



TOWN OF BELMONT

NEW HAMPSHIRE

SITE PLAN REVIEW REGULATIONS

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**SITE PLAN REVIEW REGULATIONS
Town of Belmont, New Hampshire**

Adopted:	May 6, 1986	Amended:	July 11, 1994	April 14, 2003
			July 28, 1994	November 26, 2003
			March 08, 1999	April 12, 2004
			April 26, 1999	September 11, 2006
			July 26, 1999	October 25, 2010
			October 16, 2000	May 23, 2011
			January 08, 2001	June 24, 2013
			June 10, 2002	March 26, 2018

SECTION 1. AUTHORITY AND PURPOSE

A. Authority

Pursuant to the authority vested in the Belmont Planning Board by voters of the Town of Belmont by vote of the Town Meeting, March 15, 1986, and in accordance with the provisions of New Hampshire Revised Statutes Annotated, "NH RSA", Chapter 36, Sections 19 to 29, inclusive, now Chapter 674, Sections 43 and 44, 1983, as amended, the Belmont Planning Board adopts the following regulations governing the development or change or expansion of use of tracts for nonresidential uses or multi-family dwellings (more than two units), whether or not such development includes a subdivision or resubdivision of the site.

B. Title

These regulations shall be known as the Site Plan Review Regulations for Belmont, New Hampshire, and hereinafter referred to as "regulations" or "site plan regulations".

C. Purpose

The purpose of these regulations is to provide for all of the purposes set forth in NH RSA 674:44, as amended, and in consideration of the Belmont Master Plan. In keeping with this general purpose, the following are specific objectives:

1. To balance the landowner’s rights to use their land with the corresponding rights of abutting landowners and the public at large to be protected from undue hazards, disturbances, nuisances, pollution (such as noise, smoke, soot, dust, particulates, or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties); and diminution of property values.
2. To protect public safety by means such as providing appropriate arrangement and

coordination of roads within the site and in relation to other existing or planned roads, and by providing roads of sufficient width to accommodate existing and prospective traffic, to afford adequate light, air, and access for firefighting apparatus and equipment to buildings.

3. To protect public safety by means of providing adequate driveways, sidewalks, traffic aisles, parking, loading areas, and emergency vehicle access.
4. To provide for fire safety, prevention and control.
5. To protect and preserve significant natural and man-made features, including but not limited to scenic views, stone walls, large trees, wildlife habitat, links, buffers and historic structures.
6. To promote the harmonious and aesthetically pleasing development of the Town, ensuring visual harmony of neighborhoods, providing adequate provision of landscaping, screening, greenspace and open space, wildlife, protecting the natural beauty of the Town, and enhancing the quality of life for residents.
7. To require that the land indicated on plats submitted to the planning board shall be of such character that it can be used for building purposes without danger to health.
8. To protect environmental quality by means such as protecting groundwater, preventing flooding, controlling drainage and erosion, and providing for sanitary sewage disposal.
9. To ensure the provision of adequate facilities and services as are necessary to serve the proposed uses.

These regulations recognize that certain developments and uses of land, even though generally suitable for location in a particular zoning district, because of their complexity, size or possible impact, may adversely affect the public health, safety and welfare unless careful consideration has been given to certain critical design elements. It is the intent of these regulations to provide a vehicle for the review of an applicant's attention to such critical design elements within the development subject to site plan review, and to allow the Belmont Planning Board to approve with conditions, or to disapprove, applications pursuant to these Regulations.

D. Procedure

Whenever any development, or change or expansion of use of a site governed by these regulations is proposed, or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building development or change of use is begun, before any permit for the erection of any building or authorization for development on such site shall be granted, the owner of the property or authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this regulation.

E. Site Plan Approval Required

The Planning Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review. Where there is any doubt as to whether or not a project requires Site Plan Review, the affected party should request a determination from the Board. In an effort to clarify what constitutes a change of use of sufficient magnitude or impact to trigger Planning Board action, the following guidelines will be observed:

1. A proposal involving a change of use category, e.g. from residential to commercial, from residential to multi-family, from retail to professional office requires Site Plan review.
2. A proposal involving external modifications or construction, including parking lots requires Site Plan review.
3. An adjustment or expansion of the existing use occurring on the property or a different situation or tenant within the same use category which involves significant impacts in terms of traffic circulation, parking, or lighting, or produces a significantly different impact on abutters requires Site Plan review. As an example, a change from an attorney's office to an accountant's office may not involve significant impact, but a change from sit-down to a fast-food restaurant may.
4. A temporary (not exceeding 30 days in any 12-month period) proposed use fully and properly licensed by the Board of Selectmen through a Hawkers and Peddlers Permit may not require Site Plan approval.
5. New incidental accessory structures or incidental additions to primary or accessory structures that are determined by the Board to be minimal in impact may not require Site Plan approval.
6. Governmental uses governed under RSA 674:54, as amended, do not require Site Plan approval, however the Board may conduct a public hearing relative to the proposed governmental use and review and comment on the proposal.

F. Conditional Use Permit

Application for a Conditional Use Permit in conjunction with the Zoning Ordinance may be made to the Board in conjunction with an application being made under these Regulations. The application shall be in compliance with the Zoning Ordinance and these regulations.

SECTION 2. ADMINISTRATION AND ENFORCEMENT**A. Familiarization**

The applicant shall become familiar with all State and Town regulations and ordinances relative to zoning, health, building, roads and other pertinent data, and aware of the obligations and standards with which the proposed development must comply.

B. Compliance with These Rules and Regulations

All plans and all procedures relating thereto shall in all respects comply with the provisions of all rules, regulations and ordinances unless a waiver or variance has been granted in specified instances by the authority having jurisdiction.

C. Waiver

Upon written request of the applicant and required noticing, the Planning Board may waive or modify the requirements of these regulations when, in the opinion of the Board, specific circumstances surrounding the proposal indicate that such modifications will properly carry out the purpose and intent of the Belmont Master Plan and these regulations.

D. Conflict With Other Regulations

Where these regulations are in conflict with State or Federal Law or with other local regulations or ordinances, the more stringent shall apply.

E. Appeals

As provided for in NH RSA 677:15, as amended, any persons aggrieved by any decision of the Board concerning a plat or subdivision may appeal such decision to the Superior Court.

As provided for in NH RSA 676:5, as amended, any persons aggrieved by any decision of the Board, as defined in NH RSA 676:5,III, may appeal such decision to the Belmont Zoning Board of Adjustment.

F. Separability

If any section, provision, portion, clause or phrase of these regulations shall be held to be invalid or unconstitutional by any court or competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of these regulations.

G. Interpretation

In the matter of interpretation of these regulations, the opinion of the Planning Board shall prevail.

H. Amendment

These regulations may be amended or rescinded by the Board in accordance with NH RSA 675:6, as amended.

I. Adoption

These Regulations shall become effective after a public hearing, adoption and certification by the Board, and filing of certified copies with the Town Clerk (NH RSA:675:6III), Belknap County Registry of Deeds and Office of State Planning (NH RSA 675:9,I).

J. Compliance with Zoning Ordinance and Subdivision Regulations

The Board will not approve, or modify and approve, except conditionally, any site plan unless all uses, buildings, structures and lots shown on said plan comply with the zoning ordinance of the town, or unless the nonconformity legally predates the enactment of Zoning, or unless the necessary variance or special exception from the terms thereof has been properly granted. The applicant is also advised to consult the Subdivision Regulations which may be applicable to the development project.

K. Concurrent and Joint Public Hearings

Concurrent public hearings for site plan and subdivision review may be permitted at the Planning Board's discretion. Joint public hearings for proposals also requiring review and approval by other town boards or commissions may be permitted at the Planning Board's discretion.

L. Enforcement, Fines & Penalties, and Injunctive Relief

1. Written Notice of Violation. A written notice of violation shall be issued to the property owner by registered mail from the Board's Agent if said Agent determines that conditions at the site are in violation of any of the requirements of this regulation or plans approved under this regulation and that the violation is not an immediate threat to public health and safety. The notice of violation shall:

- a.** Specify the actions or conditions which violate the requirements of this regulation or plans approved under this regulation;

SECTION 3. PRE-APPLICATION OPTIONS**A. Land Use Staff**

Land Use Staff and Application Review Committee (ARC). The applicant is encouraged to meet with the Land Use Staff and the Application Review Committee for assistance during formulation of the plan. Land Use Staff and the ARC are authorized to assist individuals through the review of potential plans and provide additional available information and guidance under existing Town Ordinances and Regulations. Understanding early in the design process what codes and regulations apply and what options can be evaluated by the applicant to reduce cost and improve the overall project is instrumental to the applicant in designing the proposal and in submitting a complete and compliant application. Such discussions and review are not binding. Land Use Staff and ARC are not authorized to render decisions or make commitments on behalf of the Board but may offer comments and suggestions.

B. Preliminary Conceptual Consultation Phase

Before the formal submission of a proposal, an applicant, by appointment, may be placed on the agenda to discuss any proposal as per NH RSA 676:4,II(a). The Board and the applicant may discuss proposals in conceptual form only and in general terms such as desirability of types of development and proposals under the master plan. Such discussion may occur without the necessity of giving formal notice as specified in these regulations, but such discussions may occur only at meetings of the Board.

There shall be no decision or action of the Board with regard to any conceptual consultation. Said consultation shall not bind either the applicant or the Board. There is no application fee or time limit for this review other than as noted above. This phase is optional for the applicant and is made available by the Board in order to save the applicant unnecessary expense and changes later in the process.

C. Design Review Phase

If an applicant desires the Planning Board to review a proposal beyond discussion in only conceptual form as provided above, application may be made to the Board for the review of a Design Review Phase plan as per NH RSA 676:4,II(b). The Board shall give formal public notice, at the applicant's expense of such a review in accordance with the notice requirements contained in these regulations for formal applications.

A Design Review Phase plan shall be noticed for, and reviewed, only at a meeting of the Board. Notification list, mailing documents and notification fee shall also be submitted.

The Board may review the proposal in detail and receive testimony in person or in writing from the applicant, any abutter or any other person as permitted by the Board. Such review shall bind neither the applicant nor the Board. There is no time limit on a Design Review Phase review. This phase in the site plan review process is also optional for the applicant and is made available by the Board in order to save the applicant unnecessary expense and changes later in the process.

SECTION 4. APPLICATION REVIEW PROCESS**A. Procedure**

To assist in the application process, the Board shall appoint an Application Review Committee (ARC) comprised of the following members (or their delegates): Town Administrator, Public Works Director, Building Official, Fire Chief, Police Chief, Land Use Technician, Town Planner, and such other officials or agencies as may be deemed appropriate by the Board or the Town Planner for a particular application. The Town Planner, who shall act as chairperson, shall develop a written process for the efficient operation of the ARC and establish a meeting schedule for the ARC which shall meet at least monthly unless no applications have been submitted. Meetings of the ARC shall be noticed and records maintained in accordance with RSA 91-A:2,II.

Prior to the formal submission of an application, request for amendment or approval extension, the owner or applicant (so designated in writing by the owner), shall first meet with the ARC who will assist the applicant to produce a technically complete application, conforming to the applicable regulations. The intent of this review is to assist the applicant and the Planning Board for an efficient and effective review by the Board reducing unnecessary costs and delays in the application process.

The applicant may then make formal submission of the application, with all supporting data, plans, fees and any written request(s) for waiver to the Town Planner who will determine if the application complies with the minimum application submission requirements of these regulations. Information on applications to be placed on the Board's agenda shall be distributed to the ARC members who shall submit their written comments to the Planning Board on the completeness and compliance of such applications.

Applicants will be notified in writing by the Land Use staff of any deficiencies, which must be corrected in order for the application to be placed on the Board's agenda for formal consideration. Applicants will also receive written confirmation of applications that do meet the minimum application submission requirements.

Applications which have been determined by the Planner to comply with the minimum application submission requirements will be placed on the next available Planning Board meeting agenda based on the posted meeting closing date. Only applications which have been determined to comply with the minimum application submission requirements of these regulations shall be placed on the agenda for consideration as a Completed Application.

When a layout is placed on the Board's agenda for consideration, and prior to acceptance as a Completed Application, Notice of Submission shall be made in accordance with NH RSA

676:4-I(d)&(e) and these regulations. In addition to the Notice of Submission, and prior to the Board taking action to approve or deny any application, a Public Hearing shall be held in accordance with RSA 676:4,I(e) and notice shall be given in accordance with RSA 676:4,I(d) and these regulations to provide an opportunity for public testimony relative to the consequences of the proposal. Notice of Submission and Notice of Public Hearing may be given in one notice.

During the Board's consideration on the completeness of an application, the applicant may provide verbal testimony limited to that issue as well as any request(s) for waiver. The Board may, but is not required to, accept comments from abutters and/or the general public regarding the completeness of the application and/or the request(s) for waiver.

The Board shall then act on any request(s) for wavier previously submitted as part of the application and pertaining to the completeness of the application. A completed application sufficient to invoke jurisdiction of the Board shall consist of data required by Section 5 of these regulations sufficient to allow the Board to proceed with consideration and to make an informed decision. All required items must be accepted as complete or waived by the Board prior to voting to accept an application as complete. The Board shall then act to accept the application as complete for the purpose of invoking jurisdiction, or as not complete.

If the Board determines the application is not complete, they shall forward their decision and reasons in writing to the applicant. Resubmission requires review and certification of the Land Use staff as outlined above and renotification by the applicant including updated Notification list, mailing documents and payment of the fees.

If the Board finds the application complete, and when required notice has been given, the applicant may present the merits of the proposal. The date of the Board's acceptance of an application as complete begins the 65-day review period. During the Board's formal consideration of the completed application, the will ask questions and discuss the proposal and then open the floor to questions and comments from abutters and the general public.

The Board may require changes, additional information, or modifications to the proposal, and shall communicate to the applicant the changes required, the revisions to be made, and shall specify such changes in its official records. The Board shall also specify the type and amount of construction or improvements required as a condition for approval of the plat. The Board shall also consider and act on request for waiver(s) that were submitted as part of the formal application, but relate to the merits rather than the completeness of the application.

Consideration shall be given to the short and long-term impact the proposal may impose upon the community as well as the Purpose for these regulations as defined herein.

A meeting or hearing of the Board may be adjourned and reconvened without further notice

if the Board gives due notice of the time and place of the reconvened session at the prior session. If renotification is required, the applicant shall submit an updated Notification list, mailing documents and payment of the Notification fee.

The Board will act to approve, conditionally approve, or disapprove the application within the time limits set forth in NH RSA 676:4. The Board may disapprove of the layout in its entirety, but shall adequately, upon the records of the Board, and in writing to the applicant, state its grounds for such disapproval.

B. Professional Review of Data and Information

The Board may require the review of various parts or of the whole of the proposed subdivision at the cost of the applicant and upon such terms and conditions as the Board deems to be appropriate as provided in NH RSA 676:4,I(g). The Board shall select the professional(s) to be employed to perform the work of the professional review hereunder. The applicant shall be required to place on deposit with the Board the sum necessary to accomplish the review before the Board will authorize the professional firm engaged to begin the required work. The applicant shall deposit such additional sums as the Board shall determine during the course of the professional review.

C. Application Review Site Inspection

The Board, its staff, or its Agent may conduct site inspections of the proposal as part of the review to ascertain the natural conditions of the site and to inspect the layout of proposed improvements. Site inspections scheduled by the Board as part of the formal review and public hearing process are subject to the noticing requirements of RSA 674:4,I(d).

The applicant, by submission of an application for approval, is deemed to have consented to inspections by the Board, its staff, or its Agent, to the extent reasonable and necessary, to properly review the application and monitor compliance with approval conditions. Failure to consent to such inspections shall be grounds to terminate any further consideration of the proposal.

The location of proposed improvements (roads, driveways, bridges, etc.) shall be identified by the applicant with marked stakes prior to this inspection phase.

SECTION 5. APPLICATION SUBMISSION REQUIREMENTS**A. Application Form**

Application shall include completed application form using the most current form provided by the Land Use office. Applicant shall be owner or other individual or entity holding interest in the property. If the applicant is other than the owner, written authorization from the owner must accompany the application form.

B. Fees

An initial fee in the form of a check made payable to the Town of Belmont shall be submitted with the application for acceptance of a Completed Application. That fee shall include the filing fee, per acre fee, and notification fee as shown on the Non Refundable Fee Schedule (Exhibit 2), as amended.

Any and all costs in excess of the above-mentioned fees incurred by the Town in the review of a site plan proposal shall be paid by the applicant prior to any action by the Board to approve or disapprove the final plat in accordance with NH RSA 676:4,I(g).

C. Notification List and Mailing Documents

For the purposes of formal notification, complete the Notification List attached to the Application Form, for the following:

1. Owners of record of all abutting properties as indicated in the Town Records not more than 5 days before the date of filing, identified by the map and lot numbers as shown on the Belmont Tax Map. Ownerships should be confirmed before filing by the applicant through a final records check at the appropriate County Registry of Deeds;
2. All individuals or entities holding a mortgage or lien on the subject property as of the date the application is submitted, or attach a signed statement by the owner that there are none;
3. All individuals whose professional seal appears on the plan or any supporting document;
4. All holders of conservation, preservation, or agricultural preservation restrictions as defined under NH RSA 477:45, or attach a statement by the owner that there are none.
5. In the case of land affected by municipal boundaries as regulated under NH RSA 674:53, or when the Board determines that the proposal is a development of regional impact, as regulated under NH RSA 36:54-58, or as otherwise required by the Board or by Statute, additional notifications and reviews will be required. Such

notifications may also require an earlier application filing date. For developments of regional impact, Lakes Region Planning Commission and affected municipalities have the status of abutters for the limited purpose of providing notice and giving testimony.

6. For the purpose of a personal wireless service proposal, additional notification listings and mailing documents in accordance with State law.

For each name on the above list, submit one 4" x 9½" (#10 business size) envelope appropriately addressed with a return address to the Belmont Planning Board. Do not include postage. Do not include Certified Slips and/or Return Receipt Cards. They will be produced by the Town. The above is required for the initial application and for each formal notification required by the Board.

For the purpose of notification and correspondence during the application process, also submit the following:

1. The name and complete contact information for property owner(s), applicant(s), and agent(s) shall be included in the appropriate location on the application form. For each submit three envelopes meeting the above description.

D. Plan and Report Requirements

Plans shall be submitted in five (5) copies on durable black or blue-line paper. All prints shall be at a scale of not greater than 100 feet to the inch on sheets not larger than 24" x 36". The applicant shall also file with the Board eleven (11) reduced copies of each plan; sheet size not to exceed 11" x 17". For proposals requiring more than one sheet, an overview sheet shall be included at an appropriate scale showing the entire project. Developments proposed in phases shall include a phasing overview sheet showing the entire project and boldly identifying the extent of each phase. When an independent review is required one complete set of plans and reports shall be submitted for each reviewer.

Plans are intended to clearly represent the current proposal for the purpose of review, to be used by contractors and Town Officials during construction of required improvements and to provide an historic record of the approval to be used by subsequent owners and Town officials. Plans that meet these requirements will benefit both the developer and the Town in reducing unnecessary confusion, development costs, and lost time. For this purpose plans shall be drawn in a clear, professional manner. Plans that are unclear, confusing, poorly drafted or that do not accurately represent the proposal or approval will be refused. Plans with orphan text, arrows, lines and graphics, or lines and graphics which are not accurately defined in the legend, or overstrikes that produce unreadability, or inappropriate layers turned on/off will be refused. Plans to be presented in more than one scale shall be appropriately drafted for each scale including line and text size. Acceptable plan scales are 10, 20, 30, 40,

50, 60, 100 & 200 scale. Plans that are simply photographically enlarged to another scale will be refused. On multi-sheet plan sets, individual sheets shall be arranged to make efficient use of paper rather than rigid adherence to a grid. An overview plan of the entire site, may, on its own, be adequate to depict large, open areas of the development, while developed areas will be more appropriately depicted at a larger scale.

As required by NH RSA 674:37, all survey work shall be performed by a NH Licensed land surveyor. All engineering work shall be performed by a NH Registered professional engineer as required by NH RSA 310-A:11. All required Professional Certifications of the plans submitted shall be by original seal and signature only. A copied seal or signature shall not be accepted.

Changes requiring any alteration to prints previously submitted shall be identified on amended prints by a revision number, date of such revision and subject revised when submitted. Revision numbers shall be sequential and shown as "REV 1, Nov. 13, 1997, (subject revised)".

1. Site Plan:

- a.** Title, Town name, preparer's full name and mailing address; proposed project name; name and mailing address of owner(s) of record; name of applicant; name and address of surveyor, engineer, soil scientist or other consultant; date of original preparation; north arrow; scale in feet per inch; and sheet number. Sheet numbers shall be sequential and shown as "SHT 1 of 1", etc; symbol legend.
- b.** Names of owners of record of abutting properties as indicated in the Town records not more than 5 days before the date of filing, identified by the map and lot numbers as shown on the Town tax map, and by book and page number as assigned by the Belknap County Registry of Deeds. Abutting subdivision names, streets, easements, public areas, and other pertinent facts regarding abutting properties.
- c.** For projects that include new or re-construction of a structure in excess of 600 sq ft, or disturbance of an area in excess of 20,000 sq ft, or generate significant off-site impacts, or when otherwise required by the Board, the plat shall be based upon a survey to the standards listed in the subdivision regulations. The equipment and survey method used and the error of closure shall be stated on the plan. Irregular boundaries without curves, such as streams and rivers, or with curves which have no definable geometry, are to show sufficient information to mathematically close the plat, such as tie lines. Tie lines are to be noted that they are not property lines. Reference to all documents, plats and data relevant to the survey, north meridian arrow & origin, bar scale.

