

TOWN OF NEW HAMPTON, NH

SITE PLAN REVIEW REGULATIONS

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TOWN OF NEW HAMPTON SITE PLAN REVIEW REGULATIONS

SECTION I. AUTHORITY

Pursuant to the authority vested in the Planning Board by the voters of the Town of New Hampton on March 17, 1990, and in accordance with the provisions of 674:43 and 44, New Hampshire Revised Statutes Annotated, as amended, the New Hampton Planning Board hereby adopts the following regulations governing the development or change or expansion of use of tracts for nonresidential uses or multi-family dwelling units, whether or not such development includes a subdivision or resubdivision of the site.

SECTION II. PURPOSE

The purpose of the Site Plan Review process is to protect the public health, safety and welfare; to promote balanced growth; to promote the timing of development to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; to avoid development which may result in negative environmental impacts; and to guide the character of development. The Site Plan Review Procedure in no way relieves the developer or his/her agent from compliance with the Zoning Ordinance, Subdivision Regulations or any other ordinance which pertains to the proposed development. No site plan will be approved until it complies in all respects with any and all pertinent ordinances and regulations.

SECTION III. SCOPE OF REVIEW

Whenever any development or change or expansion of use of a site is proposed or whenever any changes are proposed that differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building development or change is begun and 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 his 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.

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. If the proposal involves new construction of non-residential or multi-family development.
2. If the proposal involves a change of use category, e.g., from residential to commercial, or from single family to multi-family.
3. If the proposal involves external modifications or construction, including parking lots (except for single family or duplex housing).
4. If the proposal involves expansion of a building or intensification of use that would result in a change in traffic volume or patterns

in the area, noise, parking, lighting, etc.

5. If the proposal involves a property that has never received Site Plan Review from the Planning Board for previous non-residential or multi-family use.

A. Activities Not Subject to Site Plan Review

1. Proposals that involve no change in use or level of activity.
2. Internal building modifications to a non-residential use that do not affect the scale or impact of the existing use.
3. A re-use of a premise for which a Site Plan Review has already been conducted, provided the new use is not different in type or impact.
4. Agricultural activities, including agricultural structures. Large commercial "farm-stands" in which 35% or more of the items for sale are not produced within the municipality shall, however, require site plan review if they otherwise meet the criteria for site plan review.
5. Timber harvesting and forest management activities.

B. Uncertain Applicability

In cases where there is uncertainty as to whether a development proposal is subject to site plan review, the Planning Board shall make a determination, in writing, as to whether site plan review is required, and what level of review is necessary.

SECTION IV. DEFINITIONS

The following definitions apply to these regulations. In addition, the definitions contained in the New Hampton Zoning Ordinance and the Subdivision Regulations shall apply to these Regulations.

- A. *Abutter:*** Means: (1) any person whose property adjoins or is directly across the street or stream from the land under consideration by the Planning Board; 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 purpose of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. 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.
- B. *Applicant:*** Means the owner of record of the land to be developed, or his\her designated agent duly authorized in writing at the time of application.
- C. *Board:*** The Planning Board of the Town of New Hampton.
- D. *Change or Expansion of Use:*** the creation, alteration, modification or enlargement of a non-residential use which increases, intensifies or otherwise negatively impacts any of the following: site lighting, sewage, water, drainage, pedestrian or vehicular traffic, parking or

loading, sign usage, landscaping or buffer zones, site access, noise, or other public health, safety or welfare consideration.

Situations not ordinarily constituting "change or expansion of use" include: a mere substitution in tenant, owner, service or product, with no impact regarding the above considerations; interior remodeling which does not increase square footage. Whether a "change or expansion of use" occurs is a determination to be made by the Planning Board.

- E. **Engineer:** Means a legally licensed civil engineer in the State of New Hampshire.
- F. **Forester:** Means a legally licensed forester in the State of New Hampshire.
- G. **Geologist:** Means a legally licensed geologist in the State of New Hampshire.
- H. **Landscape Architect:** means a legally licensed landscape architect in the State of New Hampshire.
- I. **Public Hearing:** Means a meeting, notice of which must be given per RSA 675:7 and 676:4,I (d), at which the public is allowed to offer testimony.
- J. **Soil Scientist:** Means a legally licensed soil scientist in the State of New Hampshire.
- K. **Surveyor:** Means the licensed New Hampshire surveyor of the subdivision.
- L. **Wetlands Scientist:** Means a Certified New Hampshire Wetlands Scientist.

SECTION V. APPLICATION PROCEDURE

A. The application procedures as outlined in the New Hampton Subdivision Regulations shall apply to Site Plan Review

B. Expedited Review

The Board may provide for an expedited review of minor site plans. Criteria the Board will use to determine whether an application qualifies as a minor site plan include, but are not limited to, the following:

1. The purpose of the plan is for a change of use or expansion of present use, based upon the standards outlined in Section V.B.6 and 7 below.
2. The site plan will have a minimum traffic impact on the surrounding road network.
3. There is no alteration of access to public streets.
4. Minimum lot grading.
5. Minor drainage improvements are required to accommodate any increased drainage due to improvements.

6. Increase in gross floor area: not to exceed 33% of the existing gross floor area up to 5,000 square feet (Expanded building shall not exceed 15,000 square feet).
7. Expansion of pavement: not to exceed 33% of the existing paved area (Expanded paved area shall not exceed 6,500 square feet).
8. There are no unusual or special conditions which require full Planning Board review.

Under the expedited review procedure, the Board may waive certain submission requirements, such as the need to have an engineered plan, or a plan filed with the Register of Deeds.

SECTION VI. SUBMISSION REQUIREMENTS

A completed application shall consist of the following items unless a written request for waiver(s) is granted by the Board:

- A.** A completed application form, accompanied by:
 1. names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing;
 2. names, addresses and seal of all persons preparing the plat, as applicable;
 3. names and addresses of all other professionals whose name and seal appears on the plat;
 4. names and addresses of all holders of conservation, preservation or agricultural preservation restrictions;
 5. three paper copies of the Plat, prepared according to the standards of the NH Land Surveyors Association and the County Register of Deeds, as follows:
 - a. Plats shall be at any scale between 1"= 20' and 1"=400'.
 - b. The outside dimensions of the plat shall be 8 ½" X 11", 11" X 17", 17" X 22", or 22" X 34", or as may be otherwise specified by the County Registry of Deeds.
 - c. The material composition shall be suitable for electronic scanning and archiving by the Registers of Deeds.
 - d. All plats shall have a minimum ½" margin on all sides.
 - e. All title blocks should be located in the lower right hand corner, and shall indicate:
 - 1) type of survey
 - 2) owner of record
 - 3) title of plan
 - 4) name of the town(s) and county
 - 5) tax map and lot number
 - 6) plan date and revision dates;

6. a letter of authorization from the owner, if the applicant is not the owner;
7. payment to cover filing and notification fees.

