

TOWN OF CROYDON NEW HAMPSHIRE

Process for a Minor Subdivision

- Step One:** Fill out Site Plan Review Application and provide the Planning Board a Conceptual Plan 7 days prior to requesting to be on the agenda of the next planning board meeting. If you have a preliminary plan skip to Step Two but Fill our SPRA. (Form Attached)
- Step Two:** Request a Preliminary Review by the board – Files or drawings must be submitted for review 14 days prior to the next regular meeting applicant wishes to appear.
- Step Three:** Planning Board must accept the Preliminary Plan with changes before moving to final and a in some cases make a formal site visit if necessary.
- Step Four:** Obtain Final Approval by requesting to be on the agenda of the next planning board meeting 7 days prior to the scheduled meeting.

A minor subdivision is one lot dividing into no more than two lots.

The Site Plan Review Committee (SRC) is made up of representatives from the Planning Office, a Selectboard representative, a Fire Safety Officer, and the Road Agent.

The SRC reviews proposals for compliance with town regulations and advises the applicant of any potential issues that may arise as the project moves forward. This minimizes field changes as a project is constructed and ensures that a proposed project moves smoothly through the process. In some cases, action by the Zoning Board of Adjustment is required prior to submitting an application to the Planning Board; this can be determined during SRC review. The SRC also provides the applicant with an overview of the entire approval process, so that the applicant is aware of the steps in the process from the submittal of the application to the final approval. SRC review also ensures that the town is aware of new projects and any potential impact they may have on the town or schools.

SITE PLAN REVIEW COMMITTEE APPLICATION

Date of Submission: _____

Applicant: _____

Address of

Property: _____

Parcel ID: _____

Submission Requirements: 4 paper copies of the plan set or drawing of the proposed structure.

TYPE OF PROPOSAL

Site Plan _____ Residential: _____ Commercial: _____ New Construction _____

Addition or ADU: _____ Multi-Family _____ # of Units or Lots: _____ Subdivision: Minor or Major

Are you converting from Residential to Commercial: _____

Are you Building an ADU attached or detached: _____

Will you require a Driveway Permit: _____ YES _____ NO

Will a Septic System be Required: _____ YES _____ NO

Description of

Project: _____

All construction will be in accordance with Town of Croydon Ordinances, Regulations and Policies, Procedures, and Specifications. Compliance is the responsibility of the property owner or developer. The owner is required to contact Dig Safe and obtain clearance from the road agent to dig within any of the town's right of way.

SITE PLAN REVIEW COMMITTEE APPLICATION

Property Owner: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Developer/Applicant: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Engineer/Surveyor: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

SITE PLAN REVIEW COMMITTEE APPLICATION

ROADS: Will the project require a road ____YES ____NO

Will the road alter any Public right of way ____YES ____NO

Existing access width and location (attach sketch)

PARKING: Number of Spaces _____

BUILDING: Building Elevation: _____

Residential Single Family: _____

Residential Multi Family or Condo: _____

Commercial: _____

Size in square feet: _____ Stories: _____

UTILITIES: Water: ____YES ____NO

Septic: ____YES ____NO

DRAINAGE: Will any of the plan impact Town Roads and if so provide a drainage plan or sketch of how this is to be mitigated.

LANDSCAPE: What is the landscape plan (attach a sketch)

Are Wetlands present: ____YES ____NO

Is there a wetlands study ____YES ____NO (if yes attach plan)

SITE PLAN REVIEW COMMITTEE APPLICATION

INTERNAL USE ONLY

Planning Board Review

Attachments: ____YES ____NO

Reviewed BY: _____

Comments: _____

Select Board Review

Attachments: ____YES ____NO

Reviewed BY: _____

Comments: _____

Fire Safety Officer Review

Attachments: ____YES ____NO

Reviewed BY: _____

Comments: _____

SITE PLAN REVIEW COMMITTEE APPLICATION

Road Agent Review:

Attachments: ____ YES ____ NO

Reviewed BY: _____

Comments: _____

Site Visit Requirement:

The site plan committee is required to visit the site prior to the approval of any plan to ensure that all plans and requirements of the project are in accordance with the Town of Croydon ordinances regulations and setbacks.

On Completion of the project, either the Planning Board Chairman or Select Board Liaison to the Planning Board shall physically visit the completed project and issue a Certificate of Compliance as to the zoning, building, and commercial codes of the Town of Croydon.

Signatures from Town officials represent that the town has reviewed the information provided on the site/subdivision plan relative to compliance with the Towns Master Plan, Ordinances, Regulations, Policies, and Procedures of the Town of Croydon.

This is NOT an approval to build and the town does not represent any of the information provided on the design as final until approved by the Planning Board.