

Town of Gilford
Planning Board
Application Checklist

Applicant: _____

Date: _____

In order for an application to be accepted by the Gilford Planning Board, this checklist shall be completed and included with the application. The Planning Board will not accept any application without written waiver requests submitted as part of the application. **Checklist items with a shaded area are required and waiver requests will not be accepted.**

Please note: the Board is not obligated to grant waivers. If the Board chooses to not grant a requested waiver the application will not be accepted and application fees will not be refunded.

Applications that are not accepted will be delayed a minimum of one month.

This Checklist is intended to be a guide, please refer to the Gilford Zoning Ordinance and Subdivision & Site Plan Regulations
GILFORD PLANNING BOARD APPLICATION CHECKLIST

Please indicate in the spaces below the Sheet Number where the required information is provided.

Reg. Sect.	Sheet number	Item #		Provided	Waiver	N/A
			APPLICATION FEE			
			Cover Letter, Checklist, Project Application Form, and Waiver Requests.			
			Plan Sets: All plans and drawings shall be included together and considered ONE PLAN SET. Multiple, separate plan sets WILL NOT be accepted. Rolled plans WILL NOT be accepted unless plan set is 10 sheets or more.			
			Five (5) copies of complete plan sets and thirteen (13) copies of the completed application, including 11" x 17" plans.			
			Abutters List- Per RSA 676:4, I, (b)-The applicant shall submit the mailing information for all the abutters as defined in RSA 672:3. Applicant shall submit business envelopes with abutter mailing address affixed, the "Town of Gilford" as return address, the required certified postage affixed and Certified Mail Receipts with abutters' address affixed to the certified slip. OR submit two sets of mailing labels and pay \$8.00/per abutter included in application fee total.			
			Authorization letter from owner for applicant/agent			

Regulation Section		Plan Specifications				
S. Plan Sub Reg Sec VI	Sheet number	Item #1	Sheet sizes: 8 1/2 " x 11"; 11" x 17"; 17" x 22"; 22" x 34" and 24" x 36". Prefer sheet size not to exceed 24" x 36"			
S. Plan Sub Reg Sec VI		Item #2	Drawing: All sheets shall be numbered showing sheet number and total sheets in set.			
S. Plan Sub Reg Sec VI. A		Item #3	Title block- containing name of property owner, street address, tax map & lot number, zoning district(s), revision and issuance dates and drawing scale.			
S. Plan Sub Reg Sec VI. C		Item #4	Legend: All symbols on the plan clearly defined within the legend.			
S. Plan Sub Reg Sec VI. C		Item #5	Locus: Locus map shown with minimum 1000' surround and include tax map and lot number.			
		Item #6	Sheet index- Index on the first sheet where more than 3 sheets comprise a set.			
S. Plan Sub Reg Sec VI. A		Item #7	Project Name: The proposed name of development.			
		Item #8	Stamp Blocks: One 2.5"x 2.5" and one 2.5"x 3" each bordered for DPLU stamps.			
S. Plan Sub Reg Sec VI. B		Item #9	Name and addresses: Name and addresses of owner(s) and all abutters, including tax map & lot numbers to be shown on plan. Show points where bordering lot (s) intersect with subject lot.			
S. Plan Sub Reg Sec VI		Item #10	Scale: Not more than 1" = 50" or less with graphic bar type drawing scale. Except with matched sheets.			
		Item #11	Wetland/Soil Scientist: The original signed seal of a NH registered Wetland Scientist or Soil Scientist.			
		Item #12	Certification: The original signed seal of a NH registered Land Surveyor.			
		Item #13	North Arrow: Dated if magnetic for each site view orientation.			

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Reg. Sect.	Sheet number	Item #14	Item and description	Provided	Waiver	N/A
GZO Sect 5.1.1 (b)		Item #15	Buildable Area: Shown on the plan as required by the Gilford Zoning Ordinance for each new lot or surveyor's certification showing sufficient "Buildable Area" exists on the lots to conform.			
		Item #16	Overlay Zones: Wetlands, Prime Wetlands, Aquifer Protection District, Airport, Historic, Prime Agricultural Soils and Soils of Statewide Importance Districts to be identified on plan.			
		Item #17	Signs: Show location and size of all signs on site, including setbacks from travel ways and property lines.			
		Item #18	Building lines: Show the building setback lines.			
		Item #19	Each existing and/or proposed lot(s): Drawn to scale, showing lot boundary course and distance, lot size, street number and lot number coordinated to the tax map.			
S. Plan Sub Reg Sec VI. A		Item #20	Benchmarks: Location, description and elevation of benchmarks and statement of datum used to establish elevations. At least one permanent benchmark shall be set on the property and be described on the plans.			
		Item #21	Survey Monuments: Location of all existing and proposed survey monuments.			
		Item #22	Contours: Contour interval no greater than 5'.			
S. Plan Sub Reg Sec XVI		Item #23	Steep slopes: As defined in Article 3 of Gilford Zoning Ordinance and Gilford Site Plan & Subdivision Regulations.			
S. Plan Sub Reg Sec XVI		Item #24	Areas at or above "Critical Elevation"			
S. Plan Sub Reg Sec VII. D		Item #25	Error of Closure: Statement of error of closure as defined in section VII D. in the Gilford Subdivision and Site Plan Review regulations.			
		Item #26	Delineate the following lines and areas: Zoning district and municipal boundary lines, if located on lot(s) depicted, structural setback lines, wetland areas, outdoor land use areas defined by fencing or by dimensions to be monumented.			
S. Plan Sub Reg Sections V. K		Item #27	Roads and Access Ways- Location, plan views, name, width, cross sections at 50' stations of public access roads and streets. Construction and material specifications to meet Gilford Minimum Road Standards. Revised through 2/01/06. Waiver request must also be submitted for approval by the Board of Selectmen and Dept. of Public Works.			
S. Plan Sub Reg Sections V. D		Item #28	Natural and cultural features: Buildings, watercourses, wetlands, ponds or standing water, rock ledges, stonewalls, cemeteries and easements to cemeteries, etc.			
S. Plan Sub Reg Sect V. H, J, P, Q		Item #29	Existing and future improvements: Show and distinguish between existing and proposed utilities, including wells and water mains, underground electrical, telephone, and CTV; location of existing and proposed driveways, septic systems, culverts, drains and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.			
S. Plan Sub Reg Sect V. G		Item #30	Easements and Right-of Ways: Show all existing and proposed easements, including utility easements, and right-of ways indicating whether public or private and include in plan notes.			
GZO Art. 7		Item #31	Parking- Show all existing and proposed off street parking. Provide explanation and coordinated chart of land uses and unit values to determine parking and actual parking provided based on 10' x 20' spaces.			