In to filing and notification fees, the Board may retain the services of a registered professional engineer, planner, noise consultant, geologist, forester, landscape architect or and environmental consultant to review plans and data submitted by the applicant, and bill the cost of these services to the applicant. A written agreement to pay these costs shall be completed by the applicant at the time of application, and all consultant costs shall be paid prior to any action by the Board to approve or disapprove the completed application.

In the event the application is withdrawn, remaining postage, registration, and engineering/planning/environmental consultant fees shall be returned to the applicant. Filing fees are not refundable.

B. Plat Submission Items

1. Name of project or identifying title; names and addresses of owners of record; and tax map and lot number.
2. North arrow, date of the plat, scale appropriate to the scope of the development; name and address of person preparing the plat; signature block for Planning Board approval.
3. Vicinity sketch at an appropriate scale showing the location of the site in relation to the existing public streets; and the zoning district(s).
4. Physical features and uses of abutting land within 200 feet of the site.
5. Boundary lines, their source, approximate dimensions and bearings, and the lot area in acres and square feet.
6. Setback and buffer lines.
7. The shape, size, height, location and use of existing and proposed structures located on the site, and shape, size and location of those existing within 200 feet of the site.
8. Location, name and widths of any existing and proposed roads on the property and those existing within 200 feet of the site. New roads shall be constructed in accordance with the provisions contained in the New Hampton Subdivision Regulations.
9. Final road profiles, center line stationing and cross sections.
10. Location of existing and proposed sidewalks and driveways, with indication of direction of travel for any which are one-way. Both vehicular and pedestrian circulation shall be shown.
11. Identification of access to the site, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets; and copy of any driveway permit(s).

12. Location and total number of parking spaces; loading spaces and other similar facilities associated with the use.
13. A landscape plan, describing the number, location, types, and size of all existing and proposed landscaping and screening.
14. The location, type, and nature of all existing and proposed exterior lighting and signage.
15. Architectural plan(s) drawn to scale that meets the requirements of the Planning Board (see Section X).
16. Water courses, ponds, standing water, rock ledges, stone walls; existing and proposed foliage lines; open space to be preserved; and any other man-made or natural features.
17. The size and location of all existing and proposed water mains, sewers, culverts, proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.
18. The location and distance to any fire hydrants and/or fire ponds.
19. Existing and proposed topographic contours based upon the USGS topographical data, with spot elevations where necessary.
20. Soil and wetland delineation with stamp of certified wetlands scientist and soil scientist as appropriate (see Appendix A).
21. Location of percolation tests and test results; and outline of 4,000 square-foot septic area with any applicable setback lines;
22. Location of existing and proposed well, with 75-foot radius on its own lot.
23. Copy of certification by a licensed septic designer that an existing system is adequate to meet the needs of the proposed use.
24. Location of any existing or proposed easements, deed restrictions, covenants and setback lines.
25. Base flood elevations and flood hazard areas, based on available FEMA maps.
26. Location of utility tanks (propane, oil...), utility poles and lines, solid waste containers and necessary screening.
27. Location of snow storage areas.

B. Other

1. Plan for Stormwater Management and Erosion Control, if applicable (See Section X).
2. State subdivision approval for septic systems; septic design approval where applicable; or certification by septic designer of adequacy of existing system.

3. Alteration of Terrain Permit from NH Department of Environmental Services as applicable.
4. State/Town driveway permit, as applicable.
5. Report from the Fire Chief, Police Chief, Public Works Director and/or Town Conservation Commission.
6. Approval for municipal water/sewer connections.
7. Any deed restrictions; and all deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Board's counsel.
8. Any other state and/or federal permits.
9. An impact analysis may be required, which takes into account the following items to the extent the Board deems applicable:
 - a) Demographic Description
 - b) Community Facilities Impacts
 - c) Environmental Impacts
 - d) Economic Impacts
10. Any additional reports or studies deemed necessary by the Board to make an informed decision.

Should the Board determine that some or all of the above-described information is to be required, the applicant will be notified in writing within ten (10) days of the meeting at which the determination was made.

C. Information Required for Final Approval

Three paper copies (if modifications have occurred from that originally submitted) and one mylar copy of the Plat, prepared according to the standards of the NH Land Surveyors Association and the County Registrar of Deeds as described in section VI. A.5 above. The material composition shall be suitable for electronic scanning and archiving by the Registry of Deeds.

D. "As Built" Plans

Supplemental information may be required by the Board to update the final plat to reflect "as built" conditions and details. The plan shall show any easements and dedicated roadways. A security bond may be required to guarantee performance of the applicant's obligations as described herein.

SECTION VII. DEVELOPMENTS HAVING REGIONAL IMPACT

All applications shall be reviewed for potential regional impacts (See Appendix B). Upon such a finding, the Board shall furnish the regional planning commission(s) and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent by certified mail within 72 hours of the meeting. At least 14 days prior to the scheduled public hearing, the Board shall notify by certified mail the regional planning commission(s) and the affected municipalities of the date, time and place of the hearing, and of their right to appear with the status of abutters to offer testimony concerning the proposal.

SECTION VIII. SPECIAL FLOOD HAZARD AREAS

- A. The Planning Board shall review the proposed development to assure that all necessary permits have been received 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.
- B. The Board shall require that all proposals shall include within such proposals base flood elevation data. Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow determination 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.

SECTION IX. PERFORMANCE GUARANTEE

A. General

- 1. Prior to commencing any construction on a project, all the conditions of approval shall be met, the plan shall be signed by the Planning Board, a preconstruction meeting shall take place with the Public Works Department, and the applicant shall post a performance surety to guarantee the completion of improvements. The amount of the security shall be based on an estimate of costs provided by the subdivider and, at the discretion of the Board of Selectmen, reviewed by a licensed engineer. All costs of such review shall be paid by the applicant.
- 2. The security shall be approved by the Board of Selectmen and Town Counsel. The amount of the security shall include fees to cover the cost of periodic inspections.
- 3. Where electric lines or other utilities are to be installed by a corporation or public utility, a letter of intent shall be required stating that the work will be done in reasonable time

and without expense to the Town.

