May 24, 2024

APPLICATION FOR
SITE PLAN/SUBDIVISION/CONCURRENT SITE PLAN AND SUBDIVISION REVIEW
TOWN OF CONWAY, NH

INSTRUCTIONS

Please complete each section of this application from and submit it with all required application material to:

Town Planner or Planning Board
Conway Town Office
PO Box 2680/23 Main Street
Conway, NH 03818

Wherever possible, please call the Town Planner at (603) 447-3811, option 4 to arrange an appointment to hand-deliver the application. At a scheduled appointment, the material submitted will be reviewed for completeness with the applicant. Incomplete submission materials will be returned, causing unnecessary delays. Please use the appropriate checklist to ensure that your application is complete.

TYPE OF APPLICATION *(check all that apply)*

Full Review ☐ Minor Review ☐ Conceptual Review ☐ Design Review ☐

Lot Subdivision ☐ Unit Subdivision ☐ Boundary Line Adjustment ☐

PROPERTY OWNER

Name: _____
Mailing Address: _____
_____
Daytime Phone #: (_____) _____
Email Address: _____

AUTHORIZED AGENT (*Complete if applicable)*

Person or Firm's Name: _____
Mailing Address: _____
_____
Daytime Phone #: (_____) _____
Email Address: _____

SITE IDENTIFICATION

Street Address: _____
Zoning District: _____
Lot Size: _____(acres) PID: _____

PROJECT DESCRIPTION

_____
_____
_____
_____
_____
_____

USES ON THE LOT

	Existing	**Proposed**
Total Non-Residential Floor Space Area (S.F)	_____	_____
# Residential Units	_____	_____

CERTIFICATION

I hereby certify that all information presented as a part of this application is, to the best of my knowledge, correct.

Signature of Owner: _____ Date: _____

January 2, 2024

LIST OF ABUTTERS

Town of Conway, NH

On this sheet, list the names and mailing addresses of the applicant, authorized agent (if applicable), and all abutters as indicated in Town records not more than five (5) days prior to submission, per RSA 676:4, I(b). **In addition, you must attach an adhesive mailing label for each entry.**

MAP	PAR	OWNER	ADDRESS

Attach additional copies of this form if necessary.

Person/Firm, which prepared this list: _____

Date on which this list was prepared: _____

_____
(Signature of Preparer)

OATH TO BE ADMINISTERED BY NOTARY PUBLIC OR JUSTICE OF THE PEACE:

_____ personally appeared _____
(Date)

and under oath the above applicant swore the above list of abutters to be correct and true and complete to the best of his/her knowledge and belief.

_____
(Notary)

May 13, 2025

TOWN OF CONWAY, NEW HAMPSHIRE PLANNING BOARD

SCHEDULE OF FEES FOR SITE PLAN, SUBDIVISION AND CONCURRENT SITE PLAN AND SUBDIVISION REVIEW

Please make checks payable to the: Town of Conway. Fee must be submitted with the application to be considered complete

	SITE PLAN	SUBDIVISION
FULL REVIEW		
◊ Filing Fee: $600.00		
◊ Commercial Development:		
• New Commercial Floor space @ .30 per square foot		
• Motel/Hotel/Transient Unit @ $80.00 / unit		
• $30 per 1000 square feet of impervious coverage, excluding building footprints		
◊ New Non-Transient Residential Unit @ $60 / unit		
MINOR REVIEW		
◊ Filing Fee: $200.00	_____	_____
SUBDIVISION		
Lot Subdivision		_____
◊ Filing Fee: $600		
◊ $200 per lot being created		
Unit Subdivision / Commoditization		_____
◊ Filing Fee: $250 per unit		
Boundary Line Adjustment		_____
◊ Filing Fee: $250.00		
CONCEPTUAL REVIEW	_____	_____
◊ Filing Fee: $100		
DESIGN REVIEW	_____	_____
◊ Filing Fee: $400		
PUBLIC NOTIFICATIONS	_____	_____
◊ Newspaper @ $40.00		
◊ Applicant @ $10.00 each		
◊ Authorized Agent @ $10.00 each		
◊ Engineer/Surveyor/Architect @ $10.00 each		
◊ Abutters @ $10.00 each		
REGIONAL NOTIFICATION	_____	_____
◊ Regional Planning Commission @ $10.00		
◊ Municipalities @ $10.00 each		
RECORDING FEE	_____	_____
◊ Plan sheet @ $40.00 each (Mylar)		
◊ 8.5" x 11" page @ $20.00 each (Notice of Decision)		
TAX MAP AMENDMENT	_____	_____
◊ $75.00 for each plan sheet		
SCANNING FEE	_____	_____
◊ Plan Sheet @ $10 – per Sheet		
TOTAL DUE	_____	_____

