# TOWN OF FREEDOM
# FREEDOM, NH 03836

# FREEDOM PLANNING BOARD

## SITE PLAN REVIEW APPLICATION

**PLANNING BOARD**
**TOWN OF FREEDOM, NH**
**SITE PLAN REVIEW APPLICATION**
**Check the box that applies***

□ **Design Review** □ **Final Review**

FOR OFFICE USE ONLY

Case # _____
Fee _____
Date filed _____
Rec'd by _____

* See pages 4-6 of this application for descriptions of phases

Name of Applicant(s) _____ Telephone _____

Mailing Address _____

Property Owner(s) _____ Email: _____

Physical Street Address of Property _____

Tax Map# _____ Lot# ____ Zoning District _____

Please give a brief explanation of the proposed development:

_____

_____

_____

_____

Does this project require a Subdivision, Lot Merger, or Lot Line Adjustment? Yes / No

**Applicant's Certification** Applicant hereby certifies and acknowledges that: (1) This application has been completed in accordance with Freedom Site Plan Regulations. (2) All information on the Submission Requirements Checklists is provided or requested waiver(s) indicated. (3) Payment of all requisite fees is provided in accord with the Town's adopted Rate & Fee Schedule. (4) If the site plan subject to this application is approved, it will be fully carried out in substantial conformity to the approved plans, approval conditions, and the applicant's representations at public hearing. The Planning Board will not place this application on an agenda for consideration unless all requirements listed on page 3 are provided together with the fees before 1:00 PM on the submission date.

**Authorization to Enter Subject Property** Members of the Freedom Planning Board and other pertinent Town Departments and boards are hereby authorized to enter these properties for the purpose of evaluating this application. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signed: _____ Date: _____

Owner (If owner has appointed an agent, provide a signed agent appointment form (See page 9).

I hereby acknowledge receipt of this application (to be signed by town employee upon receipt):

Signed: _____Date: _____

**APPLICATION REQUIREMENTS CHECKLIST**
**All items below must be submitted by three weeks before the date of the meeting at which the applicant wishes to appear on the Planning Board agenda.**

☐ **APPLICATION SUBMITTED BY 1 pm** three weeks before the meeting date

☐ **Payment** of filing and notice fees: No filing fee
Notice: $15.00 per name—$50.00 minimum (see Notice Requirements below)

☐ **Page 2 of this application** - completed by the applicant, signed by the owner, **OR** accompanied by an agent appointment form signed by the owner.

☐ **EIGHT copies of full-size plan set** (no larger than 24" x 36") Scale at a minimum of 1 inch = 100 feet and signed by a NH licensed land surveyor.
For Design review, stamp all materials "Design Review"

☐ **ONE electronic copy** of the full-size plan set (24 inches by 36 inches) sent to office@townoffreedom.net

☐ **TEN copies** of file-size plan sets (11" x 17")

☐ **TEN copies** of the following COLLATED with the file-size plans

- ☐ **List of names** required to notice this application in Notice Requirements (listed below), plus three copies of the list formatted for labels needed for noticing all parties.
- ☐ **This checklist –** completed by the applicant
- ☐ **For design review**: information on pages 4-5 of this application
- ☐ **For completed application and final approval:** information on pages 5-6 and page 7 respectively of this application. The Board may proceed to Final Review after determining the application is complete if Final Plan Approval information is available.

**NOTICE REQUIREMENTS**
Phases 2, 3, and 4 will be conducted in a public hearing requiring notice to the following parties. The notification list shall include the names and mailing addresses of the parties and be drafted not more than FIVE days prior to filing.:

☐ Owners of the subject property

☐ Applicant (if different from the owner of the subject property)

☐ Abutting property owners

☐ Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan

☐ All holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:45

☐ The preparer of the plan

☐ For properties under a condominium or other collective form of ownership, provide a list of the officers of the collective or association who must be given notice. When the officers are not known, provide a list of all individual condominium owners who must be given notice.

## Failure to provide complete and accurate information may result in delays.

**REGULATIONS/SUBMISSION REQUIREMENTS**

This application follows the site plan regulations (updated March 20, 2025) as posted on the town of Freedom website (townoffreedom.net). Before submitting your application, please review the four phases of site plan regulations Sections 5, 6, and 7 for more information on the Board process. **This is a summary of the regulations and is not a substitute for them.**

**Section 5 Plan Phases.** There are four phases to Plan's application procedure. They are used to provide guidance in order to minimize the cost for changes in preparing the final Plan.
You may choose to have a pre-application review. **The other three plan phases are mandatory**.

**5.1.1 Pre-application Consultation and Review/Informal Discussion** allows the applicant to discuss the concept in general terms for the limited purpose of familiarizing the Board with the location and type of development and the applicant with general requirements of the Board as set forth in the Regulations

**6.1.1 Procedure:** Upon request of the applicant, the Planning Board Chair shall place an Informal Discussion on the agenda of the Planning Board at a regularly scheduled meeting. Abutter notice is not required.

