

## **TOWN OF CROYDON NEW HAMPSHIRE**

### **Process for Commercial Development, Multi Family, Apartments**

- Step One:** Provide the Planning Board a Conceptual Plan by requesting to be on the agenda of the next planning board meeting or by leaving the information for us to review. Must
- Step Two:** Request a Preliminary Review by the board – Files or drawings must be submitted for review 30 days prior to the next regular meeting applicant wishes to appear. A Site Plan Review Committee Application must be filled out and the fee paid. All completed documents will be submitted and only then will the review be added to the agenda.
- Step Three:** Planning Board must accept the Preliminary Plan with changes before moving to final and in some cases make a formal site visit if necessary.
- Step Four:** Obtain Final Approval by requesting to be on the agenda of the next planning board meeting 14 days prior to the scheduled meeting. Abutters Notices must be delivered when called and all concerns of the planning board updated and addressed prior to the start of the public hearing for final approval.
- Step Five:** Building Permit Approval by the Selectboard

A major subdivision is one lot dividing into more than two lots.

The Site Plan Review Committee (SRC) is made up of representatives from the Planning Office, a Selectboard representative, a Fire Safety Officer, and the Road Agent.

The SRC reviews proposals for compliance with town regulations and advises the applicant of any potential issues that may arise as the project moves forward. This minimizes field changes as a project is constructed and ensures that a proposed project moves smoothly through the process. In some cases, action by the Zoning Board of Adjustment is required prior to submitting an application to the Planning Board; this can be determined during SRC review. The SRC also provides the applicant with an overview of the entire approval process, so that the applicant is aware of the steps in the process from the submittal of the application to the final approval. SRC review also ensures that the town is aware of new projects and any potential impact they may have on the town or schools.

## SITE PLAN REVIEW COMMITTEE APPLICATION

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Date of Submission: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address of

Property: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

***Submission Requirements: 4 paper copies of the plan set or drawing of the proposed structure.***

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### TYPE OF PROPOSAL

Site Plan \_\_\_\_\_ Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ New Construction \_\_\_\_\_

Addition or ADU: \_\_\_\_\_ Multi-Family \_\_\_\_\_ # of Units or Lots: \_\_\_\_\_ Subdivision: Minor or Major

Are you converting from Residential to Commercial: \_\_\_\_\_

Are you Building an ADU attached or detached: \_\_\_\_\_

Will you require a Driveway Permit: \_\_\_\_\_ YES \_\_\_\_\_ NO

Will a Septic System be Required: \_\_\_\_\_ YES \_\_\_\_\_ NO

Description of

Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All construction will be in accordance with Town of Croydon Ordinances, Regulations and Policies, Procedures, and Specifications. Compliance is the responsibility of the property owner or developer. The owner is required to contact Dig Safe and obtain clearance from the road agent to dig within any of the town's right of way.

## SITE PLAN REVIEW COMMITTEE APPLICATION

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**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Developer/Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Engineer/Surveyor:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## SITE PLAN REVIEW COMMITTEE APPLICATION

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**ROADS:** Will the project require a road ☐ YES ☐ NO

Will the road alter any Public right of way ☐ YES ☐ NO

Existing access width and location (attach sketch)

**PARKING:** Number of Spaces \_\_\_\_\_

**BUILDING:** Building Elevation: \_\_\_\_\_

Residential Single Family: \_\_\_\_\_

Residential Multi Family or Condo: \_\_\_\_\_

Commercial: \_\_\_\_\_

Size in square feet: \_\_\_\_\_ Stories: \_\_\_\_\_

**UTILITIES:** Water: ☐ YES ☐ NO

Septic: ☐ YES ☐ NO

**DRAINAGE:** Will any of the plan impact Town Roads and if so provide a drainage plan or sketch of how this is to be mitigated.