- d.** Street right-of-way lines; lot lines, angles and dimensions. In addition, each lot shall have identified the total of its lot frontage. Existing lot size in square feet and acres; approved Town tax map sheet and parcel number; existing and proposed easements and areas to be dedicated to public use or open space; the location and description of existing permanent monuments and boundary markers. Show or note building setback lines as required by the Zoning Ordinance for the subject parcel. All on-site or abutting Zoning district boundary lines and subject property Zoning classification(s).
- e.** Location of existing utilities, paved areas, exposed rock ledges, stone walls, woods roads, trails, discontinued road beds or public transportation ways, ROWs, easements and other significant natural and man made features. Identification of all encroachments.
- f.** Location, name and width of existing streets including the width of the ROW, the width and location of the traveled or constructed way, sidewalks and the street classification. For new structures or roads, the 911 address and road name as determined by the Fire Department shall be shown on the plan.
- g.** Location, shape, size, height, grade and floor elevations and use of subject building(s). Location/size/type of all exterior fuel sources. Minimum lot coverage calculations. Location of all buildings, septic systems, wells (showing required well radius), cemeteries and burial grounds, and intersecting roads and driveways, on site as well as within 100 feet of the entire parcel. Subject lot driveway widths, radii, and sight distances.
- h.** Location and type of proposed waste disposal system, with an outline of the square foot areas reserved for leach fields for any new system; location of test pits and record of percolation tests; location of on-site or adjacent wetlands or surface waters.
- i.** Location, size and total number of parking spaces, loading spaces and other similar facilities associated with the use including snow disposal/storage areas. Location, number, size & markings of handicapped parking spaces, walkways and building accesses. Indicate parking space number/site use calculation including proposed on-site residents, workers, and customers.
- j.** The location, fixture, and intensity of all existing and proposed exterior lighting including the cone of illumination from each fixture.
- k.** Proposed driveway accesses shall be identified in conformance with the Town of Belmont or State of NH Department of Transportation Driveway Regulations. Sight distances shall be indicated.
- l.** A locus map at a scale of 1" = 2,000' showing the entire property boundaries.
- m.** A block in which to record approval by the Board. Block shall contain the following:

Approved by the Belmont Planning Board
 Approval Date: _____
 Chairperson: _____

- n. For a subject parcel that abuts a Town line, is directly across the street or stream from a Town line or where the owner owns an abutting parcel across a Town line, the plan shall include one of the following:
 - (1) a statement that the subject parcel is entirely within the Town of Belmont and does not cross into another municipality; or
 - (2) the approval signatures of the appropriate Land Use Officials from any other municipality having jurisdiction over any part of the subject parcel.

2. Building Plans

Submission of scalable conceptual building plans, including elevation, layout and height.

- 3. **Soils Map and Report.** All proposals must include the site specific delineation of on-site wetlands and surface waters. Identification and delineation of wetlands shall be by a Certified Wetland Scientist in accordance with Corps of Engineers Wetlands Delineation Manual and Field Indicators for Identifying Hydric Soils in New England. In addition, Level 2 or Level 3 information as required below shall be submitted.

- a. Level 2 Information shall be submitted, certified by a Certified Soil Scientist, unless the requirements for Level 3 are enacted. Level 2 Information includes:
 - (1) A map based on the NRCS County Survey for the parcel(s) proposed for development. All mapped soil units and the soil series of each unit shall be shown on the map. The location(s) of the soil description(s) used to corroborate the NRCS soil series shall be shown on the map, with a reference to the detailed soil description in the narrative report for the project.
 - (2) Soil descriptions for each mapped unit, based on NRCS standards, with reference to the location(s) on the map.
 - (3) A detailed comparison between the soil profile description and the NRCS Official Series Description Sheets and/or NRCS published map unit descriptions for each mapped unit on the parcel(s) proposed for subdivision or development, with references to map locations.
 - (4) A narrative which summarizes the information compiled in items (1) through (3) above. This shall include a determination of whether limiting physical features are present on the parcel and indicate the specific mapped soil units where these occur. If any limiting physical features (rock outcrops, steep slopes greater than 35 percent, very poorly drained soil, bedrock within 18" of the soil surface) are

identified, the following information is also necessary:

- (a) the map shall delineate the limiting physical features noted above;
- (b) a detailed description of each limiting physical feature, based on NRCS standards, with reference to its location on the map;
- (c) the above required narrative shall also include a summary of the limiting physical features. The narrative shall include a determination that limiting physical features are present on the parcel(s) and that either (1) an SSSMS map (Level 3) is required or (2) not required, with supporting documentation for this position. The ultimate decision as to whether or not Level 3 information is required shall be made by the Board.

Level 2 information shall be developed in accordance with the standards found in the Field Book for Describing and Sampling Soils: Version 1.1 and the NRCS Official Series Description Sheets and/or published map unit descriptions. A minimum of one soil profile description shall be done per soil delineation within the subdivision area, as depicted on the NRCS County Soil Survey. The soil will be described in sufficient detail, so as to support or refute that identified properties are within, or similar to those of the soil series used to name the map unit delineation. Soils descriptions should be carried out in areas suspected of having the greatest likelihood of contrasting soil features. Some delineations will require more than one soil description to document soil variability. The map purity standards from Site Specific Soil Mapping Standards for New Hampshire and Vermont, Society of Soil Scientists of Northern New England Publication No. 3, 1997, as amended, will apply.

- b. Level 3 Information is required, certified by a Certified Soil Scientist, in place of Level 2, if (1) any of the following development intensity criteria applies to the proposal, or (2) if the verification of the NRCS information carried out above reveals that the county soil map does not adequately reflect conditions on the site for planning board review purposes, or (3) if the limiting conditions discovered above are such as to require more intensive site information:

Development Intensity Criteria:

- Any lot is less than two (2) acres in area (exclusive of very poorly drained soils) and is not served by either municipal water or sewer;
- Any lot has a non-limiting, upland (exclusive of very poorly drained soils, rock outcrops, bedrock within 18 inches of the soil surface and soils with steep slopes greater than 35 percent), contiguous area of less than 20,000 square feet; or
- Any lot is less than one (1) acre in area (exclusive of very poorly drained soils) and is served by municipal water, but not sewer.

Level 3 Information shall be completion and submission of site-specific mapping and report in accordance with Site Specific Soil Mapping Standards for New Hampshire and Vermont.

4. **Topographic Plan.** The topographic information shall be certified by the surveyor, or engineer and shall show existing topography and proposed changes in topography. Contours of existing grade shall be shown at intervals of not more than five (5) feet. Intervals less than five (5) feet may be required depending on the character of the topography and the type of project being developed. All low points, high points and other areas needing spot elevations shall be shown. Contour lines shall extend a minimum of one hundred (100) feet beyond the project area boundary. All areas with slopes in excess of 15% shall be graphically identified by cross hatch or shading.

Contour lines are to be actual and not interpolations of USGS maps. Existing contours shall be shown as dashed lines and proposed contours shall be shown as solid lines.

5. **Aquifer Plan & Report.** For properties located on or adjacent to an aquifer, a plan shall be submitted showing the extent, location and other applicable physical information relating to the aquifer. The plan shall also include reference to USGS or other applicable maps and documents. If property is not over or adjacent to a known aquifer a statement to such shall be included on the site plan.

For proposals where all or a portion of the area to be developed or impacted is over an aquifer, the Board may require data or reports prepared by a licensed professional geologist to assess potential damage to the aquifer.

When required, the study shall be sufficiently detailed to demonstrate that the development will not cause adverse short or long term impacts to water quality and availability for approvable land uses on land drawing upon the same groundwater source and for down gradient aquatic life and habitat conditions; and upon wetland ecosystems. All hydro geologic studies shall include at least the following:

- a. Soil profile descriptions (to evaluate observable physical characteristics) and multi level monitoring wells (to evaluate groundwater flow directions);
- b. Cumulative impact pollutant loading analysis employing a saturation build out model. The analysis shall include verification that all reasonably foreseeable pollutant contributions associated with the project including related septic leachate and stormwater discharge will not result in a violation of ambient groundwater quality standards. Such analysis shall include, but not be limited to, confirmation that the total nitrate-nitrogen (NO₃N) concentration in groundwater beyond the site shall not exceed 10 mg/l;
- c. Permeability testing;
- d. Water quality sampling analysis;
- e. Water table contours and groundwater flow direction;

- f. Water budget analysis for watershed in which development is located that accounts for natural and anthropogenic recharge and discharge and storage capacity;
- g. Additional analysis/testing required by the Planning Board on a case-by-case basis.

The Quality Assurance Program required by these Regulations shall insure adequate quality control and quality assurance measures are engineered, instituted and maintained for the protection of the aquifer. A Spill Containment and Response Plan shall be included as part of the Quality Assurance Plan for uses that include above-ground storage, handling and use of solid or liquid substances having potentially harmful impact on groundwater quality in quantities exceeding 100 gallons (aggregate) or 800 pounds dry weight (aggregate) at any one time. The intent of the plan is to:

- provide for clearly identified, secured storage;
- prevent, minimize, contain, and recapture releases of said substances;
- provide an emergency action plan to respond to releases of said substances.

The Plan shall include, but not be limited to, the following:

- an inventory of all petroleum or other harmful substances that will be stored on site;
- a description of the storage containers, locations and the secondary containment provisions;
- an assessment of the probable spill volume, spill flow direction and potential risk to the environment for each liquid stored in excess of 100 gallons;
- a description of the available spill response and cleanup equipment stored onsite;
- an annual inspection checklist noting any evidence of spills, leaks, tank conditions, spill response equipment, etc.

- 6. Utilities and Fire Protection Plan.** This plan shall show the location and details of all existing and proposed utilities, above and below ground, including lines and associated facilities for water, sewer, telephone, electric, gas, and cable as well as the location of existing or proposed wells and on-site sewage disposal systems, including the area required by the State for on-site waste disposal. This map shall show the fire protection measures to be provided including fire hydrants (active or dry), fire ponds, fire lanes, or on-site water supply tanks.

For proposals which include PSNH Rights-of-way, one copy of the plan must be submitted to PSNH, ROW Division, P.O. Box 330, Manchester, NH 03105. For proposals which include NH Electric Cooperative Rights-of-way, one copy of the plan must be submitted to NH Electric Cooperative, ROW Division, Tenney Mountain Highway, Plymouth, NH 03264.

- 7. Stormwater Management and Erosion Control Plan and Report.** The applicant shall submit to the Board a stormwater management and erosion control proposal

meeting the requirements of these regulations for any tract of land being developed or subdivided, where one or more of the following conditions are proposed:

- A cumulative disturbed area exceeding 20,000 square feet;
- Construction or reconstruction of a street or road;
- Construction of three or more dwelling units or a primary non-residential structure; or
- Disturbed critical areas.

The plan shall be certified by an engineer (also a Certified Wetlands Scientist for Wetlands) and shall identify all surface water and wetlands, drainage patterns, and watershed boundaries. Plan shall also include:

- a. vegetation;
- b. temporary and permanent stormwater management and erosion and sediment control BMPs shall be shown as well as areas and timing of soil disturbance;
- c. structures, roads, utilities, earth stockpiles, equipment storage, and stump disposal;
- d. critical areas, stockpile and staging areas;
- e. within the project area and within 400 feet of project boundary surface waters, wetlands, and drainage patterns and watershed boundaries;
- f. areas of soil disturbance, cut and fill;
- g. location and description of all temporary and permanent, vegetative, structural, non-structural, and vegetative stormwater management and erosion control BMPs including detailed drawings and seeding specifications;
- h. identification of all permanent control BMPs;
- i. Plans to be consistent throughout and with model.
- j. construction and earth movement schedule;
- k. plan shall utilize shredded stumps where possible in place of silt fence – requires maintenance but not removal;

In addition to the Stormwater Management Plan, the applicant shall submit a Stormwater Management Report prepared by an engineer which includes a discussion of each measure, its purpose, construction sequence, and installation timing as they apply to the site. The report shall include:

- l. Design calculations for all temporary and permanent structural control BMP measures.
- m. A proposed schedule for the inspection and maintenance of all BMP's.
- n. Identification of all permanent control measures and responsibility for continued maintenance.
- o. Drainage report with calculations showing volume, peak discharge, and velocity of present and future runoff.
- p. When detention structures are planned to reduce future condition peak

discharge the soil cover complex method shall be used to compute the runoff volume and peak discharge for designing the structure. The design will conform to the criteria outlined for those types of structures given in the “New Hampshire Stormwater Manual”.

- q. Test pit data for each infiltration device shall be included.
 - r. In addition to the Stormwater Management Plan and Report the applicant shall submit a CD/DVD of the hydrology model. The minimum requirement for the stormwater analysis will be based on the Soil Cover Complex Method (e.g., SCS Runoff Curve Number Method) for 24-hour duration storm frequencies – preferably HydroCAD.
 - s. Provide pre- and post-development contour maps showing the subcatchment boundaries, Tc flow paths, HydroCAD hydrologic labels for both the off-site and on-site areas (subcatchments, reaches, ponds, etc.) along with the map scale.
- 8. Street and Driveway Profiles, Cross Sections and Details Plan**
- a. Profiles shall be provided of all proposed streets and driveways showing existing and proposed elevations along the center lines, proposed grades and all vertical curve data including maximum elevation, minimum elevation and associated roadway station. Profiles shall be drawn at a scale of one (1) inch equals fifty (50) feet horizontal scale and one (1) inch equals five (5) feet vertical scale.
 - b. Cross-sections shall be provided of all proposed streets, driveways and parking areas at fifty (50) foot stations and at all catch basins, bridges, or culverts. Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet with both horizontal and vertical scales being the same.
 - c. Construction details of all roadway curbing and sidewalk improvements shall also be shown.
- 9. Landscape Plan.** The plan shall identify the species and location of existing and proposed trees, shrubs, ground cover, walls, fences, rocks and surface waters, screening, walkways, fences, walls, trash facilities, free-standing signage, exterior mechanical equipment, and outdoor recreation facilities.

E. Additional Reports and Information

1. Narrative Overview

This document shall address issues such as:

- a. **Scale:**
 - (1) Number of acres;
 - (2) Type of proposed use;
 - (3) Number of units and bedrooms;

- (4) Projected increase in number of auto trips per day;
- (5) Water and sewer considerations.
- b. Timing:**
 - (1) Estimated length of time to construct, including description of Active and Substantial Development to occur within 12 months as required by NH RSA 674:39;
 - (2) Description of phasing;
 - (3) Description of further development availability. The Board may consider impacts cumulative;
- c. Type:**
 - (1) Commercial, Industrial, Multi-family;
 - (2) Seasonal, Year round.
- d. Significant Features:**
 - (1) List of significant environmental features (wetlands, water bodies, rock outcroppings, vegetative, wildlife habitat, links and buffers, large or unusual fruit or nut bearing trees or other wildlife food sources, etc.);
 - (2) List of manmade features (stone walls, structures, trails, historic features, burial grounds, etc.);
 - (3) List efforts to maintain significant features.
- e. Operational Information:**
 - (1) Hours of operation during project construction.
 - (2) Hours of business operation for non-residential uses.
 - (3) Season of year proposed for project construction.
- 2. Special Flood Hazard Areas.** The applicant of any project which includes land which has been designated as a "Special Flood Hazard Area" by the National Flood Insurance Program shall provide the following:
 - a.** Base Flood Elevation data shall be indicated on the plan by identifying the boundary of the floodplain and the base flood elevations.
 - b.** All necessary permits from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
 - c.** The applicant shall submit sufficient evidence such as construction drawings, grading and land treatment plans in order for the Board to determine that:
 - (1) All such proposals are consistent with the need to minimize flood damage;
 - (2) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
 - (3) Adequate drainage is provided so as to reduce exposure to flood hazards.

- 3. Public Utilities Availability.** If a project is to be served by public water supply or by public sewers, a statement from the municipal department or company involved, stating the availability of such service shall be provided. A letter of intent to provide electrical service from the servicing utility shall also accompany the application. A letter of intent by the applicant, acknowledged by the company, to provide cable service shall accompany the application, if such service is available.

Any increase in sanitary wastewater flow of 5,000 gallons per day or 50 population equivalents or more requires NH DES approval for entry into the Municipal Sewer System. NH DES permission is also required for any increase in industrial wastewater flow, pollutant characteristics or pollutant concentration, before it may be accepted by the Municipal Sewer System.

For public or community water supply systems, a copy of the required permits from NH DES.

- 4. Photographic Information.** Applicant shall submit photographic information to assist the Board during the public presentation by the applicant and in the Board's review of the proposal. At a minimum photos shall include:

- a. frontage of property;
- b. sight distance from proposed driveway cuts;
- c. significant features of the property such as wetlands or water body boundaries, steep slope areas to be impacted, proposed roads, areas of significant cuts and fills;
- d. any available aerial photos of the property;
- e. additional pertinent photos.

All photos shall be marked with an identification number, description of the photo, date taken and name of the applicant.

- 5. Legal Documents & Permits.**

Submission of a copy of the most current deed(s), including recording information, for the entire property under consideration. Also a copy of any previous deeds or other recorded documents including the specific language for any easements, liens, right-of-ways, restrictions, covenants, etc. that relate to the property under consideration. A copy of the most current plan of the property as recorded in the Registry of Deeds (if any).

Where required by the Board, the following shall be submitted, in minimum in draft form, with the application. Submission of final, consummated form shall be prior to the signing of the plat where applicable.

- a. A copy of such private deed restrictions, covenants or conservation easements including condominium documents as are intended to cover part or all of the tract.

- b.** Certification of approval by the Belmont Zoning Board of Adjustment, the NH DES Wetlands Bureau, and/or the US Army Corp of Engineers relative to dredge and fill activity accompanied by a duplicate copy of all data submitted to them and any stipulations related to approval.
- c.** Certification by licensed septic designer that existing system is adequate to meet the needs of the proposed use. For non-domestic discharge into municipal, community or individual sewage systems, the applicant shall submit a Wastewater Discharge Permit Request Form to NH DES.
- d.** Certification of approval by the NH DES relative to Site Specific.
- e.** Certification of approval by the NH DES relative to paint processes.
- f.** Certification of approval by the NH Department of Transportation for initial or upgraded access to a State highway and/or the Town of Belmont for initial or upgraded access to a Town road. Amended permits are also required for a change in use with no construction or reconstruction.
- g.** Certification of approval by NH DES for building floor drains.
- h.** Drainage easement to drain onto or across other property, whether public or private, including a street. If the storm water drainage system may create additional flow or change the flow over any adjacent property, which in the Planning Board's opinion would substantially interfere with the reasonable use of that property, then the applicant shall obtain a written agreement to provide an easement therefore from the adjacent and/or nearby owner. The applicant shall submit a written undertaking to hold the town harmless from any claims for damage resulting there from.
- i.** A narrative description of on-going maintenance requirements for water quality measures required by stormwater management and erosion and sediment control plans which shall be recorded on the deed to the property on which such measures are located. The description so prepared shall comply with the requirements of RSA 478:4-a as amended.
- j.** All necessary permits from the Board of Selectmen, Belmont Water Commission, Belmont Sewer Commission, or other local permitting authorities for all work within their jurisdiction. Approval of the Fire Department under the Town's E911 Road Name/Numbering System.
- k.** All deeds or easements to the Town of Belmont necessitated under the proposal. Such deeds or easements require necessary mortgage releases. Proof of acceptance by the Town of any property or property rights to be transferred to the Town as an offer or condition of the proposal.
- l.** Submission of and certification by Building Official and Fire Department of full construction/architectural plans.
- m.** A copy of all required plans under EPA's New England NPDES Storm Water Permit Program prior to plan signing and also a copy of all subsequent required notifications.
- n.** Submission of a statement, supported by independent study when required by

the Board, regarding the estimated costs of off site improvements necessitated, in part or entirely, by the proposed development. The statement shall also demonstrate to the Board that the proposal is not scattered and premature. Payment for that part of the cost determined by the Board to be a direct result of the proposal.

- 6. Quality Assurance Program.** A Quality Assurance Program (QAP) shall be submitted. The program will be developed by the applicant to assure that adequate quality control and quality assurance measures are planned and instituted. The specific intent of such a Program is to assure that all improvements are constructed, inspected, certified, and maintained as approved and in a manner that will provide quality in the end product. The method for future maintenance of improvements shall be specified.

The variable scope of projects and site conditions dictate the need for adequate inspection to assure high quality construction, and quality construction is dependent on adequate quality control.

Such control will be furnished by the applicant in concert with the Town. The applicant shall formulate a written Program to describe the quality assurance efforts to be undertaken during the project. The Board may require amendments or additions to the proposed Program. Once approved by the Board, the applicant shall be responsible for all necessary implementation and costs for the Program. The Program may also be adjusted after its initial approval and during the project in response to quality concerns or site characteristics that become apparent.

Effective implementation of this Program should result in sufficient quality control at minimum overall cost.