(Application fees shall not exceed $15,000 for commercial and $10,000 for residential)

Office Use Only

Fee Paid: $ _____ Check #: _____ Cash: $ _____

Amount Due: $ _____ Name on Check: _____

Section	Application Content Item	Compliance
§110-6.A.	Correct type of application	
	Complete application signed by owner	
	Abutter's list and labels	
	Regional Impact	
	Payment of all fees	
	Plans (three copies)	
	Title Block	
	Owner's name	
	Project title	
	Bar scale	
	Numeric scale	
	Date(s) of preparation and revisions	
	Sheet number if in a set	
	North arrow.	
	Location map.	
	Lot area in acres and square feet.	
	Length of road frontage.	
	Green space calculations	
	Abutters names and uses	
	Existing 2' contours	
	Proposed 2' contours	
	Municipal, precinct & zoning boundaries (including overlays.)	
	Soil types and boundaries (SCS)	
	Proposed Bldgs (plan view, uses, sizes and elevations).	
	Plan view of existing buildings within 50' of the lot.	
	ROWs, roads, intersections and driveways within 50'.	
	Wetlands, watercourses... proposed alterations.	
	Surface water bodies	
	Large Trees identified	
	Town Fire Chief/Inspector Approval	
	Other Town permits/approvals	
	Precinct Water Approval	
	Precinct Sewer Approval	
	State dredge and fill permit (wetland permit)	
	State septic approval/letter	
	State site specific approval	
	State groundwater permit	
	State shoreline protection permit	
	Other	
§110-6. B. 1.	Plan size up to 24" x 36"	
§110-6. B. 2.	Scale 1"=40' (or larger)	
§110-6. B. 3.	Supplemental plans	
§110-6. B. 4.	Surveyed property boundary lines (deflection angles…)	
	Structure setback lines (Article 147)	
	Existing buildings (plan view, uses, sizes and elevations).	
	Name and address of surveyor.	
	Surveyor certification.	
	Name and address of engineer.	
	Engineer certification.	
§110-20.	Driveways and vehicular access	
§110-20.A.	NHDOT Permit	
§110-20.B.	Town Permit	
§110-20.C.	Driveways on fronting roads	
§110-20.D.	Multiple driveways on fronting roads (Industrial-1 District only)	
§110-20.E.	Commercial Driveways Paved	

