
SUBJECT: MUNICIPAL DEVELOPMENT PROJECTS

Effective Date: April 8, 2008 Regulation No: 30
Revision Date: Supersedes: N/A
Approved By: Phillip L. Warren, Jr.

APPENDIX A

MUNICIPAL DEVELOPMENT PROJECT
SUMMARY AND CHECKLIST

Project Summary:	
Department:	
Date:	
Project Manager: Determined by Town Manager	

REVIEWING DEPT.	REQUIRED	SIGN OFF	COMMENTS/ DATE
<p>COMMUNITY DEVELOPMENT</p> <p><i>Building</i></p> <ul style="list-style-type: none"> ○ Building Permit ○ Electrical Permit ○ Plumbing Permit ○ Demolition Permit ○ ADA Compliance ○ Cert. of Use and Occupancy ○ Inspection / Test <p><i>Zoning</i></p> <ul style="list-style-type: none"> ○ Lot Setbacks ○ Lot Coverage ○ Wetlands ZBA Special Exception ○ Erosion Control Plan/BMP's ○ Sign Permit ○ Inspection / Test / As-Built ○ <p><i>Planning</i></p> <ul style="list-style-type: none"> ○ Site Plan Review of Govt. Land Use (RSA 674:54) ○ Architectural Design Review ○ Scenic Road Hearing / PB Approval (RSA 231:158II) ○ Preconstruction Conference ○ Outside Agency approvals <ul style="list-style-type: none"> NHDOT Driveway Permits NH DOT Excavation Permit NHDOT Encroachment Agreement NHDES Dredge and Fill Permit NHDES Terrain Alteration Permit NHDHR Archeological Review <p><i>Public Health</i></p> <ul style="list-style-type: none"> ○ NHDES Septic System Approval ○ Food Service ○ Potable Water Supply Test 			
<p>FIRE DEPT.</p> <ul style="list-style-type: none"> ○ Public Assembly Permit 			

<ul style="list-style-type: none"> ○ Oil Burner Permit ○ Burn Permits ○ Alarms ○ Fuel Supply ○ Inspection / Test ○ Emergency Response / Safety 			
POLICE DEPT. <ul style="list-style-type: none"> ○ Traffic Control ○ Emergency Response / Safety 			
PUBLIC WORKS DEPT. <ul style="list-style-type: none"> ○ Driveway Permit ○ Excavation Permit ○ Inspection / Test / As-Built 			
WATER & SEWER DEPT. <ul style="list-style-type: none"> ○ Service Connections ○ Meters ○ WRB Sewer Discharge Permit ○ Irrigation ○ Landscaping ○ Inspection / Test / As-Built 			
ADMINISTRATIVE SERVICES DEPT. <ul style="list-style-type: none"> ○ Source(s) of Funding, Budgeting ○ Purchasing and Procurement Requirements ○ Grant Requirements ○ Contracting ○ Performance Guarantee / Pvt. Insurance ○ Property Insurance ○ Fixed Asset Accounting 			
MANAGEMENT TEAM MEETING DATES: _____			
FINAL SIGN OFF:	Signature	Date	
Building Inspector			
Zoning Administrator			
Health Officer			
Town Planner			
Fire Chief			
Police Chief			
Public Works Director			
Water and Sewer Superintendent			
Administrative Services Director			
Town Manager			