The Quality Assurance Program will be tailor-made for the specific development or site, but may include such items as:

- a.** Major items of work to be inspected during construction of improvements;
 - b.** Developer/Contractor Responsibilities for Quality Control System;
 - c.** Schedule for inspections and maintenance;
 - d.** Skills and Training Needed to Perform Quality Control Inspections;
 - e.** Testing Equipment and Facilities Needed;
 - f.** Quality Assurance Program Official;
 - g.** Documentation.
- 7. Additional.** Additionally, as required by law or determined by the Board, any of the following may be required:
- a.** A master plan, in sketch form, showing potential future expansion of the proposed project and including adjacent property owned by the applicant but not a part of the proposal.

- b.** A traffic impact assessment quantifying the proposed on and off-site traffic impacts on all intersections and road links as identified by the Board with proposed on and off-site mitigation to offset the impacts created by site traffic where possible.
- c.** An environmental and/or economic impact statement prepared by a qualified consultant. Such a statement may require documentation on drainage, erosion, forest productivity, ground and surface water quality, environmental issues, traffic, sewage disposal, water system, public services, schools, public safety, recreation and other factors that could impact the short and long term well being of the public in the Town of Belmont. The statement shall include the estimated costs of off site improvements necessitated, in part or entirely, by the proposed development. That part of the cost determined by the Board to be a direct result of the proposal shall be paid by the applicant. The statement shall demonstrate to the Board that the proposal is not scattered and premature.
- d.** Certification of on-site septic disposal approval by the State of New Hampshire accompanied by a duplicate copy of all data submitted to them and any stipulations related to approval.
- e.** Other plans, approvals, or pertinent information as may be required.

F. Personal Wireless Service Facilities

Proposals including personal wireless service facilities shall also include:

- 1.** Plans showing:
 - a.** a scaled elevation view, radio frequency coverage, tower height requirements, adjacent uses (up to 300' away);
 - b.** all reasonably foreseen or contemplated personal wireless service facilities to be operated by the carrier in the Town;
 - c.** outlines of all existing buildings, including their purpose (e.g. residential buildings, garages, accessory structures, etc.) within three hundred (300) feet from the subject property boundary;
 - d.** proposed location of antenna(s), mount(s), and equipment shelter(s);
 - e.** proposed security barrier, indicating type and extent as well as point of controlled entry;
 - f.** the proposed lease area for the personal wireless service facility;
 - g.** location and type of electrical and telephone service;
 - h.** location of all roads, public and private, on the subject property including driveways proposed to serve the personal wireless service facility and the type of surface proposed;
 - i.** distances, at grade, from the proposed personal wireless service facility to each building shown on the site plan;
 - j.** all proposed changes to the existing property, including but not limited to

- grading, vegetation removal, and temporary or permanent roads and driveways;
- k.** representations, dimensioned and to scale, of the proposed mount(s), antennas, equipment shelters, cable runs, parking areas and any other construction or development attendant to the personal wireless service facility;
 - l.** tree cover by forest type and approximate height on the subject property and within three hundred (300) feet from the subject property boundary on adjacent properties;
 - m.** average tree canopy height within a one hundred and fifty (150) foot perimeter of the mount, security barrier, or designated clear area for access to equipment, whichever is greatest;
 - n.** any proposed landscape easement that includes the bearings and distances of the easement and general conditions of the easement;
 - o.** sight lines representing the sight line showing the viewpoint (point from which view is taken) and visible point (point being viewed) as described below:
 - p.** Sight line representation. A sight line representation shall be drawn from any public road within three hundred (300) feet and the closest facade of each residential building (viewpoint) within three hundred (300) feet to the highest point (visible point) of the personal wireless service facility. The three hundred (300) foot measure shall be measured from the subject, property boundary. Each sight line shall be depicted in profile, drawn at one inch equals forty (40) feet. The profiles shall show all intervening trees and buildings. In the event there is only one (or more) residential building within three hundred (300) feet, there shall be at least two sight lines from the closest habitable structures or public roads, if any.
- 2.** Equipment brochures for the proposed personal wireless service facility such as manufacturer's specifications or trade journal reprints shall be provided for the antennas, mounts, equipment shelters, cables as well as cable runs, and security barrier, if any.
 - 3.** Materials of the proposed personal wireless service facility specified by generic type and specific treatment (e.g., anodized aluminum, stained wood, painted fiberglass, etc.). These shall be provided for the antennas, mounts, equipment shelters, cables as well as cable runs, and security barrier, if any.
 - 4.** Colors of the proposed personal wireless service facility represented by a color board showing actual colors proposed. Colors shall be provided for the antennas, mounts, equipment shelters, cables as well as cable runs, and security barrier, if any.
 - 5.** Dimensions of the personal wireless service facility specified for all three directions: height, width and breadth. These shall be provided for the antennas, mounts, equipment shelters and security barrier, if any.
 - 6.** Appearance shown by at least two (2) photographic superimpositions of the personal

wireless service facility within the subject property. The photographic superimpositions shall be provided for the antennas mounts, equipment shelters, cables as well as cable runs, and security barrier, if any, for the total height, width and breadth.

Each sight line shall be illustrated by one (1) eight-inch by ten-inch or larger color photograph of what can currently be seen from any public road or residential building identified above.

Each of the existing condition photographs shall have the proposed personal wireless service facility superimposed on it to show what will be seen from public roads and residences if the proposed personal wireless service facility is built.

7. If the applicant intends to co-locate or to permit co-location, drawings and studies which show the appearance and operation of the personal wireless service facility with maximum co-location shall be provided.
8. If the Planning Board approves co-location for a personal wireless service facility site, the site plan shall indicate how many facilities and of what type shall be permitted on that site.
9. Proof by the carrier of adequate comprehensive general public liability insurance for the proposed personal wireless service facility that provides coverage for damage or injury to persons or property caused by the carrier or its facility.
10. The applicant shall provide a signed and stamped certificate by an RF Engineer stating that the maximum radio frequency radiation of the personal wireless service facility and the cumulative RFR of any existing personal wireless service facilities at the site will not exceed the FCC Guidelines. The FCC Guidelines shall be incorporated as part of this certification.
11. The applicant shall provide a report prepared by a licensed professional civil engineer describing the facility and specifying the maximum number and types of antennas the facility is designed to accommodate. The report shall bear the seal of the engineer that prepared the report.
12. At the time of application filing, an EA that meets FCC requirements shall be submitted to the Town for each personal wireless service facility site that requires such an EA to be submitted to the FCC. In addition, a letter of concurrence substantiating the finding of the applicant for each of the NEPA checklist items shall be provided with the site plan application.
13. The applicant shall list the location, type, and amount (including trace elements) of any materials proposed for use within the personal wireless service facility that are considered hazardous by the federal, state; or county government, or by the Town of Belmont.
14. Written statement signed by the landowner and carrier that the lease between the carrier and the landowner of the subject property contains the following provisions: "Landowner or carrier can enter into leases with other carriers for co-location".

15. Written statement signed by the landowner and applicant that he/she agrees that the Town may enter the subject property to obtain RFR measurements, to ensure conformance with the FCC guidelines, and to obtain noise measurements, all at the expense of the applicant, but not necessarily accompanied by, the applicant and/or landowner.
16. Balloon Test. Within fourteen (14) days of the acceptance of the site plan application by the Planning Board, the applicant shall arrange for a balloon or crane test at the proposed site to illustrate the height of the proposed facility. The date, time and location of such test shall be advertised in a newspaper of general circulation in the Town at least ten (10) days prior to the test.
17. Any other information deemed necessary by the Planning Board as part of the review prior to approval.
18. A modification of a personal wireless service facility is considered equivalent to an application for a new personal wireless service facility and requires a site plan review when any of the following events apply:
19. The applicant and/or co-applicant wants to alter the terms of the site plan by changing the personal wireless service facility in one or more of the following ways:
 - a. Change in the number of facilities permitted on the site, the footprint of the existing structure(s); or
 - b. Change in technology used for the personal wireless service facility that will affect the visible elements of the facility, or that would alter the amount(s) and/or type(s) of hazardous materials used at the facility.
 - c. The applicant and/or co-applicant wants to add any exterior visible equipment or additional height not specified in the approved site plan.

G. Minor Projects

The requirements for filing for approval of a minor project shall be as stated in these Regulations except as provided below. Unless otherwise determined by the Board, minor projects shall be those projects where:

1. all structure construction or reconstruction does not exceed 600 sq ft - for the purposes of this section, reconstruction is defined as any work for which a building permit is required and/or converting the use of a structure from primary or accessory residential use to non-residential use; and
2. where all disturbed area does not exceed 20,000 sq ft; and
3. where no significant off-site impacts are generated.

Applicants for a minor project shall be exempt from the following requirements of these Regulations, except in cases where the Board shall determine otherwise during the course of their review of the application.

- Section 5.D.3. - Soils Map and Report.
- Section 5.D.4. - Topographic Plan.
- Section 5.D.5. - Aquifer Plan.

- Section 5.D.7. - Stormwater Management and Erosion Control Plan and Report.
Applications for structures or areas within two years of the date that the most recent certificate of occupancy or use for the applicable structure or area was issued shall not be considered a minor project. In addition, a property reviewed under this paragraph shall not be eligible for a subsequent review under this paragraph for a minimum period of two years from the date that a certificate of compliance or occupancy was issued for the previous approval.

SECTION 6. FINAL PLAT

Upon approval, and in addition to any information required as a condition of said approval or under the previous sections, the following shall be submitted:

A. Six paper copies and one mylar of the entire final plat. Upon signing, the Board shall forward a copy of the signed plat to:

1. The Belmont Tax Assessor.
2. The Belmont Tax Map Update (if necessary).
3. The applicant.
4. The site inspector.

B. Recording of Notice of Decision:

Upon compliance with all conditions precedent, the Board shall sign both the final plan and a Notice of Decision. The Notice shall include any conditions subsequent and shall be recorded at the Belknap County Registry of Deeds.

C. Check made payable to the Belknap County Registry of Deeds for recording of the Notice of Decision, which the Board shall record with the Registry upon compliance with all conditions.

D. If prior to this approval there was not a boundary survey of this property on record at the Registry of Deeds, and if a boundary survey was prepared as part of this application:

The Boundary Survey shall be recorded in the Belknap County Registry of Deeds and one copy provided to the Board in accordance with RSA 676:18(IV).

E. Submission of signed inspection schedule.

SECTION 7. APPROVAL, DISAPPROVAL, ABANDONMENT, REVOCATION**A. Conditional Final Approval**

The Board may grant approval of a Plat, with conditions, after acceptance of a Completed Application. When the conditions imposed by the Board constitute minor plan changes, administrative in nature, and involve no discretionary judgment of the Board, or concern the submission of permits and approvals granted by other boards or agencies, such approval shall become final without further public hearing or notice upon satisfactory compliance with the conditions imposed as certified by the Board or its Agent.

Approvals based on all other conditions require that the Board hold a Compliance Hearing prior to ascertaining whether the conditions of approval have been complied with. Notice for said hearing shall be in compliance with NH RSA 676:4,I(d) and these regulations and at the expense of the applicant.

1. **Term of Conditional Approval.** Submission of the final plat, and active and substantial development of the improvements and/or compliance with the conditions imposed must be made within 12 months of the granting of conditional approval, or said approval shall be considered abandoned.
2. **Extension of Conditional Approval.** If active and substantial development can not be begun on the site and/or compliance with the conditions imposed can not occur within 12 months, at his option, the applicant may bring forward his plan as a new application, or may apply to the Board for an approval extension. The applicant shall file his request for an approval extension prior to the end of the 12 month period. Formal notification for the hearing shall be given in accordance with these Regulations at the applicant's expense.

The Board shall hold a public hearing and shall review the plat for compliance with current regulations. If all regulations are met by the existing plat, and circumstances involving the subject lot and surrounding area have not significantly changed, the Board may, at its discretion, extend the approval for an additional 12 months. A denial of the extension request would result in the need to submit a new application.

3. **Term of Recorded Approval.** Every plat approved and signed by the Board and properly recorded in the Belknap County Registry of Deeds shall be exempt from all subsequent changes in Site Plan Regulations and zoning ordinances adopted by the Town except those regulations and ordinances which expressly protect public health standards such as water quality and sewage treatment requirements for a time period, and in accordance with the terms of NH RSA 674:39 as amended.

B. Final Approval

1. **Certification.** Upon compliance with all conditions, or submission of appropriate

security, approval shall be certified by written endorsement on the plat and signed by the Chairman of the Board.

2. **Acceptance of Improvements.** Approval of the plat by the Board shall not constitute an acceptance by the Town of the dedication of any street, highway, park, public open space or other facility or utility. Applicants wishing to have completed improvements accepted by the Town of Belmont or the Belmont Water or Sewer Commissions, are to make application to and follow the procedures outlined by those entities.

C. **Disapproval**

Reasons for disapproval shall be stated in the official records of the Board. Disapproval may be based on:

1. failure of the final plat and application to reflect all modifications and changes, or to provide all additional information required by the Board within reasonable time frames set by the Board;
2. failure of the applicant to pay costs incurred by the Town in review of the application exceeding the amount received with the application;
3. failure of an independent professional review of engineering work and data to concur with presentations made by the applicant;
4. consideration of additional relevant information that was not previously appraised, which may be in conflict with the provisions and purposes of these Regulations.
5. a failure of the proposal to conform to the purpose of these Regulations.

D. **Abandonment**

1. **Incomplete Application.** An application submitted to the Board which is found to be incomplete shall be deemed to have been abandoned by the applicant if a Completed Application is not submitted within twelve (12) months of the date at which the Board acted to find the application incomplete.

An abandoned application cannot be revived nor is it transferable except as a complete new submission to the Board unless an extension is granted. An extension may be granted if requested in writing by the applicant prior to the end of the twelve month period.

E. **Revocation of Approval**

1. **Revocation Basis.** A site plan, street plat or other approval which has been filed with the appropriate recording official under RSA 674:37 shall be revoked by the Board under any of the circumstances as set forth in RSA 676:4-a.
2. **Revocation Hearing.** Prior to recording any revocation under this section in the Belknap County Registry of Deeds, the Board shall give notice as required by NH

RSA 676:4,I(d) and these Regulations. The notice shall include the Board's reasons for the revocation. A hearing with notice as provided in NH RSA 676:4 I(d) shall be held at the request of any party receiving such notice, submitted within 30 days of receiving such notice, or if the Board determines to hold a hearing.

3. **Declaration of Revocation.** A declaration of revocation, full or partial, dated and endorsed in writing by the Board, and containing reference to the recording information for the plat, plan or other approval being revoked, shall be filed for recording with the Belknap County Registry of Deeds.
4. **Revocation Appeal.** A revocation under this section may be appealed pursuant to NH RSA 677:15. Nothing in this section shall affect the Town's ability, either before or after such revocation, to pursue other remedies or penalties as set forth in NH RSA 676:15-17.

SECTION 8. POST APPROVAL PROCEDURES**A. Signing of the Plat**

The applicant shall bear final responsibility for the installation, construction, and disposition of all required improvements.

Conditions precedent must be complied with and/or secured prior to the Board indicating their final approval by their signature on and recording of the plat or Certificate. Conditions subsequent are to appear on the plat. Unless a compliance hearing is required, the Chairman is authorized to sign the plat once conditions precedent have been complied with.

The applicant shall first submit the required final plans and other required documents to the Board.

In the instance where street or public utility improvements are required, or in the instance where the Board determines that environmental concerns may arise during construction, the applicant shall also post security in an amount sufficient to defray the costs of the construction and the costs of environmental protection, stabilization and reclamation. The purpose of this security will be to provide the funds necessary to install the improvements required by the Board in the event the applicant fails to do so for any reason, including but not limited to insolvency, and/or bankruptcy.

Once all required plans and documents are submitted to the Board, and security, if required, is posted, the Board shall sign the final plat. The plat or Certificate shall also be recorded at this time.

The applicant shall then begin active and substantial development or building on the site in accordance with the approved plat within 12 months after the date of approval. The applicant shall also substantially complete the improvements as shown on the plat within 48 months after the date of approval.

Building permits will be available for issuance; **however, facilities and structures may not be utilized or occupied and certificates of occupancy or use will not be issued until the improvements are complete and accepted by the Board.**

Where security is furnished, the applicant must construct and install the improvements within 48 months from the date of the approval. The applicant may apply for revocation of the approval providing for release of the security for the improvements. If the improvements have not been completed within 48 months and no time extension has been approved by the Planning Board, then the security may be taken by the Planning Board and used to complete the improvements in such manner as the Board shall determine is just and equitable or the

approval may be revoked.

Nothing herein shall obligate the Town to build or complete improvements when in the opinion of the Planning Board after consultation with the Selectmen and a public hearing the Board determines that such improvements are not in the public interest.

B. Security

Once posted and accepted, the surety shall remain posted for a period, as determined by the Board, exceeding the actual completion date to allow for confirmation of the viability of the improvements, inspection and approval procedures. The surety shall be partially released as the improvements are completed in accordance with schedules and inspections as established by the Board, and in accordance with NH RSA 674:36,III(b).

To establish the amount of the surety, the applicant must file with the Board an engineer's detailed estimate of the costs of the improvements together with maps, plans and supporting data. The Board may require a review of such estimate. The cost of such a review shall be borne by the applicant.

Once established, the amount of the security may be required to be increased if construction costs increase during the time of construction. Improvements requiring more than 12 months to commence or 48 months to complete subject approvals to expiration and revocation under these Regulations and NH RSA 676:4-a. and 674:39.

Acceptable forms of security/surety are limited to Irrevocable Letters of Credit and Cash. If an irrevocable letter of credit is to be the form of security, the language to be included in said letter must be obtained from the Planning Board and shall include a self-call clause. Irrevocable letters of credit with language differing from the suggested form or alternative forms of security must be approved by the Planning Board and may require consultation with their Counsel at the Planning Board's discretion. Any cost for such consultation shall be borne by the applicant.

No surety shall be released by the Town or allowed to expire by the applicant until the required improvements have been completed, approved by the Board and any other appropriate agency such as the Board of Selectmen, the Sewer Commission or the Water Commission; and a Certificate of Compliance has been issued by the Board. When required, such improvements shall be inspected by a NH Registered Professional Engineer selected by the Board at the applicant's expense. Prior to release of the surety, as-built drawings must also be submitted to and approved by the Board.

Should for any reason the applicant allow required security to lapse, either through his own action or fault, or through action of a court because of bankruptcy, the Board shall move to

revoke the approval, shall request that a cease and desist order be issued, and notify the Selectmen to cancel all building permits that have been issued, but upon which work has not started; and notify the Selectmen and Building Inspector that no new building permits may be issued until further notice.

C. Adherence of Development to Approved Plans

After the Board's approval of a plat, it will be the applicant's responsibility to see that construction does not deviate from the approved plat.

The Planning Board shall have the power to modify or amend its approval of a site plan on application of the owner, lessee, or mortgagee of the premises, or upon its own motion, if such power is reserved by the Board in its original approval.

Any changes to utilities, roads, or structures or other improvements as approved shall be presented to the Board's Agent who shall determine if the change is minor or major and shall report such changes to the Board.

- 1. Minor Changes.** Minor changes, by way of illustration, may include, but are not limited to, small changes to the location of roads, utilities, and building foundations due to subsurface conditions encountered during construction or improvement in design such as a lower street grade. Minor changes may be approved by the Board's Agent and do not require formal notification under these Regulations.
- 2. Major Changes.** Major changes, by way of illustration, may include, but are not limited to, large changes in the location of roads, utilities and building foundations, downsizing utility lines, increasing road grades, and decreasing curve radii. Major changes shall require the resubmission of the final site plan and approval to the Board before construction can proceed on the basis of the major changes. The Board shall determine if the proposed major changes requires formal notification and a new public hearing before the applicant may proceed with construction.

Failure of the applicant to obtain the required review of changes shall cause the issuance of a written notice of violation on their own motion or at the request of the Board detailing the reasons therefore, and such other enforcement measures deemed appropriate and necessary to ensure compliance with these regulations including, but not limited to, revocation of the approval by the Board.

D. Improvement Inspections

The Board or its Agent may conduct site inspections of the proposed improvements for compliance to the Board's approval. Inspections shall be based upon the Quality Assurance Program submitted by the applicant, the Inspection Schedule as determined by the Board, and as found necessary based on conditions found during and resulting from the construction.

The applicant, by submission of an application for approval, is deemed to have consented to inspections by the Board or its designee, to the extent reasonable and necessary, to properly monitor compliance with approval conditions. Failure to consent to such inspections shall result in the issuance of a cease and desist order for the entire project or approved project, or securing an administrative inspection warrant from the district or superior court under NH RSA 595-B.

The Planning Board shall require inspection services for all site plans which include stormwater management, street, or utility construction, or for other site plans at the Planning Board's discretion. The cost of the inspection services shall be borne by the applicant. The Planning Board may require the inspection services to be provided by either Town employees or agents or by an outside consultant of the Planning Board's choice. Inspectors shall complete inspection reports which shall become part of the official file.

If the Planning Board determines the need for outside inspection services and requires such as a condition of final plat approval, then prior to the start of any construction, the applicant shall fund an account with the Board for the inspection services. The initial amount of the account shall be based upon the estimate of the individual appointed by the Board to undertake the services. However, the applicant shall maintain a positive balance in the account at all times during construction to cover the expenses for inspection services or be subject to a cease and desist order or such other enforcement measures deemed appropriate. Any remaining balance in the account after issuance of a Final Certificate of Performance pursuant to these regulations shall be refunded to the applicant.