Section	Application Content Item	Compliance
§110-20.F.	Driveways in accordance with §130-66.C(8)	
§130-66.C.8.a.	Drainage analysis	
§130-66.C.8.b.	Min/Max width (10'/18' residential or 20'/36' commercial)	
§130-66.C.8.c.	90 (+/-15) degree intersection with street	
§130-66.C.8.d.	Residential intersection curb flair radii 15' minimum	
§130-66.C.8.e.	Maximum grade and negative grade to ditch line	
§130-66.C.8.f.	Commercial intersection curb flair radii 25' minimum	
§130-66.C.8.g.	Paved apron (15-30 feet) for unpaved driveways	
§130-66.C.8.h.	No more than one curb cut for residential lots	
§130-66.C.8.i.	Driveway site-distance/See Table 2 and/or Detail 5	
§130-66.C.8.j.	Modification of an existing driveway requires a driveway permit	
§130-66.C.8.k.	Construction Permit required for work on Town Properties or Roads	
§110-20.G.	Connecting drives	
§110-20.H.	Cross-easements for shared driveways	
§110-20.I.	Granite curbing	
§110-21.	Parking	
§110-21.A.	# of spaces/alternative standards	
§110-21.B.	Credit for public parking lot	
§110-21.C.	Parking reduction (reserved)	
§110-21.D.	Parking space location (off-site)	
§110-21.E.	Handicap parking spaces	
§110-22.	Parking lot design	
§110-22.A.	Aisle widths	
§110-22.B.	Paved	
§110-22.C.	Parking space dimensions	
§110-22.D.	Traffic control islands	
§110-22.E.	Traffic Circulation	
§110-22.F.	Percentage of parking lots to be landscaped	
§110-23.	Off-street loading area(s), trailers, storage containers...	
§110-24.	Snow storage and removal	
§110-25.	Pedestrian access and circulation	
§110-26.	Lighting - Check setbacks and buffers	
§110-26.A.	Lighting fixtures no greater than 25-feet in height	
§110-26.B.	Individual lighting fixtures (or clusters on single pole) no greater than 40,000 lumens	
§110-26.C.	Not to exceed 4 lumens per SF of disturbed area/Site entirely LED-10% or up to 4.4 per SF	
§110-26.D.	Site Lighting shall not trespass beyond property lines	
§110-26.E.	International Dark Sky Association approved/Shielded/Installed per Manufacturer Specs	
§110-26.F.	Board may reduce the permitted heights	
§110-27.	Drainage plans and calculations	
§110-28.	Utility location of W/S/E	
§110-29.	Landscaping	
§110-29.A.	Buffer areas	
§110-29.A.1.	Buffer area defined	
§110-29.A.2.	Buffer vegetated with a mixture of deciduous and coniferous planting	
§110-29.A.3.	Buffer free of prohibited uses	
§110-29.A.4.	Driveways cross buffer @ 90 degrees+/- 15 degrees	
§110-29.A.5.	Frontage buffer exception for village commercial districts	
§110-29.A.6.	Planning Board may increase buffer depth to 50-feet abutting residential uses/districts	
§110-29.A.7.	Highway commercial only parcels fronting White Mountain Highway, North-South Road, or Eastman Road are subject to an additional buffer area: • Development that exceeds 10,000 SF of occupiable floor area shall provide an increased buffer of 1-foot for each additional 1,000 SF of occupiable floor area • This requirement may be waived or reduced for developments that incorporate restricted long-term residential units or for the redevelopment of existing sites	

Section	Application Content Item	Compliance