4. When a revision to the approved plan is proposed, the Applicant shall submit a print of the approved plan indicating the proposed revision to the Department of Public Works. The revision shall be reviewed by the Department of Public Works and, if necessary, the Planning Board. All approved revisions shall be shown on the "as-built" plan required at the completion of the project. The Applicant shall be responsible for all costs associated with the Town of New Hampton's reviewing and recording of revised plans with the Registry of Deeds. In addition, electronic files shall be provided by the Applicant for all "as-built" plans.

B. **Inspection**

1. The Applicant shall be responsible for obtaining all necessary reports and obtaining the necessary inspections by the Department of Public Works or its designee for required improvements during construction. The necessary inspections and reports are as follows:
 - a. Inspection of roadway subgrade and related improvements after clearing grubbing and excavation but prior to any filling;
 - b. Inspection of the installation of all drainage structures, swales, and other drainage improvements;
 - c. Inspection of the installation of all sewer structures and improvements. Reports of all sewer line testing shall be provided for review and approval;
 - d. Road subgrade inspection prior to import of gravels. A compaction test report for review and approval indicating the subgrade is compacted in compliance with New Hampshire Department of Transportation requirements shall be provided;
 - e. Sieve analysis reports of gravels to be used in subbase in compliance with New Hampshire Department of Transportation requirements shall be provided for review and approval prior to placement;
 - f. Inspection during placement of bankrun gravel and crushed gravel and fine grading prior to placement of pavement. Compaction tests indicating the gravels were compacted in compliance with New Hampshire Department of Transportation requirements shall be provided;
 - g. Inspection of base course and wearing course pavement installation;
 - h. Inspection of removal of erosion control measures;
 - i. Final inspection;
 - j. Additional inspections as necessary to verify proper construction methods; and
 - k. Certification statement(s) on the as-built plans verifying that each road intersection was properly constructed to provide the required sight distances. The certification statement shall be endorsed and stamped by a licensed land surveyor or professional engineer licensed in the State of New Hampshire.
2. **Inspection Service Fee and Costs:** All Applicants shall be required to deposit an inspection fee escrow with the Town of New Hampton. This fee shall cover all costs incurred by the Town of New Hampton and the cost of the Town of New Hampton's designated

agent who shall monitor and inspect improvements for compliance with the approved plans and required engineering standards. Escrow shall be determined by the Board of Selectmen but shall not be more than five percent (5%) of the project bond estimate (all work required from start to completion).

The Applicant shall be responsible for all costs of all inspections and associated work, and execute a signed agreement and guarantee as required by the Town of New Hampton. If it is determined that any of the required improvements have not been constructed in accordance with the Town of New Hampton's construction standards and specifications, the Applicant shall be responsible for the reconstruction and reinspection of the improvements. Escrow account shall be periodically reviewed to assure that sufficient funds are available to cover all inspection costs and additional escrow provided as needed. Upon acceptance of the project, unused escrow amount shall be returned to the Owner.

3. Arrangement for Inspections: At least fifteen (15) working days prior to commencing construction of any subdivision improvements, the Applicant shall notify the Department of Public Works in writing of the time when it proposes to commence construction of such improvements and shall pay to the Town of New Hampton the escrow for the inspection fee required by the Town of New Hampton. The Department of Public Works will arrange for inspection by the Town's agent to assure that all standards, specifications and requirements are met during the construction of the required improvements and utilities.

The Applicant shall schedule a preconstruction meeting with the Department of Public Works prior to the start of construction.

4. Proper Installation of Improvements: If the Town of New Hampton or the Town's Agent finds, upon inspection of the improvements performed before the expiration date of any security, that any of the required improvements have not been constructed in accordance with approved plans and specifications or any conditions of approval of the Town of New Hampton Planning Board, the status shall be reported to the Town of New Hampton Town Administrator. The Town Administrator shall then notify the Applicant and, if necessary, the bonding company or escrow agent and take all necessary steps to preserve the Town of New Hampton's rights under the bond or agreement. No plan shall be approved by the New Hampton Planning Board as long as the Applicant is in default on a previously approved Subdivision Plan.
5. Failure to Complete Improvements or Abandon Project: When a performance bond has been posted and required improvements have not been installed or completed within the terms of such performance, the Planning Board may declare the project in default and direct the Department of Public Works to use the bond to complete all outstanding required improvements.
6. No Cut Zones: No cut zones indicated on the plans shall be clearly delineated in the field using flagging tape or similar approved methods prior to construction and shall be maintained throughout construction of the project.

C. **As-Built Plans**

The Applicant shall submit to the Department of Public Works detailed "as-built" plans (one mylar reproducible, one paper print, and one electronic file) of the subdivision. The Applicant's engineer shall certify that the layout of the line and grade of all public improvements is in accordance with approved construction plans of the subdivision.

D. **Final Bond Release**

The Town of New Hampton will not execute a final bond release until the Applicant files a notarized letter with the Department of Public Works stating that all required improvements have been completed and are free and clear of any and all liens and encumbrances. The Department of Public Works will conduct a final inspection to verify that all required improvements have been completed.

E. **Maintenance Of Improvements**

1. The Applicant is responsible and shall be required to maintain all improvements until the acceptance of said improvements by the Town of New Hampton.
2. The applicant may request reductions in performance surety prior to final acceptance. However, a minimum 10% retainage on each item shall remain until the final inspection and acceptance of the project by the Department of Public Works. Upon recommendation from the Department of Public Works 2% retainage of the total performance surety, but not less than \$7,500, will remain in place in order to assure the satisfactory condition of the required improvements for a period of one (1) year after the date of their acceptance by the Town of New Hampton.

SECTION X. GENERAL STANDARDS

A. **Design of development** should fit the existing natural and manmade environments with the least stress:

1. 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.
2. Landscape treatment shall consist of natural, undisturbed vegetation or features, or newly installed ground cover, shrubs, or trees where appropriate.
3. 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.

B. **Illumination:**

1. Outdoor lighting shall not glare on abutting properties or on public highways or streets.

2. Outdoor lighting is restricted to that which is necessary for advertising and security of the property.
3. Outdoor lighting shall be installed according to standards set forth in Section L of the New Hampton Zoning Ordinance.