Information Requested: The applicant shall provide the Board with a sketch plan only showing the location and type of the proposed development, with additional information such as general topography including prominent natural features of the tract and how the concept conforms with the Master Plan. Presentation of a detailed plan will require postponement and notice to abutters.

**This phase is optional.** If you would like to have a pre-application consultation, send your request in a letter to the town office with the following information:

- Name of Applicant(s)/Property Owner
- Telephone
- Mailing Address
- Physical Street Address of Property
- Tax Map# and Lot and Zoning District
- Brief description of the proposed development and sketch. Do not bring a plat or other formal depiction of the project.
- Submit by 1:00 pm 21 days before the meeting at which you would like to appear:
- Hand deliver to 33 Old Portland Road, Freedom, NH 03836
- Mail to PO Box 227, Freedom, NH 03836
- Email to office@townoffreedomnh.gov
- The Board will post the meeting on its agenda but notice to abutters and other parties is not required.

**5.1.2. Design Review** (RSA 676:4, II(b), (c)) The purpose of design review

- Review and understand the essential characteristics of the site and specific requirements of local regulations
- Communicate concerns of board members, abutters, and the general public to the applicant before the final design is prepared
- Determine whether or not the development has the potential for regional impact under RSA 36:54.
- Decide whether to require or waive the requirement for a third-party review of the application and specify other required studies.

**6.1.2 Information Required:** In order to provide the information needed for third-party review and to identify other studies will be required, the applicant shall provide the following:

- A site location map placing the parcel in the larger context of the community;
- Location of all existing and proposed commercial development (buildings, roads, other structures)
- A site survey showing pertinent features of the site;
- A topographic map of the area;
- Any soils information, such as permeability or boring data, which has been gathered; and features and

easements, and lot measurements

- A sketch showing streets, and recreation areas; watercourses; natural features and easements.

Please stamp all material presented during this phase "design review." Any information not modified or changed may be filed as part of the formal application and the notation may be changed accordingly.

At the conclusion of the Design Review Phase, the Board shall submit in writing its recommendations and reservations with respect to the proposed site plan. The Board shall determine the additional information the applicant shall include with the final application. Examples of additional studies that the Board may require include:
**Additional Plats**. The Board can also require additional plats if necessary. Examples of additional plats are as follows**:** Erosion Control Plan, Landscape Plan, and Profiles and cross- sections on roadways and bridges
**Graphic Presentation.** The Board can require the applicant to provide photo simulation, photomontage, or drawings that depict the built conditions of the site.
Additional Documentation**.** At the request of the Board additional documents may be required. Examples of additional documentation include coverage maps, balloon tests, drainage studies, traffic studies, wetland studies, and environmental, and fiscal impact studies.
These additional studies may be requested at the end of the Design Review Phase or when the Board is reviewing the final application materials.

**5.1.3. Completed Application.** The purpose of this phase is to determine is the application is complete. If so, the Board will take jurisdiction over the application and proceed to 5.1.4 Final Plan Approval. Applicant must provide the Board with the information required in provided checklist (Section 6 Site Plan Review Requirements)

**6.1.3 Information Required:** A completed Plan application shall fulfill all the requirements of Section 6 Application Requirements. Please fill out the checklist (Section 6.1.4) and below to indicate that the application meets the requirements. Please make note where in the submission said information is provided. If requesting a waiver, use the form shown on page 8 of this application.

| Item | Provided | Waiver/NA |
|---|---|---|
| 1. A location plan at a minimum scale of one-inch equals one thousand feet<br>• showing property lines of parcels being developed in relation to surrounding areas;<br>• names and locations of town streets; names and locations of proposed streets;<br>• names of water courses and water bodies on and adjacent to the site | | |
| 2. North arrow and bar scale. | | |
| 3. A title block with title;<br>• owners name and physical address (and mailing address, if different);<br>• name of agent;<br>• scale of plan; and<br>• name, seal, and address of preparer. | | |
| 4. Surveyed property lines of the parcel showing their bearings and distances. | | |
| 5. Area of entire parcel in acres and square feet | | |
| 6. Deed reference and tax map number | | |
| 7. Names of all abutting property owners, showing book and page as shown in the Carroll County Registry | | |
| 8. Zoning and special district boundaries. | | |
| 9. Dimensions, area, and minimum setback lines shown on all existing and proposed lots. (Do not use a table to show setback requirements.) | | |
| 10. Location and layout of existing and proposed structures and buildings. | | |
| 11. Existing and proposed contours at five-foot intervals for the entire site being considered for development. Where grade is proposed, existing contours shall be dotted lines and finished elevations solid. | | |
| 12. Total on-site square footage of impervious surfaces | | |