§110-29.B.1	Green space (30%) in the residential and industrial Districts (RA, CCVR, CVR, NCVR, I-1, I-2)	
§110-29.B.2	Green space (35%) in Highway Commercial (HC) and Center Conway Village Commercial (CCVC)	
§110-29.B.2.a.	Green space redevelopment in HC and CCVC with less than 35%/increase 2.5%	
§110-29.B.2.b.	Green space new development in HC and CCVC with occupiable floor area exceeding 10,000 SF subject to additional 10% greenspace requirement	
§110-29.B.3	Greenspace in Conway Village Commercial (CVC) and North Conway Village Commercial (NCVC) shall comprise no less than 20% of the total lot area	
§110-29.B.3.a.	CVC and NCVC redevelopment should prioritize the preservation of existing facades, rooflines, scale, walkability, and character of the site while increasing greenspace as practical	
§110-29.B.4.	Impervious surface coverage within the WWPO shall not exceed 25% including but not limited to buildings, sidewalks, driveways, and parking areas per §190-28.C.	
§110-29.C.	Industrial (I-1) tree requirement	
§110-29.D.	Trees	
§110-29.D.1.	One tree/500 sq.ft. of disturbed area	
§110-29.D.2.	Tree credits (3" caliper minimum)	
§110-29.D.3.	Tree credits (70' limiting distance)	
§110-29.D.5.	Tree credits (Salt tolerance within 25' of Street ROW)	
§110-29.D.6.	Minimum 50% of trees in Islands and along borders of parking lots	
§110-29.D.7.	10% of required trees within traffic control islands	
§110-29.D.8.	Street tree requirements/5 feet from property line	
§110-29.D.9.	Tree size and location requirements	
§110-29.D.10.	Planting to be in accordance with Horticultural Standards	
§110-29.D.11.	Existing trees to be protected	
§110-29.E.	General standards	
§110-29.E.1.	Landscaping obstructions or hazards	
§110-29.E.2.	Snow storage not permitted where tree damage could occur	
§110-29.E.3.	Shrubs…ground cover shall be maintained to ensure soil stability.	
§110-30.	Architectural Design: Elevation view(s) of proposed structure(s)	
§110-30.A.	New England & Mountain Town Architecture	
§110-30.C.1.	Monotony of design avoided, roof pitch, etc. (buildings over 100-feet in length) Imitation of pitched roofs, hidden mechanical units, flush rooftop solar panels, etc.	
§110-30.C.2.	Exterior surface requirement	
§110-30.C.3.	Window requirements	
§110-31.	Patron rest rooms (identify location on plan)	
§110-32.	Solid waste recycling & disposal with screening	
§110-33.	Historic Sites	
§110-34.	On-site water supply	
§110-35.	On-site sewage disposal	
§110-36.	Wheel Chair Access	
§110-36.A.	Curb Ramps	
§110-36.B.	Access aisles adjoining handicap parking spaces paved	
§110-36.C.	Handicap parking spaces identified/Van Accessible Sign	
§110-36.D.	Main entrance wheelchair accessible	
§110-36.E.	“Drop off” area @ wheelchair accessible entrances (recommended/not required)	
§110-36.F.	Wheelchair ramps @ 1':12' slope or less	
§110-36.G.	Maximum slope of handicap parking space	
§110-37.	Floodplain construction	
§110-38.	Site Construction Standards	
§110-39.	Nuisances	
§110-40.	Public Health and Safety	
§110-41.	Temporary outdoor display of goods	
§110-41.A.1.	Site plan required for temporary outdoor display of Goods	

