



# Town of Northwood, New Hampshire

## OFFICE OF THE PLANNING BOARD

818 First New Hampshire Turnpike, Northwood NH 03261

(603)942-9100 Extension 5 Facsimile: (603)942-9107

[eplanchet@northwoodnh.org](mailto:eplanchet@northwoodnh.org)

### MINOR\* SITE PLAN REVIEW APPLICATION

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

Case # \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

2. Location: Tax Map/ Lot Number: \_\_\_\_\_ / \_\_\_\_\_ Total Acreage of Lot: \_\_\_\_\_

Overlay District, if any: \_\_\_\_\_

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

Description of Proposed Business: \_\_\_\_\_

#### 3. Proposed Use of Property (Check all that apply.)

**Change of Existing Use** Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**Expansion of Use:** Existing Sq. Ft.: \_\_\_\_\_ Proposed Sq. Ft.: \_\_\_\_\_

**New Construction** Proposed Building Sq. Ft.: \_\_\_\_\_ Building Height: \_\_\_\_\_  
Proposed Business Floor Space: \_\_\_\_\_

**Employees** Existing #: \_\_\_\_\_ Proposed #: \_\_\_\_\_

**Parking** Existing # spaces: \_\_\_\_\_ Proposed # spaces: \_\_\_\_\_

**Days and Hours of Operation:** \_\_\_\_\_

#### 4. Property Owner(s):

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

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

Tel.# \_\_\_\_\_

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

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

Tel.#: \_\_\_\_\_

#### 5. Applicant Name(s):

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

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

Tel.# \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

#### Agent or Authorized Representative:

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

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

Tel.#: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

\*Refer to Section IV of Site Plan Regulations for explanation of Major/Minor Criteria

\*If owner and applicant differ, a letter of authorization must accompany this application.

This application must be accompanied by:

1. Letter of Intent
2. Impact Statement
3. Complete List of Abutters and Current mailing Address (Attached sheet provided)
4. Written Request for Waivers (if applicable)
5. Ten copies of Site Plan
6. Fire & Police Department Forms
7. BOCA Statement Form, signed
8. Completed Checklist

**Please refer to Current Fee Schedule for all costs required for submission.  
Checks are to be made payable to “Town of Northwood, NH”**

**Signatures:**

I, the applicant or property owner’s duly authorized agent, do hereby submit this plan for review as required by the Site Plan Review Regulations of the Town of Northwood, New Hampshire. I agree to be fully responsible for the payment of all fees, costs, and expenses incurred with respect to this application. I understand that if I am not the owner(s) of the property named above, written authorization is required of the property owner for me to present this application to the Planning Board. I hereby certify that all information presented as a part of this application is correct, to the best of my knowledge.

\_\_\_\_\_  
(Applicant’s Signature)

\_\_\_\_\_  
(Print or Type)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Agent’s Signature)

\_\_\_\_\_  
(Print or Type)

\_\_\_\_\_  
(Date)



PLANNING BOARD ACTION (This Page for Office Use Only)

Waivers Requested: \_\_\_\_\_

Technical Review Complete: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Total Fees \$ \_\_\_\_\_

Fee Received: \_\_\_\_\_ Amount: \_\_\_\_\_

Technical Review Fee \$ \_\_\_\_\_ Inspection Fee \$ \_\_\_\_\_

Abutters Notices Sent: \_\_\_\_\_

Legal Newspaper Public Notice: \_\_\_\_\_

Legal Town Posted Notice: \_\_\_\_\_

Locations for Local Posting: \_\_\_\_\_

Waiver(s) Accepted: \_\_\_\_\_

Application Accepted: \_\_\_\_\_

Comments: \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

**Town of Northwood Planning Board**  
**Application Procedure Information**

1. Regulations are available at the Town Hall for a fee of \$10.00 or at [www.northwoodnh.org](http://www.northwoodnh.org), at the Planning Board's link to "Documents and Forms."
2. Completed Site Plan Review and Subdivision Applications and all fees must be filed to the attention of the Planning Board Staff at the Town Hall during regular business hours.
3. Deadline for complete applications is close of business on the first of each month. Whenever the first falls on a weekend or holiday, the next business day shall apply.
4. Applicants may consult with either the Planner or Board Administrator prior to submitting an application. Hours for the Planning Board are Mondays from 9:00-2:00 and Wednesdays from 8:30-1:30. The Planner is available for appointments at other times during the week; please call to schedule. All questions on the application or the site plan process should be directed to either the Planner or Board Administrator.
5. All projects must comply with the Northwood Development Ordinance. It is encouraged that any approvals required from the Zoning Board of Adjustment be obtained before submitting an application to the Planning Board.
6. The application includes a checklist of required information for planning board review. Please check off the documentation that has been provided or those items for which a waiver is requested. All waiver requests must be provided in writing at the time the application is submitted. **The regulations must also be consulted for more detail and information required.**
7. Applications containing sufficient information for review will be placed on the agenda for the planning board's regular meeting on the **fourth Thursday of the month**. The planning board staff will send written notification by certified mail of the date, time and place of the meeting to abutters listed by the applicant. Public notice will be provided to the local newspaper and posted in at least two public places.
8. The application will be reviewed by the Planner, Board Administrator, Code Enforcement Officer, Fire Department and other town staff as part of the Technical Review Process. The results of their reviews will be provided to the planning board at its work session held on the **second Thursday of the month**. The applicant is encouraged to attend, however input is limited to clarification of materials. Comments from this meeting will be provided to the applicant so any missing information may be provided or any issues addressed for the regular meeting.
9. At the regular meeting, the Planning Board will first make a determination on whether the application is complete. If complete, the Board accepts it and opens the public hearing. The board will then either approve or disapprove the application within sixty-five (65) days of acceptance of the application.
10. The applicant shall receive a Notice of Decision from the Planning Board which states the approval or disapproval of the application with any conditions specified.
11. Once approved, five 22" by 34" paper copies are filed with the town. All conditions of approval must be fulfilled before the project can proceed. Be aware that there may be other requirements or approvals required from other entities (building permit, driveway permit, etc) after the Planning Board process is completed.

INTERNATIONAL BUILDING CODE 2009 STATEMENT  
TOWN OF NORTHWOOD, NEW HAMPSHIRE

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

Applicant: \_\_\_\_\_

Address of Development: \_\_\_\_\_

Tax Map and Lot Number of Development: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The applicant hereby agrees to adhere to any and all requirements of the International Building Code 2006 Statement as applicable for this development.

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Printed Name of Applicant/Owner

**FIRE DEPARTMENT REVIEW FORM**  
**TOWN OF NORTHWOOD, NEW HAMPSHIRE**

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

Applicant: \_\_\_\_\_

Address of Development: \_\_\_\_\_

Tax Map and Lot Number of Development: \_\_\_\_\_

Description of Project: \_\_\_\_\_

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**Northwood Fire Department Comments:** \_\_\_\_\_

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\_\_\_\_\_  
Northwood Fire Department

**POLICE DEPARTMENT REVIEW FORM**  
**TOWN OF NORTHWOOD, NEW HAMPSHIRE**

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

Applicant: \_\_\_\_\_

Address of Development: \_\_\_\_\_

Tax Map and Lot Number of Development: \_\_\_\_\_

Description of Project: \_\_\_\_\_

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**Northwood Police Department Comments:** \_\_\_\_\_

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Northwood Police Department