The Board may also require the applicant to verify through progress reports or tests that improvements are being/have been installed according to the approved plan and that all protective measures are in place during construction. All testing requested by the Board or its agent will be done by a laboratory or company approved by the Board and shall be paid for by the applicant.

At a minimum, and as appropriate, inspections by the Board or its Agent are required:

1. Prior to work commencing and with all Erosion and Sediment Control devices in place.
2. Right-of-way, access and parking areas have been cleared, grubbing is complete, and before any material has been laid.
3. When area is prepared for installation of culverts and other drainage improvements; before they are installed.
4. Culverts and other drainage improvements are installed.
5. Fine grading of the subgrade, side and back slopes.
6. During placement of each course of sand and/or gravel.
7. At the completion of placement and compacting of each course of sand/or gravel.

8. Finish course of crushed gravel and shoulders have been laid, compacted and fine graded.
9. While surfacing with each bituminous course is in progress.
10. Seeding/Landscaping is installed.
11. Stabilization has occurred and all temporary erosion control facilities have been removed.
12. Such other operations as may be found necessary by the Board or its agent.

Prior to the beginning of construction the applicant shall provide to the Board the identity of their construction site manager. That individual's name, mailing address, physical address and 24-hour telephone number shall be provided to the Town. Any updates of this information shall be provided immediately to the Town.

For required inspections during construction, the applicant's construction site manager shall give at least 24 hours (1 business day) notice to the Board or its Agent in order to coordinate schedules. The Board or its Agent may make such additional inspections as deemed necessary.

E. As-Built Drawings

Following completion of all improvements, the applicant shall submit two copies of the As-Built Plan(s) to the Board. This plan shall be a clean, legible and reproducible copy of the approved construction drawings, dated and certified by the engineer and surveyor, showing in red ink any changes or variances from the original design.

F. Certificate of Performance of Improvements

Upon completion of all the required improvements associated with the site plan approval, the applicant shall make application to the Board in writing for a Temporary Certificate of Performance. This application shall include inspection reports from all affected Town departments and/or applicable outside agencies including, but not limited to, the Inspector, the Road Agent, the Fire Department, the Sewer Commission, the Water Commission and the NH DOT. The Board shall issue the Temporary Certificate of Performance and release the original security filed with the Board if the Board determines that the following have been met:

1. All of the improvements are without known material defects which need correction as determined by the Board; and
2. The applicant has submitted security for a period of one year which is acceptable to the Board to cover corrections of defects, omissions, errors or failure of installation of the site plan improvements to comply with the approved plans. The amount of security shall be determined by the Board and shall be sufficient to cover the costs of any defects, omissions, errors, as well as failures of installation of the improvements

and may include the estimated cost of inflation over the one-year period not to exceed 10% per year.

After the one-year waiting period has expired, the applicant shall make application to the Board for a Final Certificate of Performance. This application shall include inspection reports from all affected Town departments and/or applicable outside agencies indicating the acceptability of the completed improvements after completion of the one year waiting period. If all the improvements are without material defects which need correction as determined by the Board, then the Board shall issue a Final Certificate of Performance and release the remaining security.

When the applicant has completed all the improvements required for the development as specified in the approved plans and as stipulated in the Planning Board's vote of approval and has met all other requirements of these regulations including obtaining a Final Certificate of Performance from the Planning Board, the applicant may file with the Board of Selectmen for acceptance of the completed street(s) as public way(s) under the requirements of the "Guidelines, Procedures, and Requirements of the Belmont Board of Selectmen For Petitions to Lay Out a Public Highway"; or to other entities having jurisdiction over the completed improvements.

G. Personal Wireless Service Facilities

Owners of personal wireless service towers shall be required to have annual safety and maintenance inspections performed following the issuance of a Certificate of Use and Occupancy. Written confirmation of the annual inspection and evidence of satisfactory compliance with applicable industry safety and maintenance standards shall be submitted to the Code Enforcement Officer.

Radio Frequency Emissions. After a personal wireless service facility is operational, the applicant shall within 90 days of beginning operations and at annual intervals from the date of issuance of a Certificate of Use and Occupancy, submit to the Code Enforcement Officer certification from a Radio Frequency Engineer stating that RFR measures have been taken, the measurements are accurate and the measurements meet FCC guidelines. Failure to submit the certification shall invalidate the Certificate of Use and Occupancy.

SECTION 9. DESIGN STANDARDS

Applications reviewed under these regulations shall conform to the following Standards for Design unless waived by the Planning Board:

A. General Guidelines

1. **Best Use of Land.** The Board, in considering any proposal, will be concerned with the requirements of the community and the best use of the land.

The Board will give particular attention to the following items within the project as well as how they may affect existing and potential adjoining land use: width, arrangement and location of streets; sanitation; drainage systems; wildlife habitat, buffers & links; screening; landscaping; open space; parks; and retention of major site features. Adequate street connections will be required whenever feasible to ensure access to adjoining development and lands.

Scattered or premature development of land as would involve danger or injury to health, safety, or general welfare by reason of lack of water supply, drainage, transportation, school, fire department, or other public services, or necessitate an excessive expenditure of public funds for the supply of such services shall not be approved by the Board.

A plat shall conform with the Master Plan, Zoning Ordinance, Subdivision Regulations and any other pertinent State or local laws, regulations or ordinances.

2. **Design of Development.** The design should fit the existing natural and manmade environments with the least stress:
 - a. Site preparation is to be conducted with minimal disturbance to existing vegetation. Stripped topsoil is to be piled and reused on the site where needed. A minimum of 4 inches of topsoil is to be placed on the disturbed area. The site shall be adequately landscaped, as delineated in a landscape plan.
 - b. Landscape treatment shall consist of natural, undisturbed vegetation or features, or newly-installed ground cover, shrubs or trees of wildlife or other value where appropriate.
 - c. Grading and filling must be conducted to minimize the alteration of surface and subsurface drainage to, toward or across abutting properties, unless the written consent of the abutting landowner is obtained.
 - d. The Board may require that the plat show a park or parks suitably located for playground or recreation areas, areas for school bus stops and centralized mail delivery. Due regard shall be shown for all natural features, such as large trees, water courses, scenic points, historic spots, and other community

assets, which if preserved will enhance the value of the project and enrich the neighborhood.

3. Easements and Reserve Strips

- a.** All plats or layouts shall show the boundaries of proposed permanent easements for utilities, streets, and drainage facilities over or on the property. Such easements shall have satisfactory, maintained access to existing or proposed public streets.
- b.** Slope easements shall be provided for maintenance of side slopes and be adjusted to existing or proposed public or private streets.
- c.** Drainage easements shall be provided for maintenance of proposed public or private streets.

4. Character of Land for Development

To insure a reasonably developable area, lots intended for non-residential or multi-family development shall provide:

- a.** for sewerer lots - a 10,000 sq ft contiguous non-wetland area, without slopes greater than 15%, with at least 3 feet of natural soil above bedrock, and with a configuration to allow reasonable development to accommodate all housing, yard, access, parking, common areas, display, utilities, setbacks and other primary and accessory uses/structures; the Board may require additional area based upon configuration and needs of intended development.
- b.** for non-sewered lots - compliance with NH RSA 485-A and NH Code of Administrative Rules, Part Env-WS 1000, as amended; minimum contiguous area required by Env-WS 1000 shall be suitable for a receiving layer and shall be configured to allow reasonable development and to accommodate all housing, yard, access, parking, common areas, display, utilities, setbacks and other primary and accessory uses/structures.

B. OUTDOOR LIGHTING

Successful lighting design should result in benefits such as increased safety, energy efficiency, enhancement of the Town's evening character and improved security. Unacceptable lighting impacts include excessive glare, light trespass and higher energy use. The goal of this lighting design section is to recognize the benefits of outdoor lighting and provide clear guidelines for its installation. Appropriately regulated and properly installed, outdoor lighting will maintain and complement the Town's character and contribute to the safety and welfare of the residents of the town. The proposed design shall reduce the problems created by improperly designed and installed outdoor lighting - by limiting the area that certain outdoor lighting luminaires can illuminate and by limiting the total allowable illumination of lots located in the Town of Belmont.

1. For the purposes of this section, terms used shall be defined as follows:

Direct Light: Light emitted directly from the lamp, off of the reflector or reflector diffuser, or through the refractor or diffuser lens, of a luminaire.

Fixture: The assembly that houses the lamp or lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

Flood or Spotlight: Any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

Glare: Light emitting from a luminaire with an intensity great enough to reduce a viewer's ability to see, and in extreme cases causing momentary blindness.

Height of Luminaire: The height of a luminaire shall be the vertical distance from the ground directly below the centerline of the luminaire to the lowest direct-light-emitting part of the luminaire.

Lamp: The component of a luminaire that produces the actual light.

Light Trespass: The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

Lumen: (A unit of luminous flux.) One footcandle is one lumen per square foot. For the purposes of this Ordinance, the lumen-output values shall be the INITIAL lumen output ratings of a lamp.

Luminaire: This is a complete lighting system, and includes a lamp or lamps and a fixture.

Outdoor Lighting: The nighttime illumination of an outside area or object by any man-made device located outdoors that produces light by any means.

Temporary outdoor lighting: The specific illumination of an outside area of object by any man-made device located outdoors that produces light by any means for a period of less than 30 days, with at least 180 days passing before being used again.

2. Design Criteria:

- a. CONTROL OF GLARE - LUMINAIRE DESIGN FACTORS

1. Any luminaire with a lamp or lamps rated at a total of MORE than 1800 lumens, and all flood or spot luminaires with a lamp or lamps rated at a total of MORE than 900 lumens, shall not emit more than 3% direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire.
2. Any luminaire with a lamp or lamps rate at a total of MORE than 1800 lumens, and all flood or spot luminaires with a lamp or lamps rated at a total of MORE than 900 lumens, shall be mounted at a height equal to or less than the value $3 + (D/3)$, where D is the distance in feet to the nearest property boundary. The maximum height of the luminaire shall not exceed 25 feet.

b. **EXCEPTIONS**

1. Any luminaire with a lamp or lamps rated at a total of 1800 lumens or LESS, and all flood or spot luminaires with a lamp or lamps rated at 900 lumens or LESS, may be used without restriction to light distribution or mounting height, except that if any spot of flood luminaire rated 900 lumens or LESS is aimed, directed, or focused so as to cause direct light from the luminaire to be directed toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions.
2. Luminaires used for public-roadway illumination may be installed at a maximum height of 25 feet and may be positioned at that height up to the edge of any bordering property.
3. All temporary lighting required for construction projects, related to road construction and repair, installation of sewer and water facilities, and other public infrastructure.
4. All temporary emergency lighting needed by the police or fire departments or other emergency services, as well as all vehicular luminaires, shall be exempt from the requirements of this article.
5. All hazard warning luminaires required by Federal regulatory agencies are exempt from the requirements of this article, except that all luminaires used must be red and must be shown to be as close as possible to the Federally required minimum lumen output requirement for the specific task.

6. Luminaires used primarily for sign illumination may be mounted at any height to a maximum of 25 feet, regardless of lumen rating.

C. Traffic Management

1. All traffic control and life safety facilities and systems required by the Board and/or by other applicable Codes and Regulations shall be installed.
2. The anticipated impacts of a proposed development, and the effects of the proposed mitigation, should be evaluated using standard performance indicators which will include, but not be limited to: level-of-service, delay, and volume to capacity ratio, as defined in the Highway Capacity Manual. The adequacy of existing and proposed roadways and intersections should be based on, but not limited to: left turn lane guidelines, right turn lane guidelines, traffic signal warrants, and stopping sight distances. The design of all proposed improvements shall take into consideration: 1) the manual on Uniform Traffic Control Devices (Federal Highway Administration), 2) A Policy on Geometric Design of Highways and Streets (American Association of State Highway and Transportation Officials), 3) New Hampshire Department of Transportation rules and procedures, and 4) standard access management techniques.
3. Regardless of project size or traffic generation, measured sight distances at access/egress locations with public ways for all new developments shall, at a minimum, meet NH Department of Transportation (NHDOT) and American Association of State Highway Transportation Officials (AASHTO) standards for safe stopping sight distance.
4. Necessary transportation improvements shall be in place prior to project occupancy.
5. Adjacent commercial uses shall share access points and provide connections between parcels so as to minimize curb cuts, driveways, and vehicular turning maneuvers, where appropriate.
6. Internal site circulation shall be designed to accommodate the appropriate design vehicle for the project.
7. New development should minimize adverse traffic impacts on residential neighborhoods, wildlife links or buffers.

D. Pedestrian and Automotive Design

1. It shall be required that all developments be designed so as to promote pedestrian access, not only within the development, but to adjacent properties and the street.
2. In order to reduce the impact of traffic and to insure public safety, the Board may require sidewalks or pedestrian paths to be maintained year round within and between developments.
3. The Board may also require the connection of adjacent properties via the use of common drives.

4. The internal traffic pattern shall accommodate all on site uses as well as providing easy, unimpeded access for emergency vehicles.
5. Sidewalks shall be provided for pedestrian traffic to provide connection between the main entrances of business, housing or industrial establishments and parking areas. In the event that pedestrian shoppers or employees are reasonably anticipated, provision shall be made for sidewalks running from the street line to the establishments. All such sidewalks shall be at least six (6) inches above grade and protected by curbing.
6. Access to public streets will meet the requirements of the NH Department of Transportation and/or the Town of Belmont. All new road construction and reconstruction shall conform to the road standards as specified in the Belmont Subdivision Regulations. The internal traffic pattern will accommodate the proposed use, as well as providing easy, unimpeded access for emergency vehicles.

E. Parking and Loading Requirements

The amount of parking provided on a given site should be sufficient to eliminate a disproportionate demand for on-street parking or the need for improper parking outside of designated areas or on neighboring private parking lots. However, there should not be an excessive amount of parking provided on site such that land is wasted, water quality and recharge become issues and unsightly expanses of pavement are created. The arrangement of parking lots should be safe and convenient for users and as attractive as practicable.

1. Sufficient off-street loading and/or unloading space must be provided, including off-street areas for maneuvering of anticipated trucks or other vehicles. Maneuvers for parking and/or loading or unloading must not take place from a public street. Consideration shall be made for the plowing and storage or removal of snow. Storage of on-site snow shall not be on a landscaped area where the snow pile could destroy the landscaping and shall conform with NH DES Recommended Guidelines for Snow Disposal.
2. Parking provided by public lots in lieu of on-site parking may be utilized to fulfill a portion of the parking requirements when provided within a distance appropriate to the proposed use, but not to exceed four hundred (400) feet, upon approval of the Planning Board. In appropriate instances, shared parking is encouraged and shall be protected with a shared parking easement agreement. Any facility which services its clients or customers from structures accessible to drivers while in their vehicles shall provide sufficient length and width of access road to accommodate required stacking. Parking lots with more than 30 spaces shall be either divided into several areas, divided by landscaping or building features or be interspersed with planted tree islands.
3. Each site shall provide the appropriate number of handicap parking spaces as specified by New Hampshire Code of Administrative Rules, PART Ha 304.02 as amended. Spaces shall be identified by pavement markings and pole or building

mounted signage.

4. Parking and access shall conform to commonly accepted design standards.
 - a. Parking spaces on paved surfaces when appropriately striped shall have the following minimum dimensions: 9 feet by 18 feet for stall parking; 9 feet by 20 feet for parallel parking; and 12 feet by 20 feet for handicapped spaces. The width of each parking space on gravel surfaces shall be extended two feet in width.
 - b. Travel lanes will be provided in parking areas based on the angle of the parking spaces and traffic flow (one-way or two-way) as follows:

Parking Angle (degree)	Aisle Width (feet)
30	12
45	13
60	18
90	24 (two-way)
90	18 (one-way)

- c. The design shall include room to stack exiting vehicles separate from the entering traffic lane(s).
 - d. Access, parking and loading areas shall be paved. However, the Board may allow the installation of other suitable surfaces provided that they will not lead to dust or erosion having an adverse impact on adjacent properties or users of the site and adequate stormwater management and drainage facilities are provided. Uses accessing onto paved roads or streets shall, at a minimum, install a paved driveway apron the width of the approved driveway and to a depth of twenty feet.
 - e. The Board may require that the frontage of the property and the internal circulation on site be physically delineated (for instance, by curbing) so as to restrict access to approved driveways and to protect adjacent grass and plantings.

5. The following minimum space specifications shall apply:

Assisted Living	1.5sp/unit
Boarding/Rooming	1sp/room/unit
Commercial - Other	1sp/3 people
Hospital	1sp/4 beds + 1sp/empl.
Day Care	1sp/emp + 1sp/5children
Hotel/Motel	1sp/unit + 1sp/employee
Industrial - Other	1/sp Emp + 1/sp company veh., or 1/sp per 600 sf
Laundromats	1/sp per 2 machines
Lounge/bar	1sp/2seats + 1sp/employee
Marinas	1sp/slip + 1sp/empl + trailer space
Medical/Dental Offices	5sp/practitioner + 1sp/2empl
Motor Vehicle	1sp/empl + 4sp/bay + display

Multi-Family	2sp/unit + 1sp/5units
Multi-Family-Elderly	1sp/unit
Personal Service	1.5sp/practitioner + 1sp/empl.
Professional Offices	1sp/200sf
Public Assembly	1sp/4seats
Public Assembly w/o seats	1sp/400sf
Nursing Home	1sp/2beds
Recreational Facility-Outdoors	2sp/tennis court; 20sp/field; 1sp/900-2700sf of other
Recreational Facility-Indoors	1sp/empl + 1/sp100sf or 1sp/4 persons
Restaurants – non-fast food	1sp/3seats + 1sp/2empl.
Restaurants – fast-food	1sp/2seats + 1sp/empl.
Retail	1sp/200sfdisplay + 1sp/600sf storage
Schools	High-1sp/5 class seats; Other-1sp/15 class seats
Wholesale/Warehouses	1sp/empl + 1sp/comp veh

For instances where more than one formula is indicated for a use, the Board shall determine the appropriate method. The Board may adjust the parking requirements stated above as necessary for the specific use. The Board may permit overflow or ghost parking in lieu of some portion of the required number of parking spaces. Such parking shall be constructed as required by the Board. Spaces for employees shall be calculated on the largest shift. For uses with multiple shifts, it shall be calculated on the two largest adjacent shifts combined.

F. Handicap Access:

The site shall be made accessible in accordance with the Americans with Disabilities Act of 1990 (ADA) as amended.

G. Landscaping:

The landscaping plan will preserve, utilize and create a diverse landscape through the use of existing species of fruit or nut-bearing trees/shrubs, large or unusual trees, and new native species plantings. The dimensions of any buffers, links, or screens will depend on current uses, proposed uses and surrounding land uses. Habitat for wildlife found to be Threatened or Endangered as listed in Identifying and Protecting New Hampshire’s Significant Wildlife Habitat, as amended, shall be retained on site. Existing flora and fauna that promote the purpose of these regulations shall be retained as determined feasible by the Board. Plantings must also not be located as to obstruct the vision of motor vehicle operators. Upon approval, landscaping shall be maintained, shall be kept in a sightly manner and not allowed to deteriorate.

1. Materials.

- a. Landscaping materials include native plants such as trees, shrubs, ground covers, perennials and annuals, and other materials such as rocks, water, walls, fences, paving materials and street furniture.
- b. Plant species included in the landscaping plan shall be well suited to the

climate, wildlife, and the specific conditions of the site as identified in Selecting Trees For Urban Landscape Ecosystems and New Hampshire's Native Trees, Shrubs, and Vines with Wildlife Value. Salt tolerant varieties shall be planted along roadways and parking areas. To be credited as landscaping, any tree which is planted within 25 feet of a street right-of-way shall not be of a salt-sensitive species and appropriate documentation shall be presented with the landscaping plan. Shrubs, ground covers, perennials and annuals shall be those that are not invasive to the environment.

- c. To be credited as landscaping, a tree shall have a caliper of at least 3" at a point six inches above the top of the root ball.
 - d. Tree species, size and planting locations shall be selected so that the tree, upon reaching its mature size, shall not interfere with overhead utility lines, buildings, traffic, or fire suppression access.
 - e. Other materials used in landscaping shall consider residents, patrons, and wildlife benefits and be designed to complement surrounding development and the general character of the Town.
2. **Screens, Links and Buffers.** Appropriate screens, links and buffers shall be maintained or installed to provide a year-round method of wildlife travel links, absorbing, neutralizing, and/or concealing visual, noise, dust or other impacts to residential areas abutting nonresidential sites and as otherwise required.

Buffer areas shall not be used for merchandise display, vehicle parking, storage, or any other use which conflicts with the purpose of the buffer area. In the Commercial and Industrial Zones, the buffer shall not include the area within the roadside setback. The purpose of this exception is to permit activities related to the primary use within this area, such as outdoor restaurant seating or merchandise display.

Screening shall occur within a designated buffer or link and have a minimum height of 6 feet. When vegetation is used it shall be densely planted (or have equivalent natural growth) with shrubs or trees at least 4 feet in height at the time of planting and be of a species that can attain the minimum height of 6 feet within three growing seasons. Opaque fencing and walls shall be of a uniform appearance with a minimum height of 6 feet.