C. Pedestrian Safety: 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.

D. Off-street Parking and Loading Requirements:

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.
2. Access, parking and loading areas are to be constructed so as to minimize dust, erosion, and runoff conditions that would have a detrimental effect on abutting or neighboring properties.
3. Permeable pavement may be used which might reduce the need for installation of drainage facilities to accommodate runoff; however, the Board may require that access, parking and loading areas be conventionally paved, if deemed appropriate.
4. In site plans of more than one (1) use, the aggregate number of parking spaces shall be apportioned based on the various uses, with respective areas designated on the plan.

E. Screening and Buffer Strips: Appropriate screening/buffers are to be maintained or installed to provide privacy and noise reduction to residential areas abutting nonresidential sites:

1. Buffer strips between nonresidential and residential uses shall be at least 50 feet wide and shall contain vegetation that will screen nonresidential uses from sight of the residential uses during winter months.
2. Storage areas must be fenced or screened from on-site or adjoining parking and neighboring properties.
3. Litter (garbage) collection areas must be screened.
4. The use of either fencing or hedges is permitted.
5. Naturally vegetated buffer strips of a least 75 feet shall be provided adjacent to all surface waters, and adjacent to wetlands greater than one acre in size. A buffer strip of at least 25 feet shall be provided adjacent to wetlands less than one acre but larger than $\frac{1}{4}$ acre.

6. Buffer strips shall be clearly marked with construction fence, or similar material, prior to start of construction to assure that they are not disturbed during site development.
7. Where appropriate, existing growth shall be incorporated into the buffer strips and landscaping design. A landscaping plan shall be submitted showing the types and locations of vegetation to be retained or established.
8. At least 50% of the site shall remain as vegetated green space. Buffers, wetlands, and other unbuildable areas may be included as part of the green space.

F. Street Access/Traffic Pattern:

1. Access to public streets will meet the requirements of the NH Department of Transportation and/or the Town of New Hampton. Frontage roads along Route 104 are desired by the Town. Any new road construction shall conform to the road standards as specified in the New Hampton Subdivision Regulations. The internal traffic pattern will accommodate the proposed use, as well as providing easy, unimpeded access for emergency vehicles.

2. Maximum number of driveways per lot

Lots which have frontage on one highway only shall be allowed a single driveway, except that two, one-way driveways may be substituted for a single driveway, provided that the minimum required distance between driveways can be met.

3. Interconnecting Driveways

The Planning Board may require the use of cross access drives, and other access management techniques to reduce the number of access points on to public roadways. A system of joint use driveways shall be established wherever feasible, along all state roads, and roads with minor collector classification or higher. The location, width, and pavement treatment of all driveways and access points within 200 feet of the site shall be shown on the site plan. The applicant is encouraged to discuss with the Planning Board their plans to minimize access points and provide for joint use driveways and cross easements prior to submitting a formal site plan application.

Where cross access arrangements are proposed or requested by the Planning Board, the site plan design shall incorporate the following:

- a. A least one (1) cross-easement or right-of-way to each abutting parcel, whether developed or not. Said easement or right-of-way shall be recorded with the deed of each parcel allowing for shared or cross access to and from other properties by the joint use driveways and/or access drives;

- b. Connecting drives shall be constructed with a design speed of 15 mph and sufficient cart-way width of at least 22 feet to accommodate two-way travel;
- c. All preexisting driveways will be closed and eliminated after the construction of the joint-use driveway and no new driveways shall be created without the approval of the town, and
- d. All agreements will be recorded with the deed, including but not limited to maintenance agreements and shall be reviewed and approved by the Town Attorney. Cost of legal review of all documentation will be borne by the Applicant. All costs shall be paid by the applicant prior to the signing of the final plat.

4. Access to lots with multiple frontages

Lots with frontage on NH 104 or NH 132 (N and S) and an adjacent or intersecting road shall not be permitted to access the arterial highway, except where it can be proven that other potential access points would cause greater environmental or traffic impacts.

5. Driveway Width

Commercial driveways shall not exceed 36 feet in width, measured perpendicular to the driveway at its narrowest point. The driveway shall be flared at the property line with minimum radii of 25'. All commercial driveway entrances (regardless of the presence of curbing on the highway) shall be curbed from the edge of the highway to at least the end of the radii at the driveway throat.

- G. Water Supply and Sewage Disposal Systems** must be sized to adequately meet the needs of the proposed use under the regulations of New Hampshire Department of Environmental Services and/or the Town of New Hampton 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 an individual sewerage disposal system, and that existing systems are adequate to serve the needs of the proposed development.

H. Fire Protection

Applications shall be required to address water supply needs for fire protection. The Fire Chief shall review all proposals to determine whether or not water supply should be addressed for that particular proposal; if so, the following requirements apply:

- 1. The Fire Chief shall complete an inspection of the proposed site to evaluate the availability of existing water supply in the area.
- 2. The Fire Chief shall implement all applicable provisions of the National Fire Prevention Association's Standard on Water Supplies for Suburban and Rural Fire Fighting.
- 3. The Fire Chief shall determine the type, location and spacing of any water supply (such as fire ponds, cisterns, etc.)

- 4. Following the inspection and evaluation, the Fire Chief will submit his findings in writing to the Planning Board.
- 5. All proposed developments, whether including the provision of hydrants or other water supply facilities, shall be accessible to firefighting and other emergency equipment.

I. Police Protection

The Police Chief shall review all proposals with regard to public safety issues.

J. Stormwater Management and Erosion Control

- 1. The applicant shall submit stormwater management and erosion control plan when one or more of the following conditions are proposed:
 - a. A cumulative disturbed area exceeding 20,000 square feet.
 - b. Construction of a street or road.
 - c. A subdivision involving three or more dwelling units.
 - d. The disturbance of critical areas, such as steep slopes, wetlands, floodplains.
- 2. Standard agricultural and silvicultural practices are exempt from these provisions.
- 3. All stormwater management and erosion control measures in the plan shall adhere to the "Erosion and Sediment Control Design Handbook for Developing Areas of New Hampshire", published by the Rockingham County Conservation District, and the "Model Stormwater Management and Erosion Control Regulation", published by the NH Association of Conservation Districts, Water Quality Committee.
- 4. The applicant shall bear final responsibility for the installation, construction, and disposition of all stormwater and erosion control measures required by the Board. Site development shall not begin before the plan is approved.

K. Underground fuel storage tanks shall comply with the standards of the NH Department of Environmental Services, as set forth in Part Env-Wm 1401 NH Code of Administrative Rules.

