18) A statement of all approvals that the project needs but does not have from the zoning board of adjustment, from any other town agency, from any state agency, or from any federal agency.

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(b) Please print your name, sign, and date as indicated:

Applicant's printed name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner's printed name: \_\_\_\_\_

Owner's signature: \_\_\_\_\_

Date: \_\_\_\_\_

- (c) Please include a check payable to the Town of Pittsfield for the application fee specified below (and in the subdivision regulations, article 4, section 3, (a); see site plan review regulations, section IV, A, I, 4.):

(1) ABUTTER notice: \$7.50 times the number of notices listed on the individual-notice list

(beginning on page 28 of this application): \$7.50 x \_\_\_\_\_ notices = \$\_\_\_\_\_

(2) Advertising in the *Suncook Valley Sun*: \$150.00

(3) Preapproval third-party review: \$450.00

(4) Planning board's administrative expenses to process the application: \$100.00

Total application fee: \$7.50 x \_\_\_\_\_ notices + \$700.00 = \$\_\_\_\_\_

If the actual cost of the newspaper advertising or preapproval third-party review is less than the fee stated above, then the planning board will refund the difference. If the actual cost of the newspaper advertising or preapproval third-party review is greater than the fee stated above, then the planning board will charge the difference. The planning board encourages applicants to establish escrow accounts that the planning board can bill to pay application fees. Such escrow accounts can avoid delays that unpaid fees can cause. Please see the subdivision regulations, article 4, section 3, (g), and article 5, section 5.

- (d) Please include one original, five paper print copies, and one electronic portable document format (PDF) copy of the proposed site plan meeting the specifications of the site plan review regulations, sections IV and V. Please list specifications that are not applicable in section (f) of this form, and list specifications for which you are requesting waivers in section (g) of this form.

- (e) This section is reserved for the planning board's use. The planning board's administrative secretary shall copy into the area below an image of the applicant's check for the application fee.

### **Completeness Check**

- (f) Please list those specifications of the site plan review regulations, section IV, that do not apply to the plat. Attach additional sheets if necessary.

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- (g) Please list those specifications of the site plan review regulations that the plat does not meet because you are requesting waivers. Attach additional sheets if necessary.

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**Individual-Notice List  
for an  
Application for Subdivision Approval or for Design Review**

Please provide the information indicated:

The name and address of the applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

The name and address of the applicant's representative, if any:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

The name and address of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the board. Attach additional sheets if necessary.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The tax map and LOT number, the owner, and the address of the owner of the land under consideration. The owner's address is where he receives his mail, which may or may not be the address of the land under consideration.

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



Does the land under consideration have any CONSERVATION, preservation, or agricultural preservation RESTRICTIONS as defined in RSA 477:45? If so, please identify the holders of these restrictions and the holders' addresses.

Restriction holder and address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Restriction holder and address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Is any structure or proposed building site will be within 500 feet of the top of the bank of any lake, pond, river, or stream?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is the land under consideration on a state highway? If yes, what is the state highway, and which New Hampshire Department of Transportation district is responsible for this state highway or part of a state highway? The state highways in Pittsfield and the responsible New Hampshire Department of Transportation districts are listed in the subdivision regulations, article 4, section 1, (a), (14).

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Please identify the abutting LOTS by tax map and LOT number; also please identify the ABUTTERS and the ABUTTERS' addresses. RSA 672:3 defines "ABUTTER," and the subdivision regulations, article 2, section 3, Definitions, presents the same definition. An ABUTTER's address is where he receives his mail, which may or may not be the address of the abutting property.

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting property (tax map and LOT number), abutter, and abutter address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Abutting LOT (tax map and LOT number), ABUTTER, and ABUTTER's address:

Tax map: \_\_\_\_\_ LOT: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_