

**TOWN OF FRANCONIA PLANNING BOARD  
SITE PLAN REVIEW APPLICATION CHECKLIST  
FOR DEVELOPMENT OR CHANGE OR EXPANSION OF USE OF  
COMMERCIAL BUSINESS, NONRESIDENTIAL USES & MULTIFAMILY DWELLINGS**

A completed application for Site Plan Review shall consist of the following:

- Planning Board Application Form
- Letter of Authorization (if applicable)
- Necessary permits required to operate business (if applicable)
- List of names and addresses of abutters
- Application and notice fees in a check payable to "Town of Franconia":
- Site Plan maps and supporting data to include:
  - Names and addresses of owners of record
  - Name and address of surveyor, engineer, or firm
  - Location of site and vicinity map
  - North arrow
  - Date of plan
  - Names and addresses of abutters
  - Boundary lines, dimensions, and area size
  - Zoning compatibility impact potential
  - Existing grades, drainage systems and contours
  - Existing structures on site and within 200 feet of site
  - Existing roads on site and abutting site
  - Streams, marshes, ponds, and wetlands
  - Existing utilities, water lines, and septic systems
  - Proposed grades, drainage systems and contours
  - Shape, size, height & location of proposed structures, including expansion(s), and number of units (if applicable)
  - Proposed streets, sidewalks, parking, etc.
  - Loading areas
  - Proposed utilities, water lines, septic systems
  - Location, type & size of proposed landscaping
  - Exterior lighting plans
  - Location of sign(s)
  - Drainage plan and snow storage, etc.
  - Circulation plan, etc.
  - Construction drawings
  - Traffic flows and parking

Note: This checklist is for application purposes only and does not constitute an approval checklist.