In evaluating screening proposals, the Board shall take into consideration the following:

- a. Screening shall be designed to mitigate the envisioned negative impact with visual, noise, energy conservation and air quality factors considered;
- b. Screening shall be designed as an integral part of the entire development;
- c. The primary focus on screening shall be the use of vegetative materials;
- d. Trees species shall be as recommended in Selecting Trees for Urban Landscape Ecosystems: Hardy Species for Northern New England

Communities by NH DRED Division of Forests and Lands, 1994, as amended;

- e. Existing natural features and vegetation shall be preserved and incorporated into screening wherever possible;
- f. Ground-level and roof-top mechanical equipment shall be screened from view;
- g. Outdoor areas used for storage, truck or equipment parking, and/or other such activities must be screened from view of abutting properties and streets except as allowed for sale merchandise display;
- h. Views from public streets of large parking lots should be screened to a height of 2½' to 4' provided that traffic adequate sight distance is maintained;
- i. Screening must be maintained so that the effectiveness is not diminished;
- j. Maintenance of screening shall be contained in all deeds or covenants for the property.

H. Waste Storage and Collection

All sites shall provide such solid waste facilities for disposal as are necessary to serve the site. In addition approved storage facilities shall be provided for any waste fluid or other materials that are generated on the site. Approved disposal methods shall be used for all waste materials. Non-residential waste may not be disposed of by use of the waste pickup service provided to the town's residential customers.

All such facilities shall be screened from sight from on-site and abutting properties and streets by means of a fenced or landscaped (hedges) enclosure, and the type of facility shall be labeled on the plan. Dumpsters shall be located on a solid cleanable surface such as concrete, shall be kept closed and be of sufficient size to contain all materials. In all cases, facilities shall be selected and operated to prevent contamination and minimize windblown litter problems.

I. Fuel and Fluid Storage Tanks

Underground tanks shall comply with the standards of the NH Water Supply and Pollution Control Division, as set forth in Part Env-WS 411, NH Code of Administrative Rules.

Interior or exterior aboveground tanks shall comply with building, fire & life safety codes, shall be adequately screened and shall have traffic protection and spill and leak containment devices installed.

J. Structures

All construction shall conform to the standards and provisions of the most recent version of

the Building, Fire, Health and Life Safety Codes and Regulations in effect in the Town of Belmont as amended.

K. Signage

Permits are required for all signage and signage shall be in conformance with the Zoning Ordinance. Properties containing more than one tenant or use, or non-residential parks consisting of more than one lot shall utilize a Business Park Directory Sign.

Signs for inactive, closed or abandoned uses shall be removed within 30 days.

L. Special Features

1. Hours of Operation. Except as otherwise approved by the Board, commercial or industrial uses which abut residential uses shall restrict uses which produce undue noise to the hours of 6a.m. to 7p.m.
2. Motor Vehicle Related Uses. No use falling within the definition of RSA 236 for junkyards shall be allowed except as expressly permitted.

M. Pollution Control

To avoid undesirable and preventable elements of pollution such as noise, smoke, dust, soot, particulate, or any other discharges into the environment which might prove harmful or a nuisance to persons, structures, groundwater, or adjacent properties the applicant will employ the best standards and technology available at the time.

Approved facilities shall be provided for the storage of all waste fluids and materials and approved arrangements shall be made for the disposal of same.

No painting shall occur except in conformance with NH DES air quality standards.

Floor drain installation shall occur only in conformance with NH DES water quality standards.

- N. Off-Site Improvements** The Board may require applicants to make off-site improvements to community facilities, or to make payments for the reasonable costs associated with the impacts of the proposed development. Such improvements may include, but are not limited to, the widening of streets and improvement of intersections providing access to the site; traffic signalization devices; the installation of curb and sidewalks along streets serving the site; water and sewer mains, piping and service facilities; and drainage improvements necessitated by the development of the site. The applicant's share of such costs shall be allocated in a manner consistent with applicable state law.

O. Utilities

Utilities will be placed after the project has been brought to subgrade and rough slope work has been completed. The lines will be inspected by their respective companies. All utilities shall be placed underground.

- 1. Fire Protection Devices and Facilities.** An adequate water supply for fire protection shall be available within the project or within a reasonable distance as determined by the Board after recommendation from the Fire Chief.

Where a project is proposed in a location where a water supply for fire fighting purposes is not readily accessible, the Board may require the applicant to provide, at the applicant's expense, for the installation of fire protection devices including, but not limited to, fire ponds, dry hydrants or storage tanks and require the applicant to allow access to such devices by reserving use, water and maintenance easements to the Town, as the Board may deem necessary and appropriate.

In the case of a project which includes water frontage, the applicant shall provide for an easement or easements, if appropriate, of not less than thirty (30) feet in width to allow the Fire Department unobstructed access from the nearest public right-of-way to the shoreline, for the purpose of installing and/or maintaining a dry hydrant or other water-access device for year-round access to a supply of water for fire protection purposes. Such easement shall provide that no obstructions may exist within the easement area.

The Board may require construction and maintenance of a roadway of suitable materials to facilitate access of fire fighting equipment and maintenance equipment to the water source. A similar roadway may be required to provide emergency access to all sides of each structure.

The Board may require that the applicant comply with design and specifications provided by the Fire Department of any improvements under the preceding paragraphs.

All fire and life safety facilities and systems required by the Board and/or by the applicable Codes and Regulations shall be installed.

- 2. Sewage Disposal.** The design, construction and connection for all sewage disposal systems shall comply with the requirements of the Town of Belmont Sewer Commission, the NH DES and all other applicable local and State regulations. All street plans shall include adequate area for the future installation of public utilities should such become available or necessary.

In areas shown on the Belmont Sewer Commission's map as planned for municipal sewer facilities, it shall be the responsibility of the subdivider to install sewage lines in accordance with current sewer regulations.

Sewage disposal shall be provided on site for all multi-family and non-residential uses in compliance with State law (including RSA 147:8), and town regulations. A sewage disposal system is required for all non-residential uses that are open to the public, and in all structures where work of any kind is conducted.

All systems must be sized to adequately meet the needs of the proposed use under the regulations of the NH DES and the Town of Belmont regulations. It shall be the responsibility of the applicant to provide adequate information to prove that the area of the lot is adequate to permit the installation and operation of the system or that existing systems are adequate to serve the needs of the proposed development.

3. **Water Systems.** The design, construction and connection for all water systems shall comply with the requirements of the Town of Belmont Water Commission, the NH DES and all other applicable local and State regulations.

All street plans shall include adequate area for the future installation of public utilities should such become available or necessary.

When required by the Belmont Water Commission, a water main easement shall be established to provide for a future "loop" connection between the adjacent land and a water main if proposed within the project.

An on site water supply system shall be provided for all multi-family and non-residential uses in compliance with State law, and town regulations and is required for all non-residential uses which are open to the public, and in all structures where work of any kind is conducted.

P. Public Safety

Where exit signs are required by NFPA 101, 1994 edition, Section 5-10 or by the BOCA National Building Code, 1996 edition, Section 1023, additional approved low-level exit signs that are internally or externally illuminated, photo luminescent or self-luminous, shall be provided in all corridors, hallways and exit areas and any other area where the Authority having jurisdiction deems necessary.

The bottom of such signs shall not be less than 6 inches (152mm) nor more than 8 inches (203mm) above the floor level and shall indicate the path of exit travel. For exit and exit-

access doors, the sign shall be on the door or adjacent to the door with the closest edge of the sign with 4 inches (102mm) of the door frame. Signs to be installed on the same side as the door latch.

Q. Stormwater Management and Erosion Control

The design and construction of stormwater management and erosion control facilities shall be as required by the Belmont Subdivision Regulations. The handling and placement of treated soils shall be in conformance with the requirements of the Belmont Subdivision Regulations.

R. Road and Street Design and Construction Standards

The design and construction of roads, streets, access drives, and parking areas shall be as required by the Belmont Subdivision Regulations.

S. Personal Wireless Service Facilities

The guidelines in this section shall govern the installation of all towers and antennas and are in addition to those found in other sections of these Regulations and in other Ordinances and Regulations.

1. At a tower site, the design of the buildings and related structures shall, to the maximum extent possible, use materials, colors, textures, screening, and landscaping that will blend the tower facilities with the natural setting and built environment.

Camouflage by vegetation. Ground mounted personal wireless service facilities (Class 3 and Class 4) shall be surrounded by buffers of tree growth and under story vegetation. The buffer shall be of sufficient height and depth to effectively screen the base of the tower compound, and all or a portion of any tower structure. Trees and vegetation may be existing on the subject property or installed as part of the proposed facility or a combination of both. Existing tree growth and natural land forms on the site shall be preserved to the maximum extent possible.

In some cases, natural growth around the property may be deemed a sufficient buffer. The Board shall determine the type of plant materials and the depth of the needed buffer based on site conditions. The Board may require certain restrictions, prohibitions or limitations regarding tree removal or tree clearing in order to ensure the vegetative buffer is maintained.

Camouflage by man-made treatment. In instances where vegetative treatments may not be sufficient to adequately buffer the visual effect of new personal wireless service facilities, the Board may require tower innovative treatments or design,

including but not limited to imitation of native vegetation. Innovative alternative tower structures or a combination of treatments may be required in order to meet the requirements of these Regulations.

To the extent that any personal wireless service facility extends above the height of the existing vegetation immediately surrounding it and cannot be reasonably camouflaged, the facilities shall be of a neutral, non-reflective color which blends with the sky and clouds.

2. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of neutral color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible.

Camouflage by existing buildings or structures. When a personal wireless service facility extends above the roof height of a building on which it is mounted, every effort shall be made to conceal the facility within or behind existing architectural features to limit its visibility from public ways, including but not limited to the use of innovative technologies and treatments. Facilities mounted on a roof shall be stepped back from the front facade in order to limit the impact on the building's silhouette.

Personal wireless service facilities which are side mounted shall blend with the existing building's architecture and, if over five (5) square feet, shall be painted or shielded with material which is consistent with the design features and materials of the building.

3. Lighting. Towers shall not be lighted. Should the Federal Aviation Administration (FAA) require lighting of a tower as proposed by an applicant, the applicant shall modify the proposal so as to eliminate the need for lighting. Lighting of an equipment shelter or any other facilities on site shall be shielded and cut off in order to minimize the amount of light that may occur at the property line of an abutting property. Underground utility service shall be provided.
4. Signage. Signs shall be limited to those needed to identify the property and the owner and warn of any danger. All signs shall comply with the requirements of the Town's Sign Ordinance.
5. Equipment shelters. Equipment shelters for personal wireless service facilities shall be designed with one of the following design standards:
 - a. Equipment shelters shall be located in underground vaults; or
 - b. Equipment shelters shall be designed consistent with traditional New England architectural styles with a pitched roof of at least 10/12 and clapboard siding; or
 - c. Equipment shelters shall be camouflaged behind an effective landscaped buffer, equal to the height of the proposed building and/or wooden fence. The Board shall determine the style of fencing and/or landscape buffer that is

compatible with the surrounding area.

6. Security Fencing. Towers shall be enclosed by security fencing not less than six feet nor more than eight feet in height and shall also be equipped with an appropriate anti climbing device.

T. Public Utility Structures

In accordance with the provisions of NH RSA 674:30, the Planning Board may waive any requirement contained in an ordinance, code or regulation for any unoccupied structure which is less than 200 square feet in area. Such waiver shall occur only upon application by the public utility and after required noticing.

U. Aquifer

Design - For proposals where all or a portion of the area to be developed or impacted is over an aquifer, the following additional minimum design standards shall be employed.

1. Best Management Practices shall be implemented in the design, maintenance and operation of all such uses and sites.
2. Road design standards within the Aquifer Protection District shall insure that maximum local groundwater recharge occurs and that the minimum amount of road salt and de-icing agents is utilized.
3. Operational methods shall be utilized to insure that the use will not cause a significant reduction in either the short or long-term volume of water contained in the aquifer or in the storage capacity of the aquifer and will not result in violation of the NH DES Ambient Groundwater Quality Standards as specified in Env-Ws (1500);
4. All solid or liquid substances having potentially harmful impact on groundwater quality, with an on-site aggregate quantity in excess of five gallons, shall be stored in clearly labeled product-tight containers on an impervious surface with secondary containment provisions designed and maintained to prevent flow to exposed soils, floor drains and outside drains in accordance with Env-Ws 421.
5. In the instance where on-site fueling of equipment is permitted, the use shall, at a minimum, conform with the minimum standards identified in NH DES Groundwater Protection Fact Sheet entitled Best Management Practices for Fueling and Maintenance of Excavation and Earthmoving Equipment, as amended.

Construction - For proposals where all or a portion of the area to be developed or impacted is over an aquifer, the following additional minimum construction standards shall be employed.

1. Best Management Practices shall be implemented in the disturbance, construction, and development, of all uses and sites.

2. Construction methods shall be utilized to insure that the use will not detrimentally affect the quality of the groundwater contained in the aquifer by directly contributing to pollution or by increasing the long-term susceptibility of the aquifer to potential pollutants.

V. Other

All design, construction materials and methods for other development components not separately identified above shall be in accordance with New Hampshire Department of Transportation (DOT) minimum specifications, or Typical minimum specifications attached as Exhibit 3, or other minimum industry standard specification as approved by the Board.

SECTION 10. BUSINESS DIRECTIONAL SIGNS

Business Directional Signage may be allowed by the Board when in conformance with the terms of the Belmont Zoning Ordinance and the following regulations. Review of applications for such signs is exempt from the requirements of Site Plan Review as designated in Sections 5. through 10. of these Regulations.

A. Procedure:

1. Application for a Business Directional Sign shall be made by the business owner in writing to the Board on an application form provided by the Planning Office.
2. Application review fee, as indicated on the Fee Schedule adopted by the Board, shall accompany application.
3. Application may be for installation within the Town's R.O.W. or on private land.
 - a. Prior to approval of an installation within the Town's R.O.W., the Board of Selectmen shall approve same.
 - b. Prior to approval of an installation on private land, a Landowner's Authorization Form, supplied by the Planning Office and signed by the land owner, must be submitted.
4. Prior to the Board's action, a copy of the application shall be submitted to the Road Agent for review and comment as to location and installation.
5. Applications shall be reviewed, and action taken, by the Board at a scheduled meeting.
6. Approval shall be in the form of a written permit issued to the owner by the Board. The Board shall also furnish to the owner the required sign specifications.
7. Permits shall expire on September 1st following each such issuance or renewal, with the exception that any permit originally issued between June 1st and August 31st shall not be required to renew until the second September following issuance of the permit.
8. Permits are required to be renewed annually. The owner is responsible to obtain the necessary renewal form from the Planning Office and submit the completed form to the Board no later than August 1st of each year. Renewal fee, as indicated on the Fee Schedule adopted by the Board, and any other required documents shall accompany application.
9. Review and action on renewals shall also be at a scheduled meeting.
10. Sign permits are transferable upon written application to and approval by the Board.
11. Sign permits may be amended as to the information presented on the sign upon written application to and approval by the Board.
12. Denial or revocation of a permit, or denial of a renewal for a permit shall be made, in writing, and only after a hearing before the Board upon 10 days' written notice to the owner, mailed by certified mail.
13. Permits shall be denied or revoked or applications for renewals denied for any of the following reasons:

- a. Failure of the sign as proposed or erected to comply with the terms of these Regulations or the Belmont Zoning Ordinance.
 - b. Any change in the business or its operations that causes the business to be in violation of these Regulations or the Ordinances.
 - c. Failure of the business to replace, repair or refurbish a business directional sign within 30 days following written notice by the Board.
 - d. Any changed condition necessitated by construction, reconstruction, maintenance or reclassification of any road.
 - e. The sign has been in nonconformity with the Zoning Ordinance for more than one year.
 - f. Failure to make timely renewal application.
 - g. Other reasons deemed appropriate by the Board.
14. If the owner applies for and is granted approval to erect a sign within the Town's R.O.W., the Town shall be indemnified by the owner for any damage occurring to the sign or any damage or injury resulting from said placement of sign.
15. Board action required for Business Directional Signs shall not require abutter notification.

B. Minimum Requirements

1. **General:**
- a. Total number of Business Directional Signs allowed to the one qualifying business per tax lot shall be limited to the minimum necessary to direct motorists to the intended location. The need for signage to direct motorists to the business from more than one direction must be substantiated by the owners and approved by the Board.
 - b. Business directional signs approved for businesses that are not operated continuously year-round shall be removed or covered for any period of time greater than 30 days in which the business is not operating; the cover shall be an opaque material of the same color, shape and size as the sign panel. The owner shall be responsible for the covering of or the removal and storage of the sign panel but the posts may be left in place. The owner shall notify the Board prior to the sign being removed or covered and shall notify the Board at least 5 working days in advance of reinstallation of the panel, and subject to the availability of an inspector, so that reinstallation can be made under the direct supervision of the Board or its designee.
2. **Materials.** Signs and posts shall not be manufactured or provided by the Board, but shall be manufactured in accordance with the specifications. Signs that do not conform to the specifications shall not be approved for installation. The Town shall assume no responsibility for any dispute that may arise between an owner and his or her manufacturer or contractor. All signs and poles shall conform to the following:
- a. Base materials may be of either aluminum or plywood as described below.

- (1) Aluminum base material shall be flat sheet conforming to ASTM B 209, Alloy 6061-T6. The minimum thickness of the material shall be 0.080 inches for signs and overlay symbol panels.
 - (2) Plywood base material shall be standard form (BB grade or better), minimum 1/2", exterior type plywood, all cores and faces overlaid with 60/60 phenolic or melamine resin-impregnated surface, conforming to the requirements and tests set forth in "PS-1-83 Construction and Industrial Plywood," National Institute of Standards & Technology. Plywood shall not be allowed for overlay symbol panels.
- b. Surfaces of either base materials shall be prepared as recommended by the reflective sheeting manufacturer to ensure proper bonding.
- c. **Sign Face:**
- (1) **Background and Copy.** The sign shall have a white reflective sheeting background over the entire sign face. All copy (text, border or trim, and symbol, if used) on the sign face shall be black reflective sheeting. The reflective sheeting used for border shall be of a width as indicated in Figure 2. The border shall be flush with the edges of the sign.
 - (2) **Reflective Sheeting.** The reflective sheeting shall be Type II sheeting with retro reflective lens system, meeting the requirements of New Hampshire Department of Transportation Standard Specifications Section 718.
 - (3) **Color.** The color white shall mean white as described in Table I of Section 718.
 - (4) **Text Form.** Unless specifically indicated on the approved plans, all letters shall be upper case letters. The design of letters and the arrangement and spacing of copy shall be as provided on the plans and in Figure 7.
- d. **Edges and Backs.** The edges of plywood signs shall be sealed by painting with a sealer. Edges of aluminum signs shall be reasonably smooth and free from burrs. The backs of either plywood or aluminum sign panels shall be untreated and no markings or coloring shall be allowed on the backs of the panels.
- e. **Panel Dimensions.** The size of the sign panel and lettering is shown below. Numerals shall be the same size as required for the text. Fractions shall have a stroke and numeral size of one half that required for the text. The diagonal shall be placed so that its top is on a line with the top of the upper numeral and its bottom is on line with the bottom of the lower numeral and it is at an angle 60° above the horizontal plane.

Any sign being added to an existing installation shall be of the same

dimensions (panel, text & symbols) as the initial sign(s) or the initial sign(s) may be upgraded at the cost of the proposed sign owner and with the permission of the initial owner(s).

TABLE 1

Height of Letters	Panel Height	Panel Length
2 Inches	9 Inches	4 Feet
5 Inches	16 Inches	5 Feet

Subsequent panels shall be mounted leaving one inch between panels.

Posts shall extend beyond the top sign an equal distance and shall not exceed two inches.

f. Dimensions and Arrangements of Sign Face. Copy displayed on the sign face shall be in accordance with Figure 2. Three categories of information may be included.

- (1) Standard service symbol.
- (2) Text (maximum of two lines allowed).
- (3) Direction and distance information.

The use of symbols shall be limited to approved standard service symbols shown in Figure 5 or as otherwise allowed. Text size shall be as specified in Figure 7. Prior to fabrication of the sign, the copy shall be submitted to the Board for approval.

g. Application of Sheeting. Sheeting shall be applied in accordance with standard current practice as recommended by the sheeting manufacturer. Any damage to the reflective sheeting appearing in the completed sign shall be cause for rejection. Patched sheeting shall not be permitted.

h. Finishing. When recommended by the sheeting manufacturer, edge sealant and a full, glossy coat of finishing clear shall be applied in the manner specified by same.

i. Posts.

- (1) Steel posts shall be painted green and shall conform to the requirements outlined in Figure 6.
- (2) The length of the posts may vary to fit the final designated sign location and the number of panels present and the owner is cautioned to take this contingency into account.
- (3) Sign may be mounted on one post as approved by the Board.

j. Hardware.

- (1) Steel bolts, studs, and hex nuts shall be ASTM A 320, Identification Symbol B8, cold drawn (AISI type 304). Steel for washers shall be AISI type 302.
- (2) Posts shall not be set until final sign location has been designated by

the on-site Town Inspector. The edge of the sign nearest the highway shall not be closer than 4 feet to the break in the shoulder where sign is protected by guard rail. Where guard rail does not exist, the comparable distance shall be 6 feet.

- k.** Posts shall be set into the ground to a depth equal to one third of the total length of the posts up to a maximum of 4 feet. Posts may be lapped to obtain required height subject to approval of length and location of lap by the Board.
- l.** Signs shall be erected so that the bottom of the lowest sign shall be at a minimum height of 7 feet above the grade of the edge of pavement or traveled way unless otherwise directed by the Board.
- m.** Signs shall be constructed so that the panel is centered on the post(s).