| Item | Provided | Waiver/NA |
|---|---|---|
| 13. Location and size of proposed and existing signs, walls, and fences | | |
| 14. Location, widths, and purposes of any easement or right-of- way. | | |
| 15. Location width, curbing and paving of access ways, egress ways, and streets within the site. | | |
| 16. Location and layout of all on-site parking and loading facilities. | | |
| 17. Location and size of all municipal and non-municipal utilities and appurtenances including water, sewer, electric, telephone, gas lines, and fire alarm connections, indicating whether overhead or underground, and the locations of well and septic systems. | | |
| 18. Type and location of solid waste disposal facilities. | | |
| 19. Location, elevation, and layout of catch basins and other surface drainage features. | | |
| 20. Location of all physical/natural features including:<br>• water bodies,<br>• water courses,<br>• wetlands,<br>• vegetation/foliage lines,<br>• soil types,<br>• railroads,<br>• rock outcroppings, and stone walls. | | |
| 21. Location of all buildings, wells, and leach fields within one hundred and fifty feet of the parcel. | | |
| 22. Proposed landscaping including size and type of plant material. | | |
| 23. Snow storage requirements | | |
| 24. Date and permit number of all required state and federal permits. | | |
| 25. Dimensions and area of all property to be dedicated for public use of common ownership | | |
| 26. Pedestrian walks providing circulation through the site. | | |
| 27. For all site plans that involve and designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP) assure all necessary permits required under Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334 | | |
| 28. For site plans that involve land designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP), proposals for development of greater than fifty (50) lots or five (5) acres (whichever is the lesser), must include Base Flood Elevation (BFE) data (i.e., floodplain boundary and 100-year flood elevation). | | |
| 29. For projects in the shorefront district, drainage studies showing the current runoff and the runoff from the site caused by proposed improvements. | | |
| 30. Plans and elevations of all new and renovated buildings proposed as part of the application. These plans must show all current life safety code requirements and will be reviewed by the fire chief. | | |

Please also provide the information the Planning Board requested during the Design Review, which may include: **Additional Plats**. The Board can also require additional plats if necessary. Examples of additional plats are as follows**:** Erosion Control Plan, Landscape Plan, and Profiles and cross- sections on roadways and bridges, traffic studies, wetland studies, and environmental, and fiscal impact studies.

**Graphic Presentation.** The Board can require the applicant to provide photo simulation, photomontage, or drawings that depict the built conditions of the site.

**5.1.4. Final Plan Approval**. This phase determines if the application is compliant with regulations and sets conditions, when necessary, for further changes or additions to ensure compliance.

**6.1.5 Information Required**: The Board will review the completed application for compliance with Section 7 of the regulations. The applicant is responsible for meeting all requirements. The Board will review the application for compliance with the standards during a public hearing. Please see the details of these standards on pages 6-11 of the regulations and regulations and be prepared to explain how the proposed application meets the requirements.

Please state how the application meets each design standard. Not all applications will be subject to every standard.

**Design Standard**

7.1 Architectural/Building Height
7.2 Bridge and Road Construction.
7.3 Sedimentation and Erosion Control
7.4 Storm Water Drainage.
7.5 Flood Hazard Plan
7.6 Water Quality.
7.7 Dust, Fumes, Vapors, Gases, and Odors.
7.8 Lighting
7.9 Glare
7.10 Noise.
7.11 Sewage
7.12 Utilities
7.13 Signs
7.14 Equipment and Service Areas.
7.15 Parking.
7.16 Access Management and Multi-modal.
7.17 Landscaping.
7.18 Fencing, Walls, and Buffers.

Action of the Board: The Board will approve the application as is or with conditions. The Board will specify which conditions must be met before work on the proposed project(s) may begin. If the Board finds that the application is not sufficiently compliant with the regulations, it can deny the application. Upon completion of any Board required actions, the Plan may be approved for Building Permit.

APPLICATION FOR WAIVER OF SITE PLAN REVIEW REQUIREMENT (Complete one form for each waiver request.)

To the Chairman and Members of the Freedom Planning Board: On _____, 20____,

I submitted a plan for (subdivision/site plan review) approval to the Board, entitled

_____ prepared by

_____ and hereby request a waiver from Article _____

Section _____ of the regulations.

In support of such request:

(1) Strict conformity would pose an unnecessary hardship and waiver would not be contrary to the spirit and intent of the regulations because:

_____

_____

_____

(2) or Specific circumstances relative to the (subdivision/site plan review), or conditions of the land in such (subdivision/site plan review), indicate that the waiver will properly carry out the spirit and intent of the regulations because:

_____

_____

_____

Respectfully submitted: _____

Date:_____

# APPOINTMENT OF AGENT

I, _____ (Name), _____ (Title)

hereby appoint and authorize _____ (Name of Agent), to represent _____ (Name of individual applicant/company) before such boards and agencies in the Town of Freedom and State of New Hampshire as maybe necessary to complete applications on behalf of _____ (Name of individual applicant/company) in connection with seeking approvals.

_____ (Name of Agent) is further authorized to sign applications as may be required to complete such representations on applicant/ or company's behalf.

Name of owner: _____

Company name: _____

Date: _____