L. Noise:

In lieu of any other regulations governing noise in the Town, the following provisions shall apply:

- 1. Noise levels shall not exceed the standards set forth below (measured in DB(A)'s):

	<u>DAYTIME</u>	<u>NIGHTTIME</u>
Residential Uses	60	50
Commercial Uses	65	55
Industrial Uses	70	65

2. Daytime hours are between 7 A.M. and 8 P.M. Nighttime hours are between 8 P.M. and 7 A.M.
 3. Measurements shall be made at the property line, at least four (4) feet from ground level, using a sound level meter meeting the standards prescribed by the American National Standards Institute.
 4. Construction authorized by a building permit allows an increase to 75 DBA for daytime hours.
 5. Exemptions: The following uses and activities shall be exempt from the provisions of this section:
 - a. Safety signals, warning devices, emergency relief valves, emergency generators, and other emergency equipment when in operation due to an emergency, or testing or other planned operation; testing or other planned operation shall take place only during the day as defined in this section.
 - b. Unamplified human voices and crowd noises generated at gatherings open to the public.
 - c. Power tools, including lawn mowers, snow blowers and chain saws, when used for the construction or maintenance of property.
- M. **Pollution Control:** To avoid undesirable and preventable elements of pollution such as noise, smoke, soot, particulate, or any other discharges into the environment which might prove harmful or a nuisance to persons, structures, groundwater, or adjacent properties is that the applicant will employ the best standards and technology economically available at the time.
- N. **Protection of Natural and Historic Features:** All significant natural and historic features on the site, such as large or unusual trees, natural stone outcroppings, stone walls, etc. shall be shown on the plan. Board approval shall be obtained before removal of such features.
- O. Where required by law, all buildings shall have access for handicapped persons.
- P. Where appropriate, installation of any new utilities and/or transmission lines shall be buried underground.
- Q. **Architectural Review:** In the New Hampton Master Plan 2002, community survey respondents were asked to identify the one most important thing to preserve in New Hampton. The Town's historic, rural character and natural beauty were the most common responses. In order to better protect these resources, an architectural plan shall be prepared that meets the requirements of this section, unless specifically waived by the Board. The requirement for the preparation of an architectural plan will be based upon the finding of the Planning Board that the development site meets the standard of applicability as defined below. When an architectural plan is required, all buildings and outbuildings shall be designed by a professional registered architect or other acceptable professionals as determined by the Board.

1. Applicability: Architectural design review is required as part of Site Plan Review for all nonresidential structures and for all residential structures where the total number of dwelling units, whether in one or more structures, in one development exceeds four (however, in no event would single family properties be subject to review). This includes all new construction, building additions, and alterations to buildings if those alterations would significantly affect the exterior appearance of the building. Design review is required only for building elevations and portions of structures that would be visible from a public street or path or from neighboring residential properties. All applicable development must conform with these regulations as reasonably interpreted and applied by the Planning Board.

Architectural design review is not conducted for development related to single family or two family structures, routine repair or maintenance of structures, any work on the interior of a building, any existing structures for which no exterior alterations are proposed, and modifications solely for the purpose of providing safe means of egress or access.

2. General Guidelines: A site plan application is considered to meet the design requirements of the Architectural Review standards herein if the Planning Board, in its judgment, determines that the application overall demonstrates reasonable conformity with the General Guidelines that follow.
 - a. No particular architectural style is stipulated and innovative, contemporary, and distinctive designs are encouraged, provided they are respectful of general design principles and context.
 - b. Buildings should be compatible with traditional New England architecture. They should be articulated to express an architectural identity and ideally will be handsome and dignified.
 - c. It is recognized that many national and regional chain businesses seek to build a standard design across the country or region without regard to local conditions. However, the Planning Board will evaluate all proposed designs for their compatibility with our own local community character and for conformance with the goals of these regulations. It shall be the obligation of the applicants to develop designs that are compatible with our community character.
 - d. Use of false or partial mansard roofs, unconventionally shaped roofs, overly bright colors, disproportionately sized building elements, crudeness of features, or a general "plastic" feel of the building, is not appropriate.
 - e. Buildings should possess an overall integrity. Architectural details should not give the impression of being tacked on, but rather should be integral to the overall design. (For example, use of undersized shutters on a picture window, or installation of an elaborate

classical portico or cupola on an otherwise clearly utilitarian big box structure would be discouraged.)

- f. The reuse of existing structures that have special architectural, historical, cultural, or contextual value by the applicant is strongly encouraged, while it cannot be required under these regulations.
 - g. Modifications and additions to existing buildings should be harmonious with the character of the existing building when the existing building would reasonably be considered to be in general conformance with the goals of these regulations.
 - h. Building design should blend with other features of the site - signage, landscaping, lighting, fencing, outbuildings, etc. - to the extent practical.
 - i. Signage: Signs should be visible and legible through the use of appropriate details and proper locations. Allowable sign areas and locations are detailed in the New Hampton Zoning Ordinance.
 - 1. Scale and Proportion: Every sign should be an integral, subordinate element within the overall building and site design. The scale and proportion of the signage shall not overpower the building or obscure the building's architectural features.
 - 2. Materials: Sign materials should harmonize with the building's design. A simple and direct message, with upper and lower case letters, is most effective. A limited number of colors should be used with light colored letters placed on a matte, dark background which reduces reflected glare.
 - 3. Illumination: Illumination of signs should be from an indirect light source to reduce glare and ensure attention is focused on the sign. The light should be contained within the sign frame and not spill over to other portions of the building. Internally lit signs should provide opaque backgrounds with translucent letters.
 - 4. Coordination: All signage within a building complex should be coordinated by using similar materials, letter styles, colors and overall sign sizes to ensure sign continuity and a uniform appearance throughout the development.
 - 5. Logos and Graphics: Company logos should be incorporated into the overall sign and not become the sign itself.
 - 6. Design: It shall be the obligation of the applicants to develop designs that are compatible with our community character.
3. Elements of Design: Proposed designs should be harmonious with neighboring structures that have a visual relationship with the

subject building in terms of mass, width, height, proportion, spacing, setback, and all of the other elements of design discussed below when those neighboring structures would reasonably be considered to be in general conformance with the goals of these regulations.

- a. Siting of building: To the extent practical, structures should be located and configured in a visually harmonious manner in keeping with the terrain and vegetation and should not impede scenic views.

Most buildings are oriented parallel or perpendicular to the street. This pattern reinforces the streetscape. Buildings should not be oriented at odd angles to the street unless this is already the prevailing pattern in the area or if it is dictated by strong topographic or site considerations.