3. Text:

- a.** The text allowed on Business Directional Signs shall be limited to the identification of the business and essential directional information except that the Board shall require sufficient text to describe the nature or operation of the business.
- b.** Words or phrases, or third party endorsements, that describe the quality of goods or services shall be deemed as constituting advertising matter and shall not be allowed.
- c.** Depending upon the length of the legend, the text may be displayed in either one or two lines of copy. Reasonable abbreviation of certain words may be allowed upon specific written request to and approval from the Board.
- d.** Symbols portrayed on Business Directional Signs shall be limited to those commonly recognized symbols as shown in Figure 5. In the event that a symbol not shown in Figure 5 is proposed, it shall be subject to the specific approval of the Board. Overlay symbols to depict seasonal changes in activities or services shall be allowed upon specific written request to and approval from the Board.

4. Location/Installation:

- a.** Actual installation of Business Directional Signs shall be done by the owner or his contractor under direct supervision of the Board or its designee, upon at least 5 working days' advance notice to the Board and subject to the availability of an inspector. The installation of posts and panels shall comply with the specifications and shall be in accordance with the prior approval obtained from the Board with respect to location, including but not limited to, distances from the edge of pavement or the traveled way, property lines, edge of shoulder, guard rail, or other highway appurtenances and height.
- b.** Business Directional Signs shall not be allowed at intersections, where in the opinion of the Board, there would be an adverse impact on safety or aesthetics, or where such installation shall not be in conformance with all local and State regulations.

- c. Business Directional Signs shall not be allowed at intersections where the business has other signage within 500 feet whether within the Town or State ROW or on private land unless necessary to indicate a change in the direction of travel.
- d. Signs shall be allowed only at intersections of two or more Class V and/or State Roads and only when necessary to indicate direction.
- e. When a sign is erected at the intersection of a Class V Town Road and a State Road, the sign shall not be within the R.O.W. of the State Highway unless so approved by the State.
- f. Each Business Directional Sign installation may contain up to three panels. A second installation will be established only when the first installation contains the maximum number of panels allowed and only when a second installation is approved by the Board for that location. In those cases where a second or third business directional panel will be added to an existing installation, the owner for said second or third business panel, as the case may be, shall be responsible for furnishing and installing longer posts or overlapping existing posts if required.
- g. No tree cutting within the Town's or State's ROW shall occur prior to written approval from the Town or State.

5. Maintenance:

Routine maintenance and replacement of Business Directional Signs necessitated by weathering, normal deterioration or damage by accident or vandalism shall be at the Board's direction. Said maintenance or replacement shall be accomplished by the owner or his contractor under the direct supervision of the Board or their designee at the owner's cost and shall be completed within 30 days of written notification from the Board requiring such maintenance or replacement.

a. Removal:

- (1) An Order to remove a sign because of nonconformance with any applicable Ordinance or Regulation shall be in writing from the Board to the owner. Signs are required to be removed within 30 days of such Order. The cost of removal and replacement shall be borne by the owner.
- (2) Signs which are not removed within 30 days of the issuance of an Order to Remove shall be removed and disposed of by the Board or its designee. A removal fee shall be assessed against the business owner and no further sign applications shall be reviewed until said fee is paid in full.

SECTION 11. CAMPGROUNDS & RV RESORT CAMPGROUNDS**A. Campgrounds**

The purpose of these Regulations is to govern and control the orderly growth and development of campgrounds, maximize compatibility with surrounding land uses, avoid health and safety hazards, protect environmental and aesthetic resources, minimize demands on public services and protect the rural qualities of the community.

In addition to the standards found elsewhere in these Regulations, the following minimum standards shall apply to all new campgrounds and expansions to existing campgrounds. In the instance of a conflict between these and other Regulations or Ordinances, the more stringent shall apply.

1. Definitions:

Campground - A parcel of land with one or more specific sites, with or without water, electricity or sewerage hookups, that has provisions for the pitching of tents or parking of recreational vehicles or travel trailers for use as sleeping quarters on a temporary basis. All recreational vehicles and travel trailers shall remain registered and roadworthy. In campgrounds sites shall not be occupied for more than 3 consecutive weeks. Campgrounds shall comply with all applicable local and State standards.

Campsite – A plot of ground within a campground or RV resort intended for the accommodation of a recreational vehicle, tent, or other individual camping unit on a temporary basis.

Dimensional Requirements – except as regulated herein shall meet the requirements of Article 5, Table 2 of the Belmont Zoning Ordinance.

Recreational Vehicle (RV)- Any of the following vehicles:

- a. Motorhome or van, which is a portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
- b. Pickup camper, which is a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation.
- c. Recreational trailer, which is a vehicular, portable structure built on a single chassis, 400 square feet or less when measured at the largest exterior horizontal projections, calculated by taking the measurements of the exterior of the recreational trailer including all siding, corner trim, molding, storage

space and area enclosed by windows but not the roof overhang. It shall be designed primarily not for use as a permanent dwelling but as a temporary dwelling for recreational, camping, travel or seasonal use.

- d. Tent trailer, which is a canvas or synthetic fiber folding structure, mounted on wheels and designed for travel, recreation, and vacation purposes.

Recreational vehicles may not be used in conjunction with a commercial or industrial use. When erected on campsites, recreational vehicles in excess of 320 square feet in size shall comply with the manufactured housing setbacks required in the Manufactured Housing section of the Zoning Ordinance.

RV Resort Campgrounds (RV Resort) - A parcel of land with one or more specific sites, with water, electricity and sewerage hookups, that has provisions for the pitching of tents or parking of recreational vehicles or travel trailers for use as sleeping quarters on a temporary basis. All recreational vehicles and travel trailers shall remain registered, inspected and roadworthy. In order to accommodate access to the Lakes Region's four recreational seasons, RV resort sites are not limited by the number of consecutive weeks that they may be occupied. However, all occupancy must be on a temporary basis as defined below. RV Resorts shall comply with all applicable local and State standards. RV Resorts may also include segregated sites that may be constructed and operated meeting the campground standards.

Service Buildings - A subordinate structure determined by the Planning Board to be commonly associated with, incidental to, and on the same lot as the campground. Service buildings are intended for the use of residents of the campground and are not intended for public use. Uses may include Toilet, Shower, Bathroom, Office, Medical, Recreation, Storage, Equipment, Workshop, Camp store, Waterfront/Pool Bath house. Service buildings are considered structures and must comply with all applicable Codes and Ordinances. For the purpose of internal setbacks Service Buildings shall be considered unrelated structures on the same lot and shall also meet a minimum 15' setback to internal roads.

Temporary Basis - means occupancy for recreational dwelling purposes only, not for permanent year-round residency or for the purpose of establishing legal residency for any service provided by the Town.

2. The following minimum standards shall apply.

- a. Campground Access:
 - 1. Adequate landscaping, signage and lighting shall be provided.
 - 2. Adequate vehicle stacking room shall be provided to avoid vehicles stopping or stacking in the public road ROW. Emergency access

- shall be facilitated by use of Knox box or Knox padlock as necessary.
3. Proposals may be required to incorporate upgrades to existing road(s) proportional to the vehicular impact the campground will have on the road(s).
 4. Access shall be limited to one primary access except that a second, gated emergency access may be required.
 5. Adequate sight distance shall be provided.
 6. Access shall accommodate recreational vehicles and vehicles towing trailers.
- b. Campsites:
1. Each campsite shall have a hardened surface parking pad sufficiently sized and constructed for the designated vehicle type. Hardening means to replace the existing soil of a campsite with a surface that will withstand heavy use and erosion. Common materials used to harden a site are gravel, ledgepak, pavement or concrete. Areas subject to heavy foot traffic, such as around picnic tables, grills, or tent sites should also be hardened to prevent erosion.
 2. No structures with the exception of RVs in excess of 320 sf are permitted on individual campsites. Pavement and concrete parking and campsite pads are not considered structures.
 3. Minimum parking requirements shall be one and one-half space per campsite. Common parking may be utilized. All parking shall be within a designated campsite or other approved parking area. No roadside parking is permitted.
 4. Campsites shall be graded for optimal drainage.
- 5c. Layout/Design:
- Recognized industry design standards shall be utilized. It is recommended that an experienced campground design team be consulted to save the applicant time and cost and to result in a project benefiting the owner, campers and the community. The following minimum standards shall apply:
1. Design shall target proposed primary market:
 - a. Destination Area – located at or near a scenic or historic area or near fishing, hunting, boating, swimming, skiing, trail, or other outdoor recreational activity.
 - b. Destination Campground - provides a major assortment of onsite either natural or man-made recreational and convenience amenities with planned recreational activity schedule.
 - c. Overnight/Enroute – serves as a brief stopping place for campers who are on their way to some further destination. Usually located on or near a main highway.
 2. All facilities shall comply with current applicable ADA requirements.

3. Service Buildings:
 - a. shall not be located closer than eighty (80) feet to a public street.
 - b. shall be constructed of materials, fitted with fixtures and provided with a maintenance schedule that promote health, convenience and cleanliness.
 - c. containing laundry facilities shall provide adequate adjacent parking.
 4. Buffer:
 - a. A buffer area of natural vegetation shall be maintained adjacent to all campground property lines. This buffer area shall be maintained in compliance with a plan prepared to include generally accepted open space management and utilization practices.
 - b. Where needed to enhance aesthetics or to insure public safety, the buffer may be required to contain screening in the form of trees, a fence, wall, earthen mound or other design feature approved by the Planning Board to complement the landscape and assure compatibility with the adjacent environment.
 - c. No campsite, service building, or recreational facility shall be located within the specified buffer area.
 5. Recreation areas
 - a. shall be provided in adequate measure based on the size and target market of the campground.
 - b. shall be separated from high traffic areas by distance, barrier or other method.
 6. Adequate roads and walkways designed to protect natural areas will be provided for all service buildings and amenities.
 7. Consideration shall be given in all matters to the preservation and conservation of natural resources (maintain natural vegetation, avoid light pollution, provide for solar lighting, low flow shower heads, landscaping species requiring minimal fertilization/watering, time or motion detected lighting and water fixtures, etc.)
 8. Any phasing plans shall be logical and applicable amenities shall be constructed during each phase.
 9. Development shall be located so as to protect the health and safety of the occupants and neighbors. Such matters as drainage, smoke, noise and the probability of flooding or erosion shall be addressed.
 10. Campground property lines shall be clearly marked.
- d. Permits:
All applicable local and State permits shall be obtained. Permits may include, but not be limited to Site Specific, water, sewer, septic, wetlands,

- access and health.
- e. Utilities:
1. All utilities shall:
 - a. comply with all applicable state and town laws and regulations.
 - b. be installed underground.
 2. Electrical:
 - a. Factors considered in lighting design shall include cost, energy conservation, maintenance, guest convenience, safety and the character of the surrounding neighborhood. Unnecessary lights and light pollution shall be avoided.
 - b. Adequate light to facilitate connecting to utilities at night shall be provided at each site.
 - c. Service buildings shall be adequately lit.
 3. Sewer:
 - a. Sewage disposal shall comply with all applicable local and State Regulations.
 - b. Site sewer hookups are required on campsites which have water connections and which shall be occupied by the same recreational vehicle for 3 consecutive weeks.
 - c. Unless all sites are provided with sewer, at least one sewage dumping station shall be provided with adequate access parking.
 4. Water:
 - a. Water supply shall comply with all applicable local and State Regulations.
 - b. Where individual water connections are not provided, common-use water faucets shall be conveniently accessible.
 - c. An adequate number of water stations for filling camping vehicle water storage tanks shall be provided.
 5. If provided, propane sales shall be located, constructed and operated to meet all applicable regulations and provide safety for employees and guests. Direct fill facilities shall provide adequate access parking.
- f. Service buildings:
1. Restroom/shower service buildings:
 - a. shall include flush-type toilets.
 - b. shall provide separate male and female toilet areas – additionally unisex and family compartments are permitted.
 - c. for campgrounds that do not offer full utilities at every site, an adequate number of showers, toilets, and lavatories shall be provided.

- g. Solid Waste Management:
 - 1. All waste management facilities shall comply with all applicable state and town laws and regulations.
 - 2. Adequate closed commercial dumpsters shall be provided to accommodate all waste. They shall be placed on screened, impervious pads.
- h. Operation:
 - 1. There shall be a resident caretaker to supervise and maintain the campground during all periods of operation.
 - 2. Records shall be kept of each camper and shall include name, address, permanent address of residence, State and vehicle license number and dates of occupancy. Records shall be available to Town officials upon demand.
 - 3. Vehicle washing shall be allowed only in designated washing areas.
 - 4. Campground management shall strictly enforce approved quiet hours.
 - 5. Campground management shall strictly enforce approved pet control restrictions.
- i. Accessory Uses
 - 1. Shall be limited to those uses commonly associated with, incidental to, and on the same lot as the campground.
 - 2. Are intended for the operation of the campground and for the use of residents of the campground and are not intended for public use.
 - 4. May include uses such as Toilet, Shower, Bathroom, Management Office, Water and Sewer Stations, Medical, Recreation, Vehicle wash areas, Storage, Equipment, Workshop, small eating establishment, Camp store, Waterfront/Pool Bath house, pet wash and exercise areas or other uses approved by the Board.
 - 5. Shall be accessed only from a street within the campground.
 - 6. Storage of recreational vehicles shall be only within a designated secured storage area and not on individual campsites.
- j. Fires and Fireplaces.
 - 1. All fireplaces in campgrounds shall be on an area cleaned to mineral soil at least 8 feet across. Where fires are built on the ground, there shall be at least 6 inches of sand or gravel under the fire.
 - 2. All tree limbs or other burnable material within a height of 10 feet above the fireplace area shall be removed.
 - 3. Fireplaces shall not be moved without the permission of the Fire Chief.
 - 4. Fire shall not be kindled except in fireplaces provided by the campgrounds.
 - 5. Campground owners or operators or their agents shall obtain a fire permit as required pursuant to RSA 227-L.

- k. **Occupancy:**
One permanent single-family dwelling is allowed as part of the campground. Occupancy is limited to the resident caretaker and his or her immediate family. No other domicile, residential use or year-round occupancy may occur. The operational proposal shall include techniques that assure compliance with this standard. Techniques may include, but may not be limited to:
 - 1. Appropriate Campground Rules
 - 2. Restrictions in rental/lease agreements
 - 3. Closing the campground for a minimum period annually
 - 4. Restricting utilities for a minimum period annually
 - 5. Storing recreational vehicles in a dedicated storage area during times of non-use rather than on individual campsites

- 3. In addition to the standard submission requirements, information sufficient to describe proposed use and for the Board to determine applicable minimum standards shall also be submitted. Such information may include, as applicable, but not be limited to:
 - a. **Description of primary target market:**
 - 1. Destination Area – located at or near a scenic or historic area or near fishing, hunting, boating, swimming, skiing, trail, or other outdoor recreational activity.
 - 2. Destination Campground - provides a major assortment of onsite either natural or man-made recreational and convenience amenities with planned recreational activity schedule.
 - 3. Overnight/Enroute – serves as a brief stopping place for campers who are on their way to some further destination. Usually located on or near a main highway.
 - b. Phasing plan.
 - c. Facilities and amenities to be provided.
 - d. Number/type of staffing.
 - e. Method of restricting occupancy to temporary basis.
 - f. **Ownership:**
 - 1. Owned by an individual, partnership or corporation renting sites and facilities where all management functions are the prerogative of the owner.
 - 2. Operating on a condominium, membership or time-sharing basis.
 - g. **Campsites:**
 - 1. **Design:**
 - a. Tent site
 - b. Walk-in

- c. Pull-in
 - d. Back-in
 - e. Pull-thru
- 2. Accessibility (ADA) features/compliance
- 3. Number
- 4. Sizes
- 5. Hookups
- 6. Physical description (surface, etc.)
- 7. Structures
- 8. Setbacks relating to structures or RVs in excess of 320 square feet
- h. Campground Design/Layout:
 - 1. Access
 - 2. Roads
 - 3. Amenities
 - 4. Service Buildings
 - 5. Campsites
 - 6. Maintenance facilities
 - 7. Buffers
 - 8. Terrain
 - 9. Density and parking calculations
 - 10. Walkways
- i. Utilities:
 - 1. Distribution System – Specifications and Layout
 - 2. Water
 - 3. Sewer, Septic, Dump stations
 - 4. Electrical, Lighting
 - 5. Cable, Telephone, Internet
 - 6. Gas
 - 7. Solid Waste Management
 - 8. Fire Protection
- j. Amenities:
 - 1. Service Buildings
 - 2. RV Storage
 - 3. Pavilion, clubhouse, multi-use buildings
 - 4. Camp Store
 - 5. Playground
 - 6. Athletic areas
 - 7. Vehicle wash areas
 - 8. Pet wash/exercise areas
 - 9. Propane sales
 - 10. Food service
 - 11. Fireplaces

12. Laundry
13. Live entertainment
14. Waterfront/pool
15. Scheduled/group activities
- k. Operational:
 1. All proposed directional, operational and advertising signage
 2. Quiet hours
 3. Pets
 4. Open/Closed schedule
 5. Dust control
 6. Supervision
 7. Rules
 8. Conservation & Preservation of Natural Resources
 9. Caretaker/Management
- l. Other Applicable Information

B. RV RESORT CAMPGROUNDS

RV Resort Campground sites are not limited by the number of consecutive weeks that they may be occupied, although occupancy is still limited to a temporary nature. Therefore, it is anticipated that the resulting impacts to surrounding land uses, health and safety factors, environmental and aesthetic resources, public services demands and the rural qualities of the community may be more similar in nature to those resulting from a manufactured housing park than from the more transient and temporary nature of a traditional campground. These regulations are intended to regulate RV Resort Campgrounds similarly to manufactured housing parks. In addition to the minimum standards required in the Campground Regulations above, the following standards shall also apply to RV Resort Campgrounds.

1. The following minimum standards shall apply.
 - a. Campsites:
 1. Campsite structures shall comply with the setbacks contained in the manufactured housing section of the Belmont Zoning Ordinance.
 - a. Permitted:
 1. One open deck or screened enclosure not exceeding 144 square feet per campsite.
 2. One storage shed not exceeding 144 square feet per campsite.
 3. RVs in excess of 320 sf.
 2. Minimum parking requirements shall be two spaces per campsite.
 3. Minimum campsite area shall be 5,000 square feet.
 - b. Layout/Design:
 1. Design shall target proposed primary market:

- a. Destination Area – located at or near a scenic or historic area or near fishing, hunting, boating, swimming, skiing, trail, or other outdoor recreational activity.
 - b. Destination RV resort - provides a major assortment of onsite either natural or man-made recreational and convenience amenities with planned recreational activity schedule.
 - c. Seasonal – caters to clientele or guests who often return to the same destination during specific periods of the year.
2. Buffer:
- a. A 75’ deep vegetative screen shall be placed along exterior streets.
 - b. A 50’ deep vegetative screen shall be placed along abutting property lines.
- c. Utilities:
- 1. All campsites shall be connected to the municipal sewer system or to an approved community system.
 - 2. All campsites shall be connected to the municipal water system or to an approved community system.
 - 3. All utilities shall be designed for long-term occupancy.

SECTION 12. CONDITIONAL USE PERMITS

- A. Alternative Access
A conditional use permit application and findings shall be in compliance with these Regulations and Article 15. Definitions-Frontage of the Zoning Ordinance.
- B. Aquifer and Groundwater Protection
A conditional use permit application and findings shall be in compliance with these Regulations and Article 7.F.8 and 7.I of the Zoning Ordinance.
- C. Subordinate Dwelling Unit
A conditional use permit application and findings shall be in compliance with these Regulations Article 15. Definitions-Single-family subordinate dwelling unit of the Zoning Ordinance and shall be subject to the following conditions:
 - 1. The subordinate dwelling unit use permit expires upon termination of the primary non-residential use.
 - 2. Owner of the property must complete and record in the Belknap County Registry of Deeds a Restrictive Covenant provided by the Planning Board stating the restrictions for occupancy of the dwelling.

SECTION 13. DEFINITIONS

Abutter - An abutter means: (1) any person whose property adjoins or is directly across the street or stream from the land under consideration; and (2) affected municipalities and the regional planning commission(s) in the event of developments having regional impact. For purposes of receiving testimony only, and not for purposes of notification, the term "Abutter" shall include any person who is able to demonstrate that his/her land will be directly affected by the proposal. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. The names of all abutters shall be obtained from the Town Tax List as it exists not more than five days before the date of filing the application. In addition for the purposes of notification, refer to RSA 674:4 and these regulations for other requirements.

Antenna – Means the equipment from which wireless radio signals are sent and received by a PWSF.

Applicant - The owner of record of land to be subdivided or the agent of the owner. Agents shall present their authority from the owner in writing.

Approval - Recognition by the Planning Board, certified by written endorsement on the Plat, that the final plat submission meets the requirements of these regulations and in the judgment of the Board satisfies all conditions of approval.

Average tree canopy height – Means the average height found by inventorying the height above ground level of all trees over 20 feet in height within a 300 foot radius.

Board - The Planning Board of the Town of Belmont, New Hampshire.

Board's Agent - The Board or its designated agent.

Buffer - Area designed to separate uses. May contain screening, open space or other methods to enhance separation value. Consists of a minimum depth of 10 feet.