**LANDSCAPE:** What is the landscape plan (attach a sketch)

Are Wetlands present: ☐ YES ☐ NO

Is there a wetlands study ☐ YES ☐ NO (if yes attach plan)

## SITE PLAN REVIEW COMMITTEE APPLICATION

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### INTERNAL USE ONLY

**Planning Board Review**

Attachments: \_\_\_\_YES \_\_\_\_NO

Reviewed BY: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Select Board Review**

Attachments: \_\_\_\_YES \_\_\_\_NO

Reviewed BY: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fire Safety Officer Review**

Attachments: \_\_\_\_YES \_\_\_\_NO

Reviewed BY: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## SITE PLAN REVIEW COMMITTEE APPLICATION

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Road Agent Review:

Attachments: \_\_\_\_ YES \_\_\_\_ NO

Reviewed BY: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Site Visit Requirement:

The site plan committee is required to visit the site prior to the approval of any plan to ensure that all plans and requirements of the project are in accordance with the Town of Croydon ordinances regulations and setbacks.

On Completion of the project, either the Planning Board Chairman or Select Board Liaison to the Planning Board shall physically visit the completed project and issue a Certificate of Compliance as to the zoning, building, and commercial codes of the Town of Croydon.

**Signatures from Town officials represent that the town has reviewed the information provided on the site/subdivision plan relative to compliance with the Towns Master Plan, Ordinances, Regulations, Policies, and Procedures of the Town of Croydon.**

**This is NOT an approval to build and the town does not represent any of the information provided on the design as final until approved by the Planning Board.**

## **TOWN OF CROYDON**

### **DRIVEWAY REGULATIONS**

#### **NOTE:**

- 1 *A Town Driveway Permit is needed for the opening of any driveway onto a Town Road or onto a road that is expected to be accepted by the Town of Croydon.*
- 2 *No building Permits for a structure will be ISSUED unless there is an existing driveway permit.*
- 3 *The Town of Croydon approval is in two parts: (a) design approval, and (b) construction approval. The design and construction must be in conformance with the Town of Croydon Driveway Regulations, as amended.*

#### **DRIVEWAY**

*Application shall be made to the Selectmen or their designate for any driveway that enters a Town Highway. Such application shall contain a sketch or plan with all necessary information, so that they may determine if it meets the following minimum standards.*

*Designate is Croydon Road Agent.*

#### **DRIVEWAY WITH NEGATIVE GRADE**

The driveway at a distance of twenty feet (20) from the shoulder of the road, will be no more than one (1) foot lower than the shoulder grade. Beyond that point, a reasonable vertical curve will be used to meet up to fifteen (15) percent maximum negative grade.

#### **DRIVEWAY WITH POSITIVE GRADE**

The driveway at a distance of six (6) feet from the shoulder of the road, will be a minimum six (6) inches lower than the shoulder grade. At a distance of twenty (20) feet from the shoulder of the road the driveway grade will be no more than eighteen (18) inches higher than the shoulder grade. Beyond that point, a reasonable vertical curve will be used to meet up to fifteen (15) percent maximum positive grade.

#### **DRIVEWAY SURFACE**

All driveways, for a minimum of twenty-five (25) feet from the shoulder, shall be surfaced with a minimum of twelve (12) inches of clean bank run gravel.

#### **DRIVEWAY DRAINAGE**

All driveways entering on the Town Road in locations that have, or require a side drainage ditch, shall have a culvert of the size, length, and gauge specified by the Selectmen or their designate. Such culvert will have proper pitch and a minimum cover of twelve (12) inches. Inlet and outlet ditches shall be as required for good drainage. All driveways in cuts will have side ditches at least twelve (12) inches below driveway grade.



# TOWN OF CROYDON, NEW HAMPSHIRE

## DRIVEWAY APPLICATION FORM

Approved By:

Date:

A driveway permit is needed for the opening of any driveway onto a Town road or onto a Town-approved road. A state driveway permit is required for a driveway onto a state maintained road. **NO** building permit will be issued unless there is an approved driveway permit on file.