- b. Scale: Every effort should be made in the design of the building to provide an appropriate scale both in their overall size and in their details.

If practical, it is preferred that buildings contain at least two stories. Alternatively, a single story building should have a relatively steep roof or a high parapet.

- c. Proportion: Buildings and their details should be well proportioned in accordance with commonly accepted design principles so as to create a sense of order and balance.

- d. Massing: Large structures should be broken into smaller masses to provide human scale, variation, and depth. These smaller masses should have a strong relationship to one another and, ideally, each smaller mass will have an integrity of form. Construction of unadulterated warehouse style "big boxes" should generally be avoided (though their use is of less concern when not readily seen from a public street or path or from neighboring residential properties).

- e. Roof: As a design element the roof has a significant effect on the building's character. The lack of a roof often promotes a feeling of boxiness. The taller the building the less necessary is a pitched roof.

Incorporation of a moderate slope is preferred. Where flat roofs are used, however, there should be a distinct cornice and/or parapet to emphasize the top of the building. Extensive areas of visible roof should be broken up with dormers, cross gables, cupolas, chimneys, parapets, balustrades, and towers.

- f. Building façade: Much attention should be given to create an attractive building facade. Broad expanses of blank walls are inappropriate. Traditionally, the parts of a facade that might be embellished, or at least articulated in some fashion include:

- 1. the horizontal base where the building meets the ground such as a different treatment for the foundation or a

- water table)
2. the horizontal top where the building meets the sky (such as a projecting cornice with brackets)
 3. a horizontal section in between (such as a belt course between stories)
 4. the vertical corners on the left and right sides (such as corner boards or quoins)
 5. vertical articulation in the middle (such as pilasters)
 6. the area around the door/entry (such as a portico); and
 7. the areas around the windows (such as window surrounds)

In addition, depth may be created for the facade through use of porches, projecting or recessed sections, bay windows, or arcades.

- g. Fenestration: Windows are an integral part of a building and should be incorporated on front facades, and preferably side facades to "humanize" the building. It is desirable that the windows along with the door establish a coherent, orderly pattern and rhythm.

It is preferable that windows be vertical or at least no more squat than square. Horizontally shaped windows are discouraged. Where horizontal windows are sought, a series of contiguous vertical windows with mullions in between should be used arranged in a horizontal band.

Shutters, where appropriate, should be sized properly for the window opening (approximately one half the width of the opening).

- h. Entrance: The entrance is an important element in defining a building. Articulation of the entrance is encouraged through use of a portico, canopy, awning, sidelights, surround, or other device.

Generally, there should be an entrance, if not the primary entrance, located on the front facade.

- i. Materials: The use of natural materials or materials that appear natural is preferred. Materials should be high quality and durable. Wood (clapboard and shakes), brick, stone, fiber reinforced stucco, textured block, and terra cotta are the preferred materials, although fabricated materials which effectively imitate the character of these materials is acceptable. Conventional vinyl and aluminum siding arranged in a horizontal clapboard pattern is acceptable but not preferred. Its use is inappropriate in downtown areas.

Sheet plastic, sheet fiberglass, T-111 plywood, pecky shingles, simulated brick, and similar materials should not be used. Use of highly reflective plastic or metal surfaces are inappropriate. Use of "salvage style" brick with multiple colors is discouraged. Prefabricated metal wall panels and undressed concrete/cinder block should not be used except in industrial park areas. When these materials are used in industrial park areas it is preferable to minimize the area over which they are used, minimize their

use on front facades, and to combine their use with other materials, such as installing metal walls over a foundation of textured block.

- j. Color: Color of buildings is reviewed for nonresidential property only. Generally, it is preferable to use two or three colors. The main color(s) on a building should generally be nature blending, earth tone, neutral, or pastel in character. Bright colors should be limited to accent areas. High intensity colors, metallic colors, or fluorescent colors should not be used.

Subtle colors are appropriate on larger, plain buildings whereas smaller buildings with more detailing can more effectively incorporate brighter colors.

SECTION XI. REVOCATION OF PLANNING BOARD APPROVAL

An approved and recorded plat may be revoked by the Board in whole or in part, under the following circumstances: (1) at the request of or by agreement with the applicant; (2) when any requirement or condition of approval has been violated; (3) when the applicant has failed to perform any condition of approval within the time specified or within four years; (4) when four years have elapsed without any vesting of rights and the plan no longer conforms to applicable regulations; or (5) when the applicant has failed to provide for the continuation of adequate security.

SECTION XII. ADMINISTRATION AND ENFORCEMENT

- A. These regulations shall be administered by the Planning Board. The enforcement of these regulations is vested with the Selectmen. The Selectmen shall not issue any building permit for construction that requires site plan approval until or unless such planned construction has received site plan approval by the Board.
- B. Waivers: Any portion of these regulations may be waived or modified when, in the opinion of the Board, strict conformity would pose an unnecessary hardship to the applicant and such waiver would not be contrary to the spirit and intent of these regulations. Whenever the Board waives any portion of these regulations it shall provide a written finding explaining the action of the Board.
- C. Penalties and Fines: Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676:17, as amended.
- D. Appeals: Any person aggrieved by a decision of the Planning Board may appeal said decision to the superior court pursuant to RSA 677:15, except when a disapproval by the Board is based upon non-compliance with the zoning ordinance, in which case an appeal can be taken to the Board of Adjustment.
- E. Expiration of Approved Plans: In accordance with RSA 674:39, *Four Year Exemption*, site plan approvals shall become vested from subsequent changes to zoning ordinances and regulations for a period of four (4) years, provided active and substantial development as defined by the Planning Board, has occurred within twelve (12) months of the date of final approval, the exception being those ordinances and regulations

which expressly protect public health standards. If site development and/or construction have not been substantially commenced within twelve (12) months, the plan shall not be vested and is subject to changes in zoning and regulations. If site development and/or construction are not completed within four (4) years from the date of site plan approval, the approved plan shall be null and void. At this point, the applicant may reapply for site plan approval. The applicant may request an extension of the approval deadline prior to the expiration of the period. Such request shall be in writing and shall be made to the Planning Board. The Planning Board may grant up to two (2), six (6) month extensions to the periods if the approved plan conforms to the ordinances and regulations in effect at the time the extension is granted and any and all federal and state approvals and permits are current.