Building Development - The process of changing the character of the land from its existing condition suitable for the construction or placement of a building thereon.

Building Site - That portion of a lot, tract or parcel of land upon which a single building is placed.

Business Directional Sign - Sign in conformance with the Zoning Ordinance and Site Plan Review Regulations and intended as a directional device only; not an advertising device.

Camouflaged – For a personal wireless service facility one that is disguised, hidden, part of an existing or proposed structure, or placed within an existing or proposed structure.

Carrier – A person that provides personal wireless services.

Certification - A signed, written approval by the Board that a plan complies with the applicable requirements of the regulations.

Certified Soil Scientist - A person qualified in soil classification and mapping who is certified by the State of New Hampshire Board of Natural Scientists.

Certified Wetland Scientist - A person qualified in wetland classification and mapping who is certified by the State of New Hampshire Board of Natural Scientists.

Co-location – the use of a single mount on the ground by more than one carrier (vertical co-location) and/or several mounts on an existing building or structure by more than one carrier.

Completed Application - An application which contains sufficient information to enable the Board to take jurisdiction and to make an informed decision to grant approval. A completed application contains all of the Submission and Information Requirements identified in these Regulations.

Conditional Approval - Board's approval of a plat that is conditioned on some further action of the applicant. Such approval shall not become valid until all conditions are complied with.

Condominium - The division of a lot, tract, or parcel of land into two or more lots or building sites, whether immediate or future, which lots shall be submitted to the condominium form of ownership and for which there shall be condominium conveyances, whether immediate or future, in conformity with RSA 356-B.

Corps of Engineers Wetlands Delineation Manual - US Department of the Army, 1987 edition.

County Conservation District - The Belknap County Conservation District ("BCCD").

Critical Areas - Disturbed areas of any size within 50 feet of a stream, bog, waterbody, or poorly or very poorly drained soils; disturbed areas exceeding 2,000 square feet in highly erodible soils; or, disturbed areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent.

Development - Any construction, land construction, or grading activities on real estate for other than agricultural and silvacultural (tree care and harvesting) practices.

Disturbed Area - An area where the natural vegetation has been removed exposing the underlying soil.

Driveway - An area located on a lot, tract or parcel of land, and built for access to a garage or off-street parking space, serving not more than two (2) lots.

Easement - An acquired privilege or right of use which one party may have in the land of another.

Engineer - Used herein shall mean a person duly registered as such under the laws of the State of New Hampshire.

Equipment Shelter - an enclosed structure, cabinet, shed, vault, or box near the base of the mount within which are housed equipment for PWSFs, such as batteries and electrical equipment.

Erosion - The detachment and movement of soil or rock fragments by water, wind, ice or gravity.

Field Book for Describing and Sampling Soils: Version 1.1 - National Soil Survey Center, NRCS, 1998 as amended.

FAA - an acronym that shall mean the Federal Aviation Administration.

FCC - an acronym that shall mean the Federal Communications Commission.

Field Indicators for Identifying Hydric Soils in New England - New England Interstate Water Pollution Control Commission, 1998 edition.

Flood Limit - The land-water boundary of a body of water or a watercourse flowing at its highest 100 year frequency as defined by a responsible public agency such as the U.S. Army Corps of Engineers or the U.S. Department of Agriculture, Soil Conservation Service.

Flood Prone Area - The area of land lower in elevation than the land-water boundary of a body of water or along a watercourse flowing at its highest 100 year frequency or those soils classified by the National Cooperative Soil Survey as "soils subject to flooding".

Floodplain Soils - Soils classified by the National Cooperative Soil Survey being formed in floodwater or alluvial deposits. These soils are subject to flooding at least once in every 5 to 10 years.

Grading - Any excavating, grubbing, filling (including hydraulic fill), or stockpiling of earth materials or any combination thereof, including the land in its excavated or filled condition.

Height - Means the height above ground level from the natural grade of a site to the highest point of a structure.

Inspection - The periodic review of the improvements shown on the approved plan.

Links – Shall consist of diverse vegetation (existing and new plantings) to allow trail systems and wildlife easy uninterrupted movement through the proposed site. It shall not be used or blocked by any merchandise displays vehicle parking, storage or any other use that interrupts the proposed use.

Lot - A lot is a parcel of land occupied or to be occupied by only one main building and the accessory buildings or uses customarily incident to it. A lot shall be of sufficient size to meet minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as are herein required. Such lot shall have frontage as required by the Zoning Ordinance. However, multiple primary buildings and/or uses, as well as mixed uses, including commercial, industrial and multi-family complexes shall be allowed on a lot when approved under the Site Plan Review Regulations and the Zoning Ordinance.

Lot Line - The line identifying a lot boundary.

Lot Measurements - Depth of a lot shall be the average distance between front and rear lot lines. Width of a lot shall be the average distance between the lot side lines.

Lot Size - The total land area within the boundaries of a lot, exclusive of any land area designated for street purposes.

Mount - the structure or surface upon which antennas are mounted and include: roof mounted, side mounted (side of building), ground mounted and structure mounted types.

NH DES - New Hampshire Department of Environmental Services.

NH DOT Construction Specifications - As required by Standard Specifications for Road and Bridge Construction, State of New Hampshire Department of Transportation, latest Edition.

NRCS - Natural Resources Conservation Service.

NRCS Official Series Description Sheets and/or published map unit descriptions - USDA/NRCS.

Permitted Septic Designer - A person who has demonstrated a sound working knowledge of the procedures and practices required in the site evaluation, design, and operation of subsurface sewage or waste disposal systems and is so permitted by the State of New Hampshire.

Personal Wireless Service Facility or PWSF or facility – Any PWSF as defined in the federal Telecommunications Act of 1996, 47 U.S.C. section 332(c)(7)(C)(ii), including facilities used or to be used by a licensed provider of personal wireless services.

Personal Wireless Services – Any wireless telecommunications services, and commercial mobile services including cellular telephone services, personal communications services, and mobile and radio paging services as defined in the federal Telecommunications Act of 1996, 47 U.S.C. section 332(c)(7)(C)(i).

Plat - The final plan, with all required data, maps and narrative materials on which the applicant's plan is presented to the Board for approval and includes the Site Survey Plat which, if signed by the Board, will be recorded in the Belknap County Registry of Deeds.

Poorly Drained Soils - Soils in which water moves so slowly that the water table remains at or near the ground surface for a large part of the year (6 to 9 months) as defined by the National Cooperative Soil Survey.

Project Area - The area within the development boundaries.

Right-of-Way - The full width of a strip of land deeded to the town for highway purposes, or dedicated to public use as a highway, or laid out or established as a street according to statute.

Road - Street.

SSSMS - Site Specific Soil Mapping Standards for New Hampshire and Vermont, Society of Soil Scientists of Northern New England Publication No. 3, 1997, as amended.

SSSNNE - Soil Science Society of Northern New England.

Screen(ing) - Use of evergreen trees, evergreen shrubs, opaque fencing, walls, berms, or a combination thereof to provide a year-round method to absorb, neutralize, minimize, and/or conceal adverse visual, noise, dust or other impacts.

Sediment - Solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.

Selecting Trees For Urban Landscape Ecosystems - Hardy Species for Northern New England Communities, NH DRED, 1994, as amended.

Setback - Side and rear setbacks are the distance from the extreme limit of a structure to a property line. Front setbacks are the distance from the extreme limit of a structure to the edge of the public road right-of-way, public road easement, or the property line, whichever is closest.

Slope - The average steepness of the land surface under consideration. For the purpose of determining lot size categories, slope shall be determined by slope factors used by the National

Cooperative Soil Survey Soil Classification.

Soil - Any unconsolidated mineral or organic material of any origin.

Soil Erosion and Sediment Control Plan - A scheme that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.

Soil Scientist - A person qualified in soil classification and mapping who is certified by the State of New Hampshire Board of Natural Scientists.

Site - Building site.

Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire - Prepared for NH DES by the Rockingham County Conservation District, in cooperation with the Soil Conservation Service (now Natural Resources Conservation Service), August 1992, as amended.

Stormwater Runoff - The water from precipitation that is not absorbed, evaporated, or otherwise stored within the contributing drainage area.

Stream - Areas of flowing water occurring for sufficient time to develop and maintain defined channels but may not flow during dry portions of the year. Includes, but is not limited to, all perennial and intermittent streams located on U.S. Geological Survey Maps.

Street - A public thoroughfare, highway, street, road or avenue, or private road, including the full width of its right-of-way, lawfully existing in the Town of Belmont.

Subdivision - The division of a lot, tract, or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing, or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision.

Surface Waters - Those portions of "waters of the state", as defined by RSA 482-A:4, which have standing or flowing water at or on the surface of the ground. This includes but is not limited to rivers, streams, lakes, and ponds.

Surveyor - Used herein shall mean a person duly licensed as such under the laws of the State of New Hampshire.

Tower - any structure that is designed and constructed primarily for the purpose of supporting one or

more antennas, including self-supporting lattice towers, guy towers, or monopole towers. The terms include radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers, alternative tower structures, and the like.

Town - The Town of Belmont.

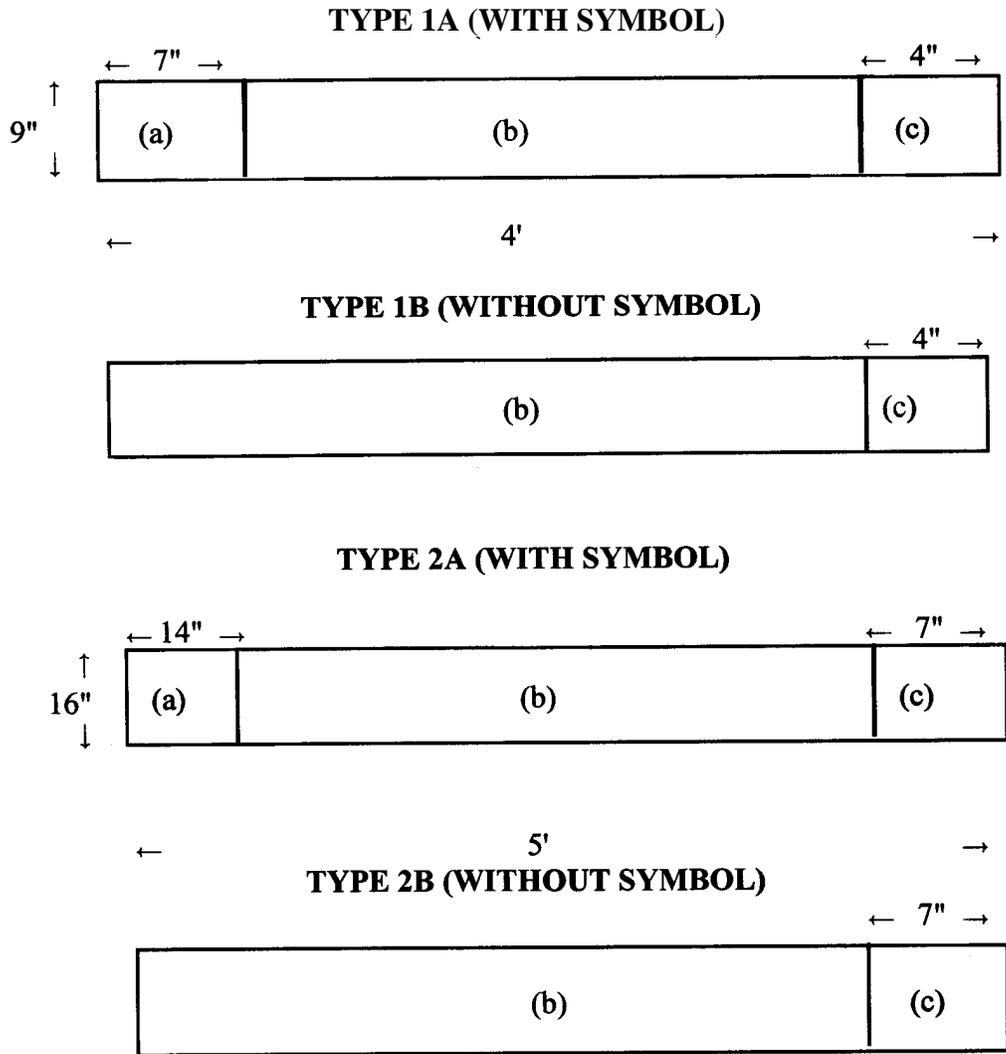
Traveled Roadway - Road constructed between the shoulder breaks.

Very Poorly Drained Soils - Soils in which water is removed from the soil so slowly that the water table remains at or on the ground surface for the greater part of the year (9-10 months) as defined by the National Cooperative Soil Survey.

Wetlands - Those areas that are inundated or saturated by surface or groundwaters at a frequency and duration sufficient to support, and that under normal conditions do support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands include, but are not limited to swamps, marshes, bogs and similar areas.

FIGURE 2

DIMENSIONS AND ARRANGEMENTS - BUSINESS DIRECTIONAL SIGNS
(Not to scale)



- NOTE: 1. Dimensions and layout variable - (a) Symbol
(b) Text
(c) Direction/Distance
2. For signs for upcoming left turn or straight ahead (a) and (c) above to be interchanged.
3. Not shown are: Type C (with symbol but without distance block)
Type D (with neither symbol nor distance block)
4. Where text consists of a single line of copy, it is to be centered vertically.

FIGURE 3

Arrangement of text and placement of directional arrow, with and without distance.

See Figure 4 for typical arrows.

(Not to scale)

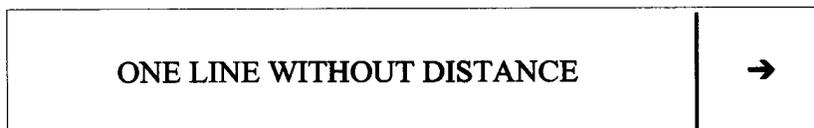
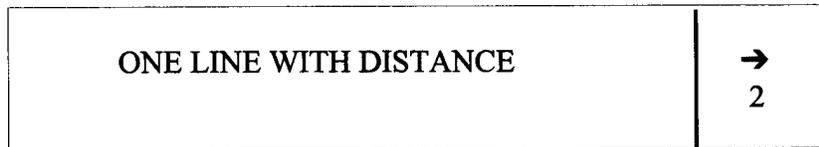
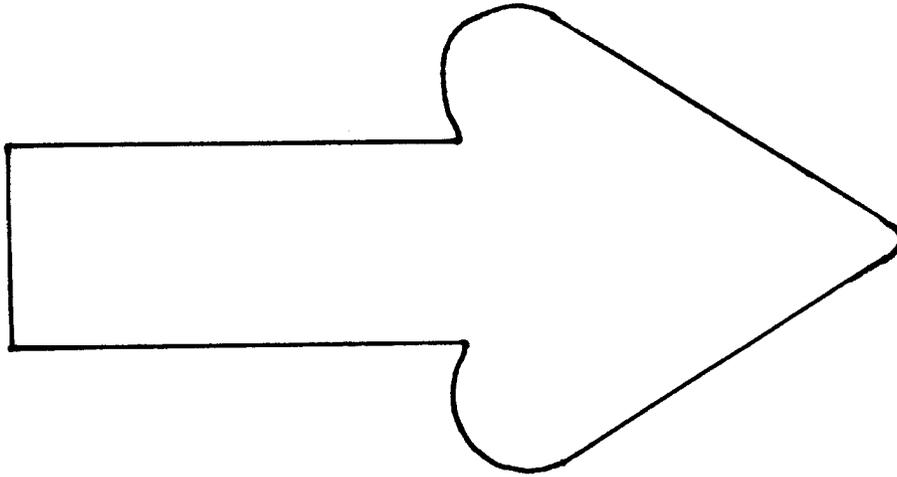
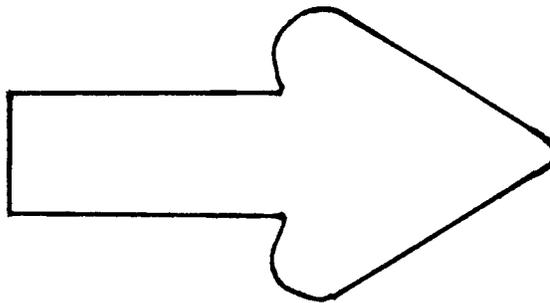


FIGURE 4
DIRECTIONAL ARROW
(Full scale)

Type 2 A&B



Type 1 A&B



- NOTES:
1. See spaces designated "C" in Figure 2.
 2. See note 2 in Figure 5.

APPROVED SERVICE SYMBOLS

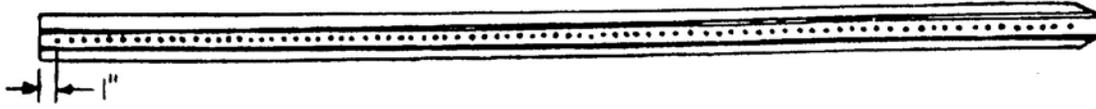


- NOTES:
1. The size of the symbol character shall be proportional to figure 5 for the largest square that can be entered within the symbol area provided by the type of sign being used. (See spaces designated (a) for sign types A and C in Figure 2.)
 2. The size of directional arrows shall be as presented in Figure 4. Directional arrows shall be located as shown in Figure 3.
 3. For the sign types shown in Figure 2, directional arrows shall be placed in the space designated (c) and as shown in Figure 3.

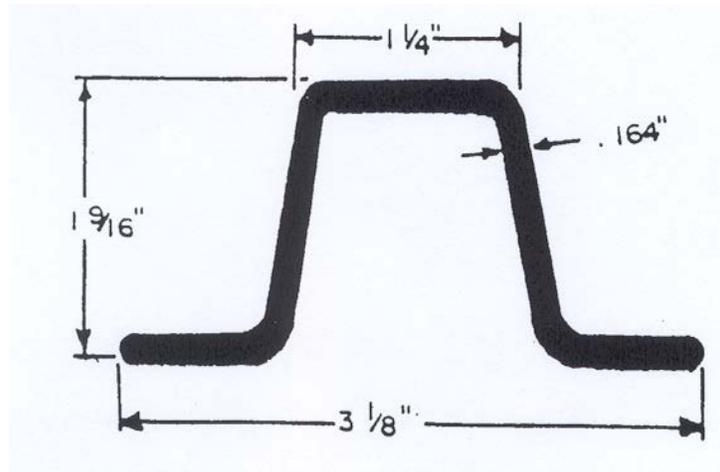
LEGEND

- | | | |
|----------------------|---------------------------|------------------------|
| 1. Restaurant | 6. Camping - Trailer | 11. Stables |
| 2. Lodging | 7. Summer Sports | 12. Golf |
| 3. Automotive | 8. Winter Sports | 13. Telephone |
| 4. Automotive-Diesel | 9. Skiing - Cross Country | 14. Skiing - Down Hill |
| 5. Camping | 10. Marina | |

STEEL SIGN POST



- Length: P-11, 11'-0"; P-12, 12'-0"; P-14, 14'-0"; P-16, 16'-0".
- Weight per linear foot: 2.50 lbs (min.)
- Holes: 3/8" dia. 1" C-C full length.
- Steel: Shall conform to ASTM A-499 (Grade 60) or ASTM A-576 (Grade 1070-1080).
- Finish: Shall be painted with two coats of an approved medium green, baked on or air dried, paint of weather resistant quality.



STANDARD UPPER CASE ALPHABETS
FOR HIGHWAY SIGNS

The Standard UPPERCASE Alphabet series for highway signs were prepared by the Bureau of Public Roads at the request of the National Joint Committee on Uniform Traffic Control Devices and approved by that committee.

This 1966 edition has eliminated the tables of dimensions by printing the characters in exact detail for two-inch letter height. The characters may be enlarged to the desired letter height with any conventional enlarging process such as: photographic, shadowgraph, or by manual transfer and the letters will remain in the proper proportion. A one-quarter inch grid has been superimposed on the letters to facilitate the enlarging process.

A set of spacing tables is provided for each alphabet series. These tables give the letter and numeral width by direct reading for several standard letter heights. In addition, the recommended dimension for space between any combination of letters or numerals may be obtained through a two-step process described in the table. This space is the distance measured horizontally between the extreme right edge of the preceding letter and the extreme left edge of the following letter. No part of these letters may extend into this space.

The width of a word or name may be readily determined by adding the sum of the letter widths to the sum of the space between letters.

All characters having an arc at the top or bottom are extended slightly above or below the grid lines. This is in accord with accepted practice for rounded letters.