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: (days) (Eves) \_\_\_\_\_

Applicant (if other than Property Owner): \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Check One: *New Construction* ☐ *Modify existing* ☐ *Temporary Driveway* ☐

As the landowner(s), We/I hereby agree to the following conditions:

- 1 A set of plans must be submitted with the application.  
I understand that the plans must be approved first and that the actual construction must also be approved. I may be subject to fines if the construction is not in conformance with the approved plans.
- 2 To bear all construction and materials including required drainage structures) necessary to complete the driveway to the Town of Croydon's satisfaction.
- 3 To hold harmless the Town of Croydon and it's duly appointed agents and employees against any action for person injury and /or property damage sustained by reason of exercise of this permit.
- 4 To abide by the provisions of the Driveway Regulations and the specifications below:
  - a. That the driveway be constructed in the location and with the dimensions as diagrammed on an attached sheet.
  - b. That any change or exceptions to the below specifications have written approval of the Road Agent.
  - c. That the Highway Department has the right to remove or correct - at the owner's expense - any driveway entrance not build in accordance with the Town of Croydon's Driveway Regulations or as outlined on this application form.
  - d. Private Driveway connection, including structures such as culverts, remain the continuing responsibility of the landowner, even those located within the Right-of-Way.
  - e. If proposed driveway crosses a stream or a wetland applicant should refer to State of New Hampshire Wetlands Rules.

Landowner(s) Signature(s)

DATE

# TOWN OF CROYDON, NEW HAMPSHIRE

## ROAD AGREEMENT AND RELEASE

Now comes \_\_\_\_\_, hereinafter referred to as Owner(s)  
of Map: \_\_\_\_\_ Lot: \_\_\_\_\_, Town of Croydon, County of Sullivan, State of New Hampshire.

The Town of Croydon hereinafter referred to as "Town", a municipal corporation existing under the laws  
of the State of New Hampshire, and agrees as follows:

Whereas Owner(s) are the owner(s) of certain real property on \_\_\_\_\_ road  
as stated in deed recorded in Book \_\_\_\_\_ Page \_\_\_\_\_ at the Sullivan County Registry  
of Deeds.

Whereas the relevant portion of said \_\_\_\_\_ road upon which the Owner's real  
property fronts is a Class VI Highway as classified by New Hampshire Revised Statutes Annotated 229:5 VII.

Whereas the Town has agreed to issue a building permit for the construction of a single family residence  
on said real property upon the filing of the within notice pursuant to New Hampshire Revised Statutes  
Annotated 674:41.

Now therefore that Town and Owner(s) \_\_\_\_\_ on behalf of themselves, their  
heirs, legal representatives, successors and assigns, covenant and agree as follows:

- 1 The Town shall allow Owner(s) \_\_\_\_\_ to construct  
a residence pursuant to a Building Permit issued by the Town on the Owner's property on  
\_\_\_\_\_ road.
- 2 The Town neither assumes responsibility for maintenance, including snow plowing, nor liability for  
nor damages resulting from the use of Roads.
- 3 Owner(s) \_\_\_\_\_ their heirs and assigns  
shall be responsible for maintaining access to the subject property and does hereby forever  
release and discharge the Town, it's officers, agents and employees from the obligation of  
maintaining \_\_\_\_\_ road and from any  
claim of any nature, whether in tort or otherwise, which Owner(s) \_\_\_\_\_  
might have against the Town for any loan or damage including those incurred through failure to  
provide municipal services including police, fire and ambulance services arising out of the  
condition of the roadway from the point wherein \_\_\_\_\_ road  
are Class VI Highways.
- 4 That Owner(s) \_\_\_\_\_ assume responsibility for  
transporting any children to the nearest regular school bus stop.

## ROAD AGREEMENT AND RELEASE continued

5 That Owner(s) \_\_\_\_\_ assumes responsibility for maintenance and repair of \_\_\_\_\_ road, and agrees that at his/her expense or at the expense of himself/herself and other owners of property similarly located on \_\_\_\_\_ road, to clear and maintain the said \_\_\_\_\_ road to a width of not more than that designated by the Selectmen, and to repair and maintain the traveled portion of \_\_\_\_\_ road in a good and passable condition. Any repair, maintenance, reconstruction, or paving work done with respect to \_\_\_\_\_ road shall not involve or include the cutting or removal of trees, of the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Board of Selectmen. This does not affect the right of the Road Agent to remove portions of trees, shrubs, vegetation and other natural or man made obstructions which may interfere with the safe travel on said road.

