



## **Chester Planning Board**

84 Chester Street

Chester, NH 03036

Office: (603) 887-3636 Ext. 105

Hours: Weekdays 8:00 am to Noon, 1:00 to 4:00pm

E-mail: [Planning@ChesterNH.org](mailto:Planning@ChesterNH.org)

### **FAQs about the Site Plan Review (SPR) Process:**

#### **Who has the authority to review and approve SPRs?**

The Planning Board (PB) is authorized by state statutes (RSA 674:43-44) to approve or disapprove site plans.

#### **Why do I have to have an SPR?**

SPR approvals are required for development, change or expansion of use of land for non-residential uses or for multi-family dwelling units (three or more units), whether such development includes the subdivision or re-subdivision of the site or not.

SPRs are also required for commercial occupancy permits, construction projects or other activities that may cause negative impacts to abutters or the environment.

SPRs may also be required as a condition of approval by the ZBA when a variance or special exception from zoning regulations has been granted.

#### **How do I apply for SPR?**

The SPR approval process starts with filing of an application with the PB. The application can be found on the PB's webpages.

[https://www.chesternh.org/sites/chesternh/files/uploads/site\\_plan\\_review\\_application\\_checklist\\_waiver\\_forms\\_11-16-18.pdf](https://www.chesternh.org/sites/chesternh/files/uploads/site_plan_review_application_checklist_waiver_forms_11-16-18.pdf)

Note there are other documents and fees which should be submitted along with the application. Please contact the Planning Coordinator if you have questions.

#### **Where can I find the Town's SPR regulations?**

The SPR regulations can be found on the PB's webpages.

#### **Do I need a professionally surveyed or engineered site plan?**

SPRs generally require a professionally prepared site plan. Please consult the regulations for a list

of plan requirements. In some cases, an edited version of a pre-existing site plan may be submitted.

In rare cases an applicant may apply to the PB for a waiver from this requirement. Please consult with the Planning Coordinator if you have questions.

### **Can I meet with the Board before I applying?**

Yes. You may request a preliminary, non-binding “conceptual” discussion with the PB prior to applying. If this is desired, contact the Planning Coordinator for scheduling.

### **Do site plans require review by consulting engineers, and if so, what is the process?**

Site plans generally require review by the Town’s consulting engineers, DuBois & King, Inc. The process starts with the submittal of the site plan to the reviewing engineer to obtain both a contract and a cost estimate for a retainer amount for the review. Once the firm receives both the signed contract and the check, the engineer will commence the review. The engineer has up to 30 days to complete the review and issue a “review” letter.

The PB recommends that deficiencies noted in the review letter be addressed and/or resolved by the applicant in order to obtain a “clean” review letter prior to applying to the PB.

### **How much time does the SPR approval process require?**

Upon submittal of a complete application, the PB has up to 30 days to schedule and properly notice a public hearing.

In order to reduce the number of public hearings, many applicants wait until they have obtained a “clean” engineering review letter prior to applying.

Some applicants simultaneously apply to the PB while their plans are still undergoing engineering review. These applicants run the risk of added expense, more public hearings and a lengthier review and approval process. Please consult with the Planning Coordinator if you have questions.

### **What are the Noticing Requirements?**

Abutters must be notified of the public hearing by certified, return-receipt mail. The notifications must be mailed at least 12 days prior to the scheduled public hearing.

The initial public hearing for acceptance of the plan by the Planning Board must be noticed at least a week in advance of the hearing in at least one local newspaper.

The noticing requirements are the responsibility of the Planning Coordinator. The applicant is responsible to provide the Coordinator with a set of 3 mailing labels per abutter.

## **What are the fees involved for an SPR?**

At present, the fees are as follows:

\$10 per abutter for the public hearing notifications. (The Town and the owner must be included in the mailings.)

\$100 application fee.

\$150 newspaper noticing fee.

\$75 for recording fees.

\* \$100-\$775 Building Size Fee (see regulations for building sizes & fees).

\* \$175 for Sitework only or Plan Update fee.

(\*dependent on the type of site plan)

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