- F. **Recording:** Upon a vote by the majority of the Planning Board to approve a site plan, the application shall be deemed to have final approval. The site plan shall be signed by the Chairperson of the Board and shall be filed with the Planning Board secretary. The Planning Board secretary shall record the mylar copy of the Site Plan in the Belknap County Registry of Deeds within thirty (30) days of the vote to approve the plan.

SECTION XIII. VALIDITY

If any provision of these regulations shall be held invalid for any reason by a court, such holding shall not invalidate in any manner any other provision contained herein.

SECTION XIV. AMENDMENTS

These regulations may be amended by a majority vote of the Planning Board after at least one (1) public hearing following the notification procedure outlined in RSA 675:7.

SECTION XV. EFFECTIVE DATE

These regulations, and any amendments thereto shall take effect upon their adoption, and all other site plan review regulations, or part thereof inconsistent therewith, are hereby repealed.

First Public Hearing March 22, 2005
Second Public Hearing April 19, 2005
Adopted April 19, 2005
Revision - Public Hearing November 8, 2005
Adopted November 8, 2005

**APPENDIX A:
REQUIREMENTS FOR SOILS AND WETLANDS DATA**

SECTION I: DEFINITIONS

1. Bedrock means continuous and coherent unweathered or partially weathered rock below the soil.
2. Limiting physical features means conditions that may limit or restrict the appropriate uses for a site. These include, but are not limited to, rock outcrops, steep slopes, shallow soils, and poorly or very poorly drained soils.
3. Surface waters mean those portions of the 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.

**SECTION II: REQUIREMENTS FOR SOILS AND WETLANDS DATA IN SUBDIVISION/SITE PLAN
REVIEW REGULATIONS**

A. Delineation of Wetland and Surface Waters

Information on wetlands and surface waters shall be provided on the plan with identification and delineation of the resources in accordance with the definitions and standards specified in paragraphs 1 and 2 of this section. The written documentation specified in paragraph 3 shall be included on the plan and certified by the stamp of a Certified Wetlands Scientist.

1. Wetlands are to be identified and delineated according to the following standards and/or methodologies:

Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1, Environmental Laboratory, Department of the Army, 1987.

Field Indicators for Identifying Hydric Soils in New England, Version 3, New England Interstate Water Pollution Control Commission, 2004.

Chapters Wt 100-800 of the NH Code of Administrative Rules, April 25, 2005.

2. All surface waters including seasonal streams and diversion ditches shall be shown on the plan.
3. A certified written statement stating that all wetlands and surface waters on-site have been identified and delineated in accordance with the standards specified in paragraphs 1 and 2 above shall be included on the subdivision or site plan.
4. A State wetlands permit issued in accordance with RSA 482-A shall be required for all impacts to wetlands or surface waters. In those cases where the wetlands impacts exceed minimum impact, as defined by the NH Code of Administrative Rules, Federal permitting may also be required.

B. Additional Information Required Based on the Type of Proposal

1. If a project proposed for subdivision or site plan review is served by public water and sewer, no additional soils data is required for the purpose of determining suitability of the site for subsurface wastewater disposal systems. However additional soils information may be required when there are limiting physical features within the development area.
2. If the site development calls for structures and/or impervious cover or alteration of an area greater than 100,000 square feet, or 50,000 square feet within the protected shoreland, then the applicant shall file an alteration of terrain site specific application under NH Code of Administrative Rules Env-Ws 415 and RSA 485-A: 17, significant alteration of terrain.
3. If the project **meets at least one** of the following five development intensity or site condition criteria, then the applicant shall submit Site Specific Soil Map (SSS Map) as required in Section C, Level 1 Soils Information:
 - a. The project is not serviced by municipal sewer and any proposed lot is marginal in terms of meeting New Hampton's slope and soil criteria for lot size.
 - b. The largest contiguous area on any proposed lot without limiting features is less than 20,000 square feet, exclusive of required setbacks.
 - c. The project is on glacial till, with a complex mix of upland and wetlands soils that may cause difficulties in septic system siting or lead to potential impacts to surface water quality.
 - d. One or more soil map units on the property, as mapped by the USDA Natural Resources Conservation Service (NRCS) in the most recent Belknap County Soil Survey (NRCS Soil Survey), is a complex of soils with dramatically different characteristics that could have an impact on use and management of the property.
 - e. The applicant is unable to supply written statements as required by Section D paragraphs 2f and 3c. below.
4. For all other projects not meeting the criteria of Paragraph B-1 above, the applicant may utilize the less requiring soil data requirements of Section D, Level 2 instead of those of Section C Level 1.

C. Level 1 Soils Information:

1. Level 1 Soils information is the most requiring standard and shall be required for all sites that do not meet either the criteria for Section D, Level 2 Soils Information, or Section B, paragraph 1.
2. The applicant shall submit a site specific soil map prepared in accordance with Site Specific Soil Mapping Standards for New Hampshire and Vermont Version 2.0, Society of Soil Scientists of Northern New

England Publication No. 3, 1999. This shall be certified by the stamp of a Certified Soil Scientist.

D. LEVEL 2 Soils Information:

1. The applicant shall provide a copy of the NRCS soil survey with the subdivision or site plan location and approximate boundaries superimposed on the soil map. The copy of the NRCS soil survey shall be provided at the same scale as the original NRCS soil survey. This is important so that the limitations of the information provided at the scale of the survey are not misunderstood by the users.
2. The applicant shall evaluate and submit detailed soil profile descriptions to document that the conditions on site are adequate to support the proposed use and management of the property. The standards and/or methodologies for doing this are listed below. Sources shall be cited directly on the plan. Soils characteristics for the Town of New Hampton can be found in Table A-1.

- a. The evaluation shall be carried out according to the standards found in the following documents:

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

Keys to Soil Taxonomy, Eighth Edition, USDA/NRCS 1998.

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

- b. A minimum of one soil profile description shall be completed per soil map unit within the plan area, as depicted on the NRCS county soil survey. The soil will be described in sufficient detail, so as to support or refute the assumption that identified properties are within, or similar to those of the soil series used to name the map unit.
- c. Soils descriptions shall be provided for areas suspected of having the greatest likelihood of contrasting soil features. Some map units will require more than one soil description to document soil variability. The map unit purity standards from Site Specific Soil Mapping Standards for New Hampshire and Vermont, Version 2.0, Society of Soil Scientists of Northern New England Publication No. 3, 1999, shall apply.
- d. The location(s) of the soil profile description(s) used to corroborate the NRCS soil series shall be shown on the plan, with a reference to the description(s) in the narrative report for the project.
- e. A detailed comparison between each soil profile description and the representative pedon (a description of a small three-dimensional area of soil that is typical of the soil series in the county) for that soil from the NRCS soil survey shall be included in the

detailed narrative for the project. The NRCS Official series Description Sheets and/or NRCS published map unit descriptions for each mapped unit are to be used as references.