6 Whereas \_\_\_\_\_ road to remain a full public highway and that the owner shall not prohibit members of the public from utilizing the highway for any purpose for which public highways may be used.

Prior to beginning any such repair, reconstruction or paving work Owner(s) shall apply to the Board of Selectmen in writing, setting forth the nature and scope of the proposed work. The Board shall consider the application at its next regular scheduled meeting and shall request the Planning Board to make recommendations to the Board of Selectmen establishing satisfactory minimal restoration of the highway, shoulders, ditches, embankments, and travel surfaces. In the event that the Board of Selectmen feel they need technical advice with respect to the conditions to impose, they may, at the expense of the Owner(s) provide a bond in an amount satisfactory to restoration of the highway. The stipulations required by the Selectmen in this agreement are made pursuant to the following applicable Revised Statutes Annotated 236:9-12.

\_\_\_\_\_  
Witness

Town of Croydon  
By its Selectmen, Duly Authorized

\_\_\_\_\_  
Select Board Print Name

\_\_\_\_\_  
Select Board Print Name

\_\_\_\_\_  
Select Board Print Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Printed name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Printed name

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Select Board signature

\_\_\_\_\_  
Select Board signature

\_\_\_\_\_  
Select Board signature

FEE OF \$25.00 payable to TOWN OF CROYDON to cover Registry costs.



PERMIT NUMBER: \_\_\_\_\_

TOWN OF CROYDON  
NEW HAMPSHIRE

**COMMERCIAL BUILDING PERMIT COVERING  
COMMERCIAL BUILDINGS, APARTMENTS AND MULTIFAMILY**

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1: Copy of plans attach	Yes _____ N/A _____
2: Copy of Deed attach	Yes _____ N/A _____
3: Septic Design Approval attach	Yes _____ N/A _____
4: Approved Site Plan Review attach	Yes _____ N/A _____
5: Copy of Paid Tax Bill and Tax Status attach	Yes _____ N/A _____
6: Copies of Impact Studies if needed attach	Yes _____ N/A _____
7: Copies of easements required and secured attach	Yes _____ N/A _____
8: Copies of well design and gallons of water use per day estimated	Yes _____ N/A _____
9: Copies of all State permits	Yes _____ N/A _____
10: List of required items missing or documents to follow	Yes _____ N/A _____

Commercial Space:      Use: \_\_\_\_\_      SQFT \_\_\_\_\_      Material: \_\_\_\_\_  
   Parking Spaces: \_\_\_\_\_      # of Employees \_\_\_\_\_

Apartments:      Number of Units: \_\_\_\_\_      Number of Parking: \_\_\_\_\_  
   On site storage units or buildings: Yes \_\_\_\_\_ N/A \_\_\_\_\_  
   Gated: Yes \_\_\_\_\_ N/A \_\_\_\_\_

Duplex:      Unit Size: \_\_\_\_\_      Basement Style: \_\_\_\_\_      Garage: \_\_\_\_\_  
   Owner Occupied: Yes \_\_\_\_\_ N/A \_\_\_\_\_  
   Investment: Yes \_\_\_\_\_ N/A \_\_\_\_\_  
   Split Owner/Rental: Yes \_\_\_\_\_ N/A \_\_\_\_\_

Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ ATTACH MORE  
ALL OWNERS ON DEED

Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Person Requesting Permit: \_\_\_\_\_  
   Phone: \_\_\_\_\_  
   Email: \_\_\_\_\_

Permit fee: \$35.00

Paid: \_\_\_\_\_ Taken By: \_\_\_\_\_

Select Board x 3	Name	Signature	Date