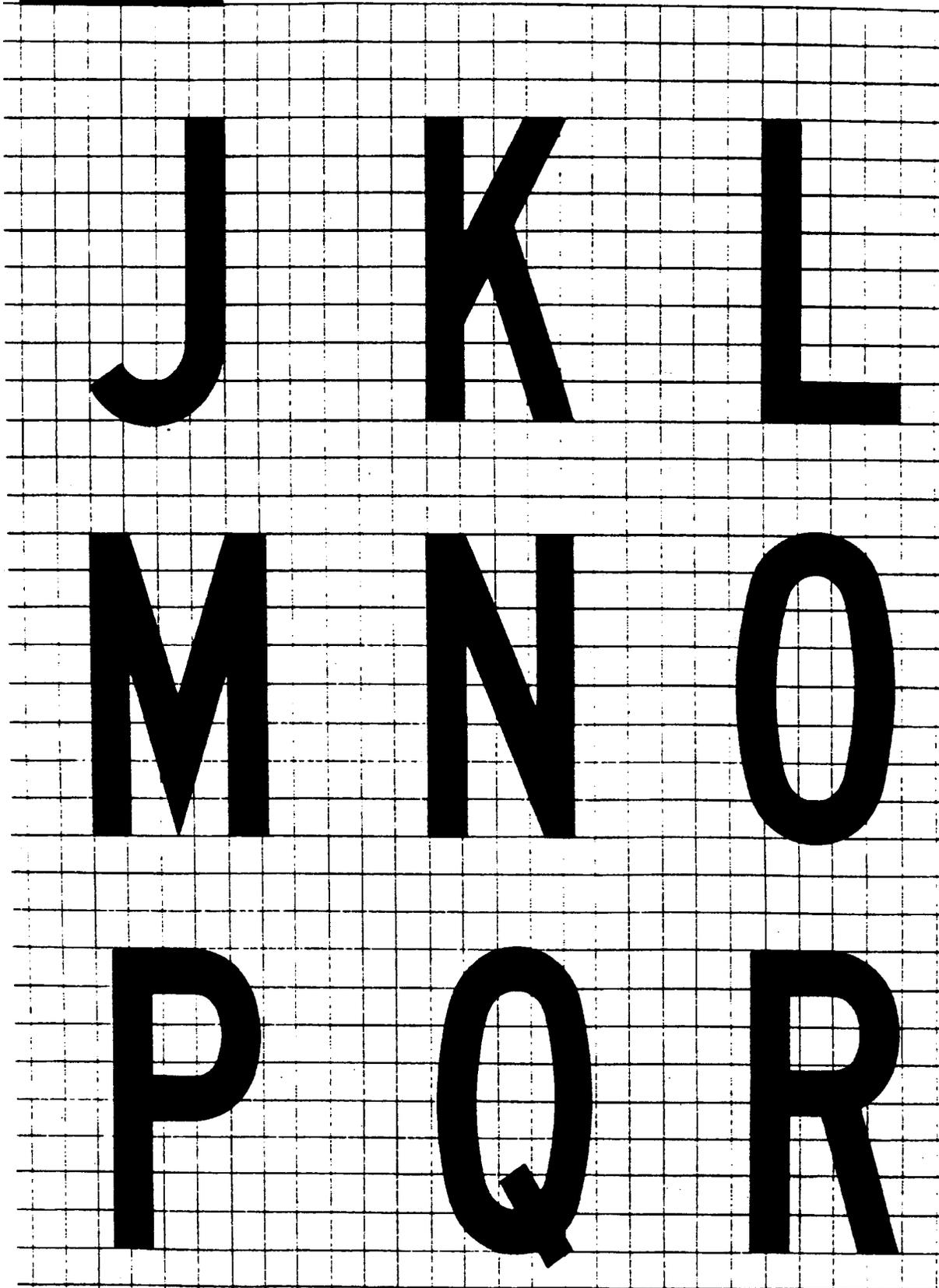
SERIES C

A B C

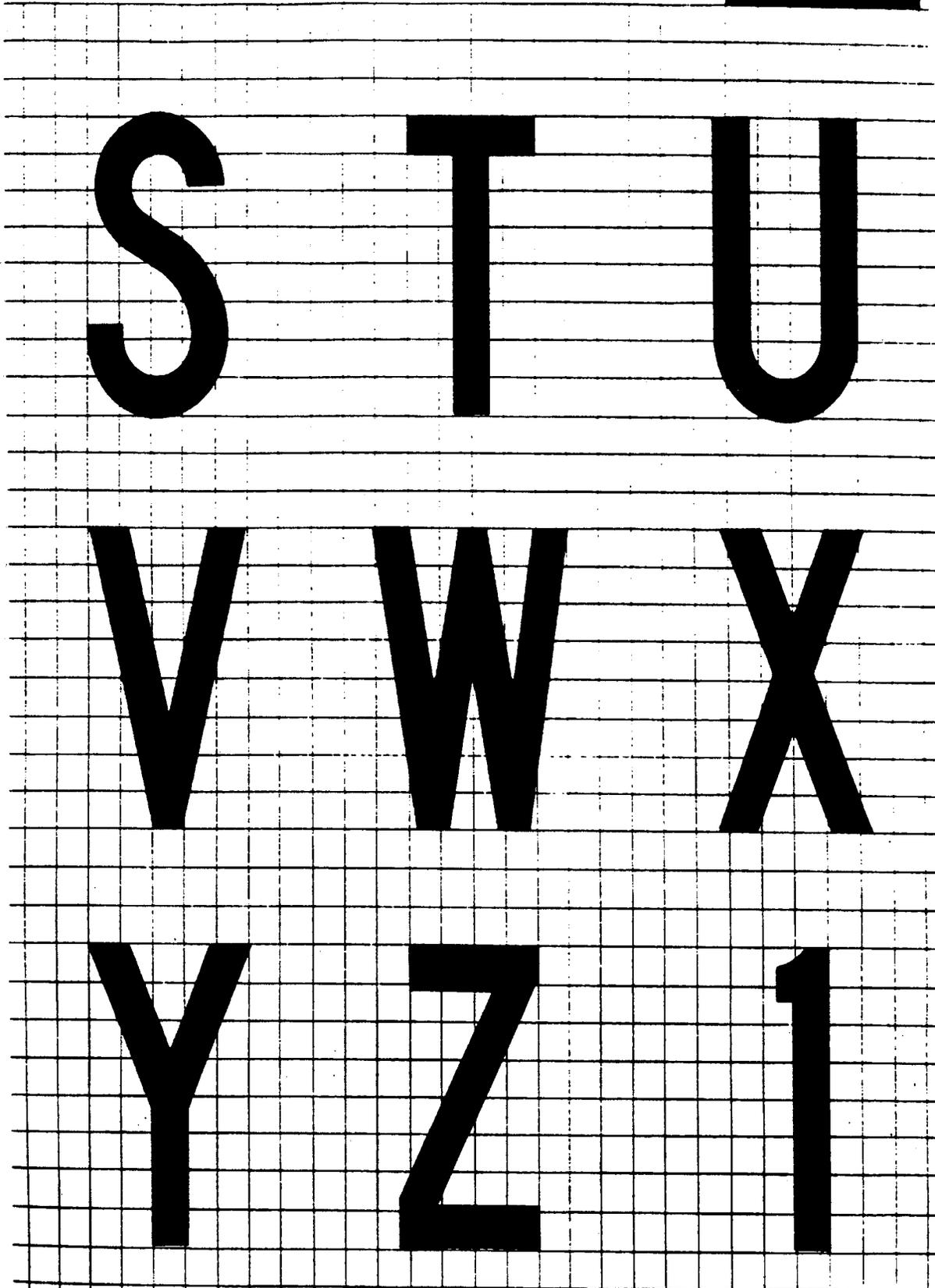
D E F

G H I

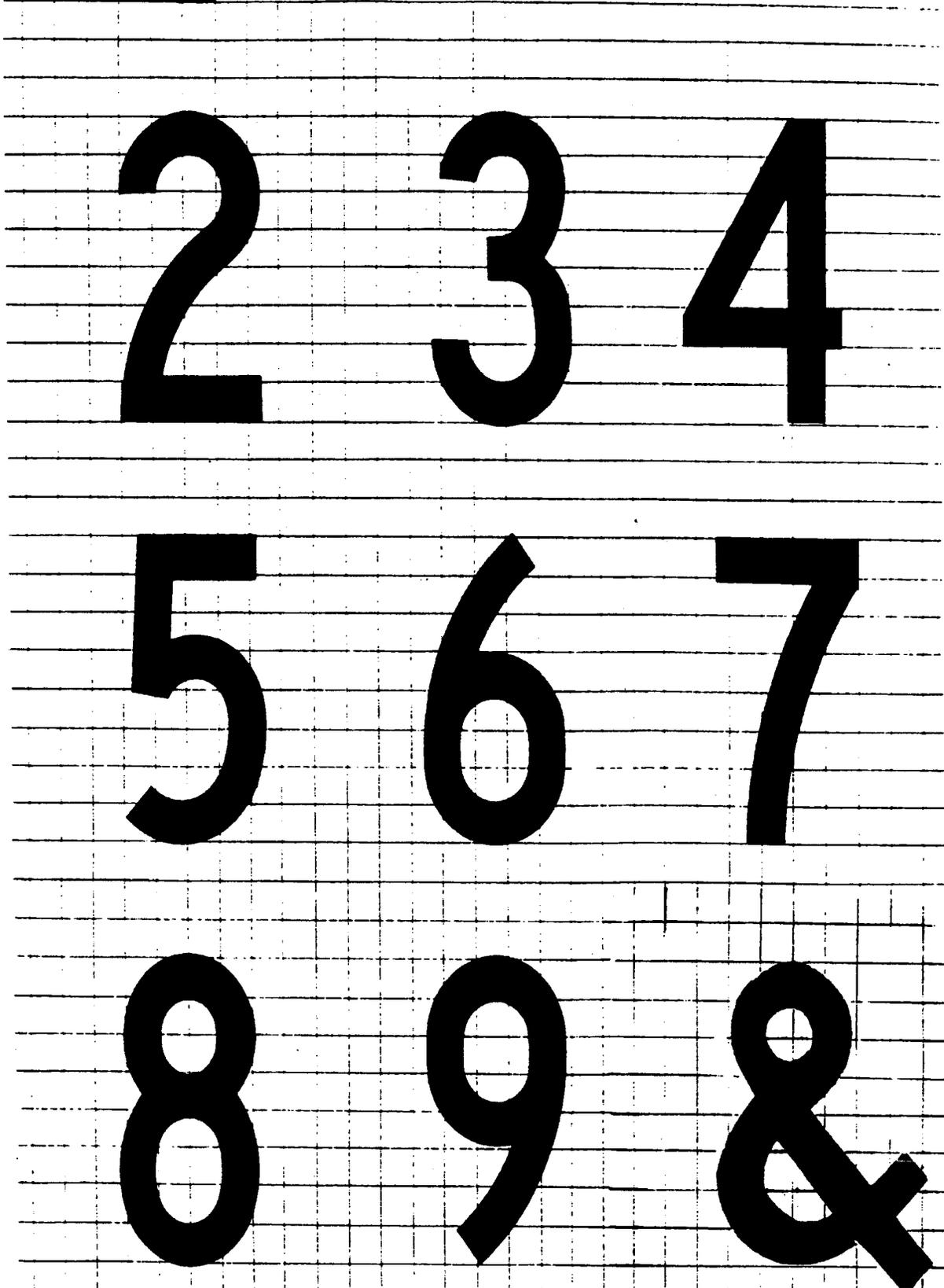
SERIES C



SERIES C



SERIES C



SERIES C

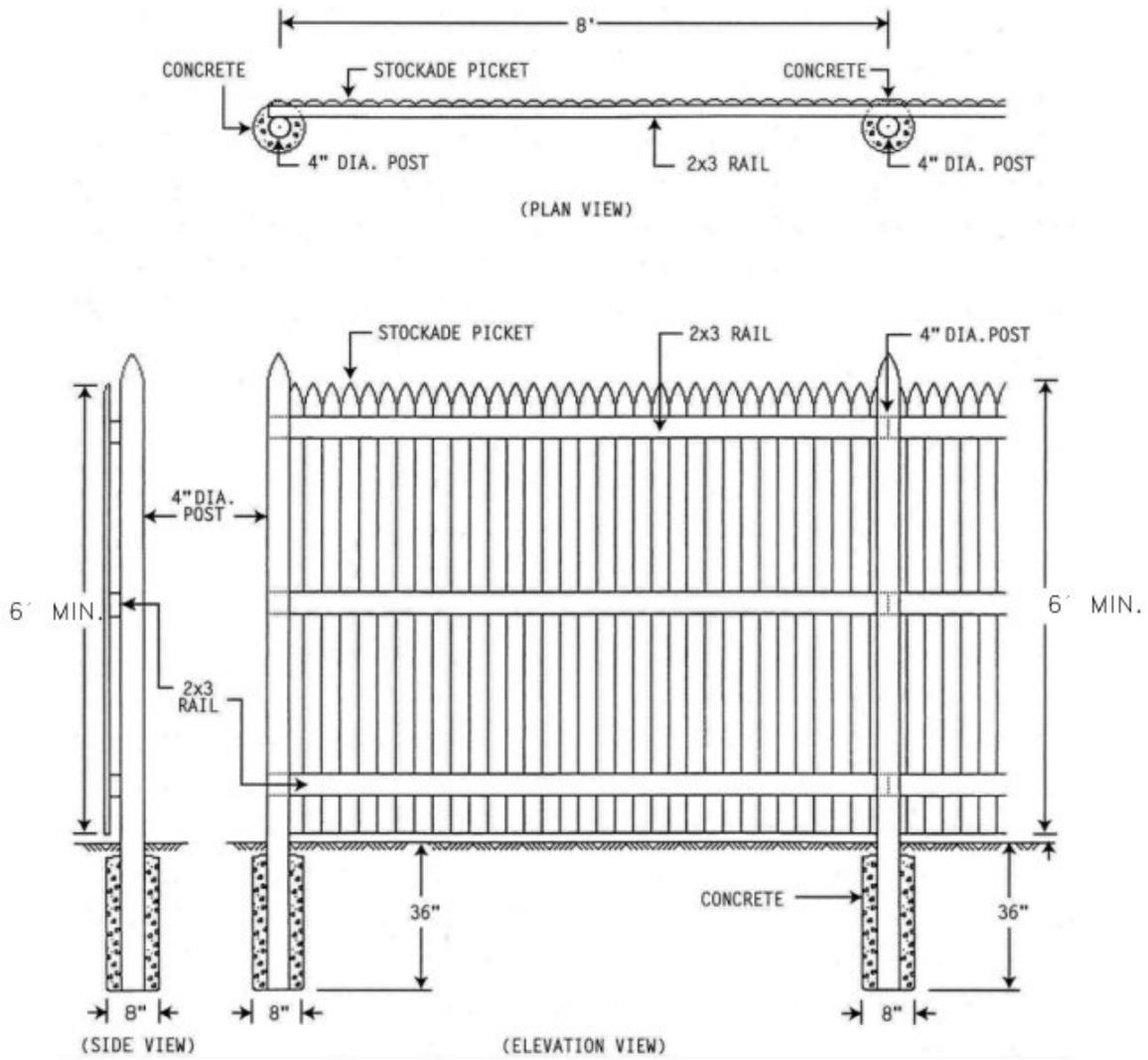
LETTER & NUMERAL WIDTHS and SPACE between letters or numerals

To determine the proper SPACE between letters or numerals, obtain the code number from table I or II and enter table VI for that code number to the desired letter or numeral height.

TABLE I LETTER TO LETTER CODE NUMBER Following Letter				TABLE IV WIDTH of LETTER in inches							
Preceding Letter	B, D, E, F, H, I, K, L, M, N, P, R, U,	C, G, O, Q, S, X, Z,	A, J, T, V, W, Y,	Letter height							
				4"	5"	6"	8"	10"	12"	18"	
A	2	2	4	A	2.50	3.12	3.75	5.00	6.25	7.50	11.25
B	1	2	2	B	2.19	2.73	3.28	4.38	5.47	6.56	9.84
C	2	2	3	C	2.19	2.73	3.28	4.38	5.47	6.56	9.84
D	1	2	2	D	2.19	2.73	3.28	4.38	5.47	6.56	9.84
E	2	2	3	E	2.00	2.50	3.00	4.00	5.00	6.00	9.00
F	2	2	3	F	2.00	2.50	3.00	4.00	5.00	6.00	9.00
G	1	2	2	G	2.19	2.73	3.28	4.38	5.47	6.56	9.84
H	1	1	2	H	2.19	2.73	3.28	4.38	5.47	6.56	9.84
I	1	1	2	I	0.56	0.70	0.84	1.12	1.41	1.69	2.53
J	1	1	2	J	2.00	2.50	3.00	4.00	5.00	6.00	9.00
K	2	2	3	K	2.19	2.73	3.28	4.38	5.47	6.56	9.84
L	2	2	4	L	2.00	2.50	3.00	4.00	5.00	6.00	9.00
M	1	1	2	M	2.59	3.23	3.89	5.19	6.48	7.78	11.57
N	1	1	2	N	2.19	2.73	3.28	4.38	5.47	6.56	9.84
O	1	2	2	O	2.31	2.89	3.47	4.62	5.78	6.94	10.41
P	1	2	2	P	2.19	2.73	3.28	4.38	5.47	6.56	9.84
Q	1	2	2	Q	2.31	2.89	3.47	4.62	5.78	6.94	10.41
R	1	2	2	R	2.19	2.73	3.28	4.38	5.47	6.56	9.84
S	1	2	2	S	2.19	2.73	3.28	4.38	5.47	6.56	9.84
T	2	2	4	T	2.00	2.50	3.00	4.00	5.00	6.00	9.00
U	1	1	2	U	2.19	2.73	3.28	4.38	5.47	6.56	9.84
V	2	2	4	V	2.44	3.05	3.66	4.88	6.09	7.31	10.97
W	2	2	4	W	3.00	3.75	4.50	6.00	7.50	9.00	13.50
X	2	2	3	X	2.34	2.92	3.52	4.69	5.86	7.03	10.56
Y	2	2	4	Y	2.50	3.12	3.75	5.00	6.25	7.50	11.25
Z	2	2	3	Z	2.19	2.73	3.28	4.38	5.47	6.56	9.84

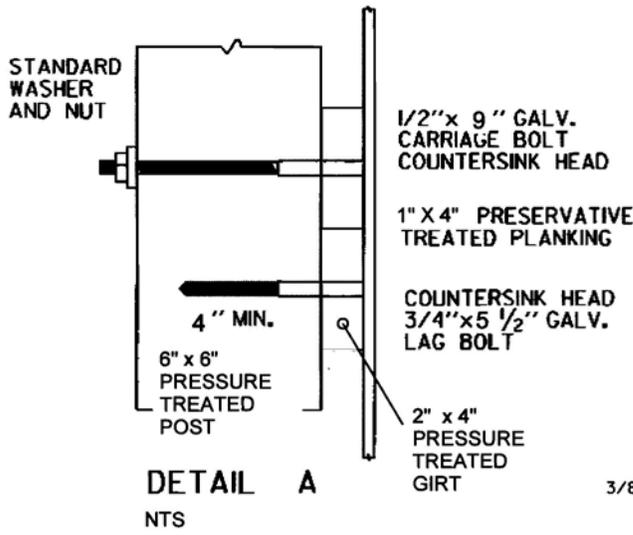
TABLE II NUMERAL TO NUMERAL CODE NUMBER Following Numeral				TABLE V WIDTH of NUMERALS in inches							
Preceding Numeral	1, 5,	2, 3, 6, 8, 9, 0,	4, 7,	Numeral height							
				4"	5"	6"	8"	10"	12"	18"	
1	1	1	2	1	0.81	1.02	1.22	1.62	2.03	2.44	3.66
2	1	2	2	2	2.19	2.73	3.28	4.38	5.47	6.56	9.84
3	1	2	2	3	2.19	2.73	3.28	4.38	5.47	6.56	9.84
4	2	2	4	4	2.44	3.05	3.66	4.88	6.09	7.31	10.97
5	1	2	2	5	2.19	2.73	3.28	4.38	5.47	6.56	9.84
6	1	2	2	6	2.19	2.73	3.28	4.38	5.47	6.56	9.84
7	2	2	4	7	2.19	2.73	3.28	4.38	5.47	6.56	9.84
8	1	2	2	8	2.19	2.73	3.28	4.38	5.47	6.56	9.84
9	1	2	2	9	2.19	2.73	3.28	4.38	5.47	6.56	9.84
0	1	2	2	0	2.21	2.89	3.47	4.62	5.78	6.94	10.41

TABLE III WIDTH of STROKE		TABLE VI SPACE in inches measured horizontally from the extreme right edge of the preceding letter to the extreme left edge of the following letter (numeral).							
Letter Height	Stroke Width in inches	CODE NUMBER	4"	5"	6"	8"	10"	12"	18"
4"	0.56	1	0.84	1.05	1.26	1.68	2.11	2.53	3.79
5"	0.70	2	0.67	0.84	1.01	1.34	1.69	2.03	3.04
6"	0.84	3	0.45	0.56	0.68	0.90	1.12	1.36	2.04
8"	1.12	4	0.22	0.28	0.34	0.44	0.56	0.68	1.02
10"	1.41								
12"	1.69								
18"	2.53								

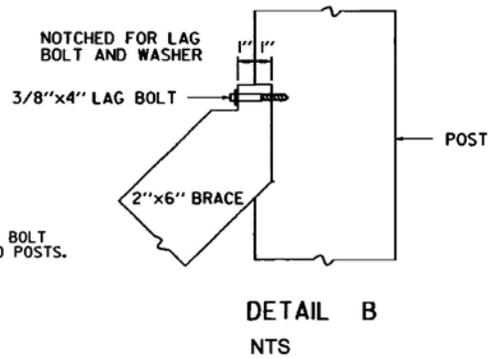


STOCKADE FENCE DETAIL

N.T.S.



USE OF GALVANIZED LAG BOLT OR GALVANIZED CARRIAGE BOLT TO BE AT CONTRACTOR'S OPTION IN ATTACHING GIRTS TO POSTS.



STOCKADE FENCE DETAIL
DETAILS A & B ARE NOT TO SCALE

Belmont Planning Board Site Plan Review Process