- f. A written statement that the soil profile description(s) from the site adequately reflect the range of characteristics for the series, as described in the NRCS soil survey. The statement shall indicate that the NRCS soil survey adequately represents soil and landscape characteristics, such that site specific land use decisions can be made without further soil investigations. If the Board determines that the complexity of the site requires it, this statement shall be certified by the stamp of the Certified Soil Scientist. If this statement cannot be made Level 1 criteria shall be utilized.
3. Limiting physical features, if they exist, shall be documented. This can either be done as a stand-alone document or as an addendum to the narrative prepared under Paragraph C-2.
 - a. Limiting features such as rock outcrops, steep slopes >20%, soils with bedrock within 18 inches of the soil surface, and very poorly or poorly drained soils shall be delineated on the plan.
 - b. A detailed description of each limiting physical feature, based on NRCS standards, with reference to its location on the plan.
 - c. A written statement that the limiting physical features identified above would not have a significant impact on use and management of the property. The Board may require that this statement be certified by the stamp of a certified soil scientist. For some uses review by a professional engineer and/or licensed geologist may be also be required. If this statement cannot be made Level 1 criteria shall be utilized.

**APPENDIX B:
CRITERIA FOR DETERMINING REGIONAL IMPACT**

Impact Criteria shall include, but not be limited to, the following items.

These shall in no way be considered exhaustive, but rather guidelines for the Board to follow in making a determination of impact on a neighboring municipality.

- A. **Residential Development:** Proposals for lots or dwellings that would increase the existing housing stock of the town by more than 10%.
- B. **Commercial Development:** Proposals for new or expanded space of 50,000 square feet or greater.
- C. **Industrial Development:** Proposals for new or expanded space of 100,000 square feet or greater.
- D. **Other Factors To Be Considered:**
 - 1. Proximity to other municipal boundaries.
 - 2. Traffic impacts on the regional road network.
 - 3. Potential effect on groundwater, surface water and wetlands that transcend municipal boundaries.
 - 4. The potential to disturb or destroy a significant or important natural environment or habitat.
 - 5. The necessity for shared public facilities such as schools or solid waste disposal.
 - 6. Anticipated emissions such as light, noise, smoke, odors, or particulates.
 - 7. The potential for accidents that would require evacuation of a large area.
 - 8. The generation and/or use of any hazardous materials.

**APPENDIX C
SITE PLAN REVIEW CHECKLIST**

APPLICANT NAME/APPLICATION NUMBER _____

DATE OF APPLICATION _____

MUST BE COMPLETED AND SUBMITTED WITH SITE PLAN APPLICATION

IS THIS A DEVELOPMENT HAVING REGIONAL IMPACT? ___ YES ___ NO

SUBMITTED		WAIVED	
YES	NO	YES	NO
A. PLAT SUBMISSION ITEMS			
___	___	___	___
1. Name of project; names and addresses of owners of record; tax map and lot number.			
___	___	___	___
2. North arrow, date of plat, scale; name, address and seal of person preparing plat; signature block.			
___	___	___	___
3. Vicinity sketch and zoning district(s).			
___	___	___	___
4. Names and addresses of all abutters and all holders of conservation, preservation, or agricultural preservation easements (on the plat or on separate sheet).			
___	___	___	___
5. Boundary lines, approximate dimensions and bearings; lot area in acres and square feet.			
___	___	___	___
6. Setback and Buffer lines.			
___	___	___	___
7. Physical features and use of abutting land within 200 feet of the site.			
___	___	___	___
8. Shape, size, height, location and use of existing and proposed structures located on the site and within 200 feet of the site.			
___	___	___	___
9. Location, name and widths of any existing and proposed roads on the property and within 200 feet of the site.			
___	___	___	___
10. Location of existing and proposed sidewalks and driveways, with indication of travel for both pedestrian and vehicular traffic.			
___	___	___	___
11. Access to the site, sight distance at access point(s), curb cuts and any proposed changes to existing streets; copy of driveway permit.			
___	___	___	___
12. Location and number of parking spaces; loading spaces.			
___	___	___	___
13. Location, types, size of all existing and proposed landscaping and screening.			
___	___	___	___

SUBMITTED		WAIVED
YES NO		YES NO
___ ___	A. PLAT SUBMISSION ITEMS (Continued)	
___ ___	14. Location, type and nature of all existing and proposed exterior lighting and signage.	___ ___
___ ___	15. Architectural Plans.	___ ___
___ ___	16. Surface water, rock ledges, stone walls, existing and proposed foliage lines; open space to be preserved; other natural features.	___ ___
___ ___	17. Size and location of all existing and proposed water mains, sewers, culverts, and distances to existing fire hydrants and/or fire ponds.	___ ___
___ ___	18. Existing and proposed grades and contours.	___ ___
___ ___	19. Soil and wetland delineation.	___ ___
___ ___	20. Location of test pits, test results; outline of 4,000 square-foot septic area with setback lines.	___ ___
___ ___	21. Location of existing and proposed on-site well (showing 75-foot radius on the property).	___ ___
___ ___	22. Location of any existing or proposed easements, deed restrictions, covenants.	___ ___
___ ___	23. Base flood elevations.	___ ___
___ ___	24. Location of utility tanks (propane, oil...), utility poles & solid waste containers and necessary screening.	___ ___
___ ___	25. Location of snow storage areas.	___ ___
	B. OTHER	
___ ___	1. Plan for Stormwater Management and Erosion Control.	___ ___
___ ___	2. State subdivision approval for septic; design approval, and/or certification of adequacy of existing system(s).	___ ___
___ ___	3. Alteration of Terrain Permit.	___ ___
___ ___	4. State/Town Driveway Permit.	___ ___
___ ___	5. Reports from Police, Fire, Public Works, Conservation Commission.	___ ___
___ ___	6. Approval for municipal water/sewer connection.	___ ___
___ ___	7. Deed restrictions, easements, covenants; deeds for lands devoted to public use.	___ ___
___ ___	8. Any other state/federal permits.	___ ___
___ ___	9. Impact Analysis.	___ ___