



City of Keene, NH

Administrative Planning Review Checklist

This checklist is intended to assist with filling out the [online Administrative Planning Review Application](#). It is *not* required for application submittal. If you have any questions, please call: (603) 352-5440 or email: communitydevelopment@keeneh.gov

- Verify Project Classification:** Proposed development, redevelopment, or change of use associated with uses other than single-family and two-family dwellings may require review to ensure compliance with the Site Development Standards in Article 21 of the [Land Development Code \(LDC\)](#). If the project does not meet the threshold for Minor Site Plan Review or Major Site Plan Review as outlined in Section 26.12 of the LDC, then it shall be reviewed by the Community Development Director or their designee under the Administrative Planning Review process. If you are unsure about the project classification, please contact staff in the Community Development Department.
- Project Information, Contact Information, and Affidavit forms:** Required information includes the Project Name, the Project Address, contact information for the property owner and the applicant, and a signature or affidavit form for the property owner and the applicant. The contact information for the authorized agent is required only if the authorized agent is different than the project applicant.
- Project Narrative:** A written project narrative is required for a complete application. The narrative should be uploaded as an attachment, and shall include the following:
 - A description of the type, scale, and scope of the proposal
 - Information about the existing and proposed uses
 - An explanation of how the proposal complies with the Site Development Standards in **Article 21** of the Land Development Code, listed below. If a specific Site Development Standard does not apply, please write "N/A."

21.2	Drainage & Stormwater Management	21.9	Traffic & Access Management
21.3	Sediment & Erosion Control	21.10	Filling & Excavation
21.4	Snow Storage & Removal	21.11	Surface Waters & Wetlands
21.5	Landscaping	21.12	Hazardous & Toxic Materials
21.6	Screening	21.13	Noise
21.7	Lighting	21.14	Architecture & Visual Appearance
21.8	Sewer & Water		
- Plot Plan:** A scaled plot plan or drawing should be uploaded as an attachment. This plan should clearly display the locations and dimensions of all structures and open spaces on the lot subject to review. Alternatively, you may request an exemption from submitting this item.
- Product Specification Sheets:** Manufacturer specifications (i.e. product cut-sheets) should be uploaded as an attachment for any proposed building materials, exterior lighting fixtures, windows and doors, mechanical equipment or other site elements (e.g. benches, railings). The applicant shall specify the proposed type, color, and finish in the project narrative, if missing from the specifications. Alternatively, you may request an exemption from submitting this item.
- Photographs, Renderings, & Sketches:** Photographs, renderings, and/or line sketches should be uploaded as attachments to visually demonstrate the scale, massing, and visual appearance of proposed improvements. Alternatively, you may request an exemption from submitting this item.
- Application Fee:** The application fee for an Administrative Planning Review application is \$125. Checks should be made payable to the City of Keene. Credit card payments are accepted in-person or over the phone by calling 603-352-5440. This item is required in order to process the application.