THE PLANNING BOARD

 TOWN OF FRANCESTOWN

FRANCESTOWN, NH 03043

RE: COMPLETENESS REVIEW FOR CASE NO. 20-SP-02

Dear Ron and Melissa Shattuck,

The Completeness Review Committee met at 6 PM on Wednesday, September 30th with the following committee participants in attendance: Karen Fitzgerald, Sarah Pyle, Patrick Behan, Gerri Bernstein.

The results of the review of your final Site Plan application materials are as follows:

Your final application materials were found to be **incomplete or insufficient** with respect to the following items:

5 copies of plans conforming to Site Development Regulations Section VI C.1

The following items as listed in Appendix B Checklist:

A.20: Location and dimensions of all existing and proposed buildings/unloading areas, parking areas with individual spaces, streets and driveways and setback dimensions

A.22: Type and location of all existing and proposed utilities, transformers, drainage facilities, on-site waste disposal facilities, underground storage tanks, water supply, etc.

A.23: Existing and proposed landscaping buffers and plantings

A.24: Location of all exterior lighting

A.25: Location of proposed signs and instructional devices

B.3: Landscape Plan

B.4: Stormwater Drainage Plan

B.6: Circulation Plan

B.7: Utility Plan

B.8: Snow removal and storage plan

B.9: Fire safety and prevention plan

B.10: Solid waste disposal plan

Section C – All items 1-12

FEES: as required in Appendix A

The Committee shall recommend to the Board that it not accept your application until such time as the required information has been submitted or unless a waiver is requested and granted.

If your application was found to be incomplete, the following options are available to you:

1. You may provide the missing information or request a waiver for that missing information at the meeting at which your application is scheduled to be formally submitted to the Board. Note, that unless all the items indicated above are provided, the application may be rejected as incomplete.
2. You may request, in writing, a postponement of your submission date for a period of time sufficient and reasonable for you to obtain the required information. If you elect this option, please specify the date of the next regularly scheduled Board meeting at which you wish the application to be formally submitted to the Board. No additional fees will be required.
3. You may disregard this notice, in which case your application may not be accepted when it is submitted on . October 20th, 2020

Please be advised that if your application is twice submitted to the Board and twice found to be incomplete, your application may be rejected. To pursue your project, you shall then have to reapply and to pay additional filing fees.

If you have any questions regarding this communication, or other matter related to your application, please contact the Chairperson of the Planning Board.

THE COMPLETENESS REVIEW COMMITTEE

By: Sarah Hibbard Pyle, CRC

Date: 10/1/2020

ec: Karen Fitzgerald, Chairperson of the Planning Board
 Meridian Land Services, Inc.