

GENERAL REQUIREMENTS/CHECKLIST FOR ALL APPLICATIONS TO THE PLANNING AND ZONING COMMISSION/ INLAND WETLANDS AGENCY



Refer to the Town of Manchester Zoning Regulations, Inland Wetland and Watercourses Regulations, Subdivision Regulations and Public Improvement Standards for specific requirements.

Applications to the Planning and Zoning Commission/Inland Wetlands Agency (including required plans, fees and supporting materials) must be received one (1) business day before the next regularly scheduled Planning and Zoning Commission meeting to be accepted by the Commission at that meeting.

Please check that you have included the following items for all applications:

- _____ Completed & signed application form. Attach evidence of authority to submit application (i.e. deed, purchase & sale agreement, letter of consent from owner, etc.) and project narrative if applicable.
- _____ Six (6) paper copies of plans. Plans should have north arrow, scale, & title block with date and preparer's name and show accurate dimensions, and PZC approval block. (Certain applications may require additional or fewer copies). **All planimetric and topographic information must be based on the Town of Manchester Control Network.**
- _____ Two (2) hard copies of a traffic report/statement if applicable.
- _____ Two (2) hard copies of complete stormwater management reports plus two (2) copies of the narrative only (see attached instructions).
- _____ Initial GIS Conversion Fee Requirement on application.
- _____ List of abutting property owners located in adjoining municipalities (for public hearings only).
- _____ If in an aquifer protection or public water supply area, proof of notification to DPH.
- _____ Digital versions of all of the above provided on a flash drive or CD/DVD.
- _____ Applicable application fee(s).

Please check that you have included the following items for CUD/PRD/EHD/Special Exception Applications:

- _____ Architectural elevations and floor plans (also required for most Historic zone plan applications).
- _____ Traffic impact statement/report (2 copies, bound if more than 4 pgs. in length).
- _____ Utility Impact Statement (2 copies, bound if more than 4 pgs. in length).
- _____ Digital versions of all of the above provided on a flash drive or CD/DVD.

Please check that you have included the following items for Wetlands Applications:

- _____ Wetlands narrative if work is proposed in wetlands or watercourse (bound if more than 4 pgs. in length).
- _____ Copy of certified letter (dated same day as application) to abutting town's Inland Wetlands Agency if work is proposed in a wetland/watercourse which flows to/from the abutting town.
- _____ Original DEEP reporting form.
- _____ Digital versions of all of the above provided on a flash drive or CD/DVD.