Section	Application Content Item	Compliance
§110-41.A.2.	Maximum area (lessor of 5% of interior floor area or 1000 sq.ft.)	
§110-41.A.3.	One sale area per business	
§110-41.A.4.	Not in public or private ROW	
§110-41.A.5.	Located within covered sidewalk…or within 5' of the building	
§110-41.A.6.	Compliance with all Town building, Fire, Life Safety and ADA Codes	
§110-42.	Plat notes required	
§110-42.A.	Landscaping	
§110-42.B.	Easements, covenants and restrictions.	
§110-42.C.	Maximum length vehicles	
§110-42.D.	Snow storage and removal	
§110-42.E.	Waste materials and recyclables	
	Others as needed	
	Statement re: ADA compliance	
	Waivers granted	
	Substitutions allowed	
Will bonding be required?		
Is the application sufficiently complete?		
The application is sufficiently complete and a Public Hearing has been scheduled for…:		

Application Content Item	Compliance	Section
Complete Application Signed by Owner		130-7.B.(1) & 17.A
Abutter's list and labels		130-7.B.(2) & 17.B.(1)
Payment of all fees		130-7.B.(3), 17.B.(2) & 21
Plans (four copies)		130-7.B.(4) & 17.B.(3)
Bar Scale & Graphic Scale: 1" =100' or greater		130-23., 23.A. & 24.B.
Plans 22" x 34"		130-23.
Date and Date(s) of Any Revision(s)		130-23.A., 23.B., 24.A. & 24.B.
Name of Municipality		130-23.A. & 24.A.
Name of Subdivision		130-23.A. & 24.A.
Location Map		130-23.A.& 23.I.
Municipal and Zoning District		130-23.H.
Name and Address of Recorded Owner/Subdivider		130-23.A. & 24.A.
Reference Meridian and North Point		130-23.A. & 24.B.
Name and Address of Engineer/Surveyor/Designer		130-23.A. & 24.A.
Seal of Engineer and Certification Note		130-24.I. & 24.J.
Seal of Surveyor and Certification Note		130-24.I. & 24.J.
Subdivisions within 100'		130-23.C. & 24.C.
Intersecting Roads and Driveways Within 200'		130-23.C. & 24.C.
Structures within 200'		130-23.C., 23.E. & 24.C.
Wooded areas within 200'		130-23.E.
Abutters names, addresses and tax number		130-23.C. & 24.C.
Existing Lot lines and/or Unit locations		130-23.B., 23.D., 24.B. & 24.E.
Bearings and Dimensions		130-24.E.
Lot sizes in square feet and acres		130-23.B., 23.D., 24.B. & 24.E.
Consecutive numbering of lots and/or units		130-24.E.
Monuments at lot corners		130-24.E.
Proposed Lot lines and or Unit locations		130-23.D.& 24.E.
lots/Units numbered consecutively		130-23.C. & 24.E.
Bearings and Dimensions		130-24.E.
Lot sizes in square feet and acres		130-24.E.
Monuments at lot corners		130-24.E.
List/Location of Existing Easements/Deed Restrictions		130-23.E. & 24.F.
List/Location of Proposed Easements/Deed Restrictions		130-23.E. & 24.F.
Building setback lines		130-23.E. & 24.F.
Land reserved or dedicated for public use and purpose		130-23.E., 23.F.& 51.
Flood Prone areas (100-year)		130-23.E.
Significant natural or manmade features		130-23.E. & 24.F.
Water Mains and Sanitary Sewers		130-23.E.
Drainage Structures, Lines & Ways		130-23.E.
Watershed Areas & Watercourses		130-23.E. & 24.F.
Existing telephone, electricity and other utilities		130-23.G.
Proposed telephone, electricity and other utilities		130-23.G.
Soil Mapping units and unit boundaries		130-23.J. & 28.
Soil Suitability Calculations for each proposed lot.		130-28.
Statement of soil suitability for development		130-23.K.
Contiguous area <15% slope of 8K/4K per unit		130-23.K.
Note of proposed use of sites other than residential		130-23.F. & 24.G.
Statement of the work required on existing streets		130-23.L.
Zoning Compliance Statement		130-23.M.
2-Foot Contours		130-23.N.
Watershed Areas		130-23.O.
Preliminary Drainage Analysis and Computations		130-23.O.
Preliminary Road Profiles		130-23.P.
NH DES Subdivision Application/Permit		130-23.Q.& 24.O.
NH DES Terrain Application/Permit		130-23.Q.& 24.O.
NH DOT Driveway Application/Permit		130-23.Q.& 24.O.
NH DES Dredge and Fill Application/Permit		130-24.Q.& 25.O.
Precinct Water/Sewer Approval		130-23.X., 24.N. & 53.A.
Fire Chief's Approval		130-24.S. & 53.C.
Police Chief's Approval		130-53.D.
Other Local/State Federal Applications/Approvals		130-23.Q, 23.S., 24.O.& 53.
Statement that lots and road centerlines are adequately flagged		130-23.R.
Test Pit 10-feet Deep		130-23.T.

Application Content Item	Compliance	Section(s)
Percolation Test Data and Date		130-23.U.
4K site suitable of sewage disposal		130-23.V.
Benchmark		130-23.W.
Deed Restrictions		130-24.F.
Parks or open space to be reserved/dedicated for public use		130-24.F.
Purpose of any easement/land reserved/dedicated to public use		130-24.G.
Location Map		130-24.H.
Subdivider's Responsibility Acknowledgement Note		130-24.L.
Approval of Municipality, State or County on plat		130-24.M.
Plan for recreational development of open space		130-24.Q.
BLA note		130-24.R.
Supplemental Plans		130-24.T.
Landscaping Note		130-24.U.
Easement Note		130-24.V.
Subdivision grading and drainage plans		130-25.A.
Road Design		130-25.B.
Subdivision Utility Plan		130-25.C.
All lots must front on a street		130-29.B.
Lots shall be sized per 130-29		130-29.C.
The lot length-to-width ration should generally not exceed 3:1		130-29.E.
Corner lots should have extra width re: street setbacks		130-29.F.
Sidelines of lots at right angles to straight/radial to curved streets		130-29.H.
Lots fronting on two parallel streets discouraged		130-29.I.
Open Space/Common Space		130-29.M.
Plats and access crossing municipal boundaries		130-31.
Reserve strips controlling access to subdivision/other parcels		130-32.
Rights-of-way		130-33.
New street names [Approved by the Conway PD]		130-34.
Preservation and protection of existing features		130-35.A.
Street Trees (60' O.C.) on streets or private ways.		130-36.A.
Performance Bond for 100% of landscaping		130-36.B.
Top Soil cannot be removed from site w/o PB permission		130-37.
Scattered or premature development not allowed		130-38.A.
Flood Hazard Area		130-39