



TOWN OF DURHAM
8 NEWMARKET RD
DURHAM, NH 03824-2898
603/868-8064
www.ci.durham.nh.us

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

Date: March 23, 2020

Name of Applicant: Richmond Property Group, Ltd.

Location of Property: 18 Garrison Avenue

Tax Map and Lot Number: Map 2, Lot 12-12

Name of Plan:

- a Conditional Use Permit application
- a letter of intent detailing the proposal
- a letter of authorization (if applicable)
- all applicable fees
- a list of the names and addresses of all the abutters within 300' feet of the subject property, as shown in town records not more than five (5) days before the day of filing; and a listing of all holders of conservation, preservation, or agricultural preservation restrictions on the subject property
- Copies of the current deed, purchase and sale agreement, and copies of all easements, deed restrictions, rights-of-ways, or other encumbrances currently affecting the property.
- five copies, 24" x 36" and ten additional copies at 11" x 17" of the plat.

The Plan shall show (only if applicant is not submitting a Site Plan Review or Subdivision Application):

- Title Block with title, owner's name and address, date, scale and name, address and seal of the preparer of the plan
- names of owners of abutting properties
- North Arrow and bar scale
- locus plan sat a minimum scale of one (1) inch equals one thousand (1,000) feet showing required information
- Surveyed property lines of the parcel showing their bearings;
- Location and layout of existing and proposed structures and buildings;

- Existing and proposed contours at two (2) foot intervals for the entire site. Where a change in grade is proposed, existing contours shall be dotted lines and finished elevations solid;
- Area of entire parcel in acres and square feet;
- Zoning and special district boundaries;
- Deed reference and tax map number;
- Location width, curbing and paving of access ways, egress ways and streets within the site;
- Location and layout of all on-site parking and loading facilities;
- 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 location of wells and septic systems;
- Type and location of solid waste disposal facilities;
- Location, elevation and layout of catch basin and other surface drainage features;
- Location of all physical/natural features including: water bodies, watercourses, wetlands, vegetation/foilage lines, soil types, railroads, rock outcroppings and stone walls;
- Dimensions and area of all property to be dedicated for public use of common ownership;
- Location of 100 year flood hazard boundaries;
- Date and permit numbers of all required state and federal permits.
- Location of all buildings, wells and leach fields within one hundred and fifty (150) feet of the parcel;
- Dimensions, area and minimum setback requirements on all existing and proposed lots;
- Proposed landscaping plan including size and type of plant material;
- Pedestrian walks providing circulation through the site;
- Location and size of proposed and existing signs, walls and fences;
- Location and type of lighting for outdoor activities; and
- Location, widths and purposes of any easements or rights-of-way.
- Total on-site square footage of impervious surfaces.

Letter to Planning Board detailing how application meets the criteria for approval set out in Section 175-23(C)

Applicant has met with neighbors to discuss project and concerns.

Written waivers from these requirements may be requested with specific justification to the requirements of Section 12.02 of the Site Plan Review Regulations for the Town of Durham.

The applicant is reminded that they need to place a sign on the property measuring 2'x3' at least ten (10) calendar days prior to the time of the public hearing by the Planning Board. The sign shall remain on the property until the conclusion of the public hearing. The sign shall be visible from the most heavily traveled street right-of-way adjacent to the property. The sign shall state the date of the public hearing, the time, the location and the action to be considered.