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**AUTHORITY**

Pursuant to the authority vested in the Town of Sanbornton Planning Board voted at the October 2, 1973 Town Meeting in accordance with the provisions of RSA 674:44 as subsequently amended, the Town of Sanbornton Planning Board adopts the following regulations governing the review and approval or disapproval of site plans for the development or change or expansion of use of tracts for non-residential uses or for multi-family dwelling units, which are defined as structures containing more than two dwelling units, whether or not such development includes a subdivision or re-subdivision of the site. These regulations shall be entitled: "Site Plan Review Regulations, Town of Sanbornton, New Hampshire".

**EFFECTIVE DATE**

ADOPTED ON:	September 12, 1975
REVISED ON:	September 7, 1989
FOLLOWING A PUBLIC HEARING ON:	September 7, 1989
PUBLIC HEARING ON AMENDMENTS:	August 7, 1997
AMENDMENTS ADOPTED ON:	March 5, 1998 October 20, 2011

**SECTION I            PURPOSE**

A. The purpose of the Site Plan Review Regulations and the site plan review procedure is to:

1. Provide for the safe and attractive development of the site and guard against such conditions as would involve danger or injury to health, safety, or prosperity by reason of inadequate drainage or conditions conducive to flooding of the property or that of another, inadequate protection for the quality of groundwater, undesirable and preventable elements of pollution such as noise, smoke, soot, particulate, or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties, and inadequate provision for fire safety, prevention, and control.
2. Provide for the harmonious and aesthetically pleasing development of the municipality and its environs.
3. Provide for open space and green spaces of adequate proportions.
4. Require the proper arrangement and coordination of streets within the site in relation to other existing or planned streets or with features of the official map of the municipality.
5. Require that public highways and streets which service the site are adequate in design and capacity.

6. Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air and access for firefighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system.
7. Require, in proper cases, that plats showing new streets or narrowing or widening of such streets be submitted to the Planning Board for approval.
8. 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 and include such provisions as will tend to create conditions favorable for health, safety, convenience, and prosperity.

## **SECTION II PROCEDURES**

- A. Site Plan Review shall be conducted in accordance with the procedural requirements contained in Subdivision Regulations, Section 5.2 Formal Application, for review of final plats including the notice to abutters and a public hearing in accordance with NH RSA 674:44, as amended.
  1. The list of all abutters shall be included with the application; also abutters shall be shown on the plan.
  2. The applicant shall bear all the costs of review, including the cost of notifying abutters, the Board's administrative expenses, the costs of special investigations, the review of documents, and other costs required by particular applications (NH RSA 674:44 and RSA 676:4.
  3. If the proposed site plan meets the evaluation criteria as defined in Section V (General Standards) and is approved by the Planning Board, then the applicant may apply for a Certificate of Zoning Compliance (CZC). No CZC will be issued until approval of the site plan by the Planning Board is granted. The applicant will be notified of approval or disapproval of site plans.

## **SECTION III SUBMISSION REQUIREMENTS**

- A. All projects shall submit the following:
  1. Completed application and checklist for site plan review.
  2. Site Plan:
    - a. Sheet size: 22"x34" or 24"x36".
    - b. Scale: Preferably at 1" = 50' but not greater than 1" = 100'.
    - c. Match lines when needed.
    - d. Three (3) paper prints of each plan sheet (black line) and one reproducible Mylar.
    - e. Name and address of owner of record and applicant if other than the owner.

- f. Names and mailing addresses of owners of abutting properties.
  - g. Name and addresses of developer and site plan designer.
  - h. Date of preparation.
  - i. Title.
  - j. North arrow.
  - k. Location key sketch at scale of 1" = 2000'.
  - l. Easements and rights-of-way.
  - m. Topographical plan with contour lines of two (2) foot vertical intervals. Benchmark from USGS datum.
  - n. Zoning District.
3. List of current names and addresses of all abutters and pre-addressed, pre-stamped certified mail envelopes for each abutter as well as the owner or applicant and any professionals whose stamp appears on the site plan.
  4. Fees as set by the Planning Board.

#### **SECTION IV            REQUIRED EXHIBITS AND DATA**

A. Applications shall provide the following information on the site plan or addendum:

1. Plan of site (to scale) showing property, existing natural features including water courses and water bodies, trees and other vegetation, topographical features and other features which should be considered in the site design process.
2. Location of all buildings with their type, size, location (setbacks), and elevation of first floor indicated (assume permanent on-site elevation).
3. An elevation view or photograph of all buildings (existing and proposed) indicating the height of the highest roofline.
4. Location and dimensions of all non-vehicular paved areas such as walkways and patios.
5. The location, width, type of paving and curbing for all access ways and egress ways (driveways), plus off-street parking and loading spaces with a layout of parking indicated.
6. The type and location of solid waste disposal facilities.
7. The location, size and design of proposed signs and other advertising or instructional devices.
8. The location and type of lighting for all outdoor facilities, including direction and area of illumination.
9. Lines of all existing adjoining streets.

10. The size and location of water supply and sewage facilities and provisions for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet.
11. The location, elevation and layout of catch basins, storm drains, and other surface drainage features which provide for retention or slow release or storm water and/or ground water recharge.
12. The location of areas dedicated to plowed snow storage which do not conflict with pedestrian/vehicular traffic, parking, landscaping and surface drainage.
13. Existing and proposed contours and finished grade elevation – all contours shall be a minimum of 2 foot contour intervals.
14. The type, extent and location of existing and proposed landscaping and open areas indicating what existing landscaping and open areas will be retained.
15. The size and location of all overhead and underground public service connections such as; gas, power, telephone and fire alarm.
16. If any portion of the property boundary is proposed to be changed, the applicant must provide a boundary survey prepared and stamped by a licensed land surveyor showing surveyed property lines, bearings and, distances along property lines and monument locations, and names and addresses of all abutters.
17. Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development for site plan review.

## **SECTION V                    GENERAL STANDARDS**

- A. Design of development should fit the existing natural and man-made environments with the least negative impact:
  1. Site preparation shall be conducted with minimal disturbance to existing vegetation. Stripped topsoil shall be piled and reused on the site where needed. A minimum of four inches of topsoil shall be placed on the disturbed area. The site shall be adequately landscaped.
  2. Landscape treatment shall consist of natural, undisturbed vegetation or features, or ground cover, shrubs or trees as appropriate.
  3. Grading and filling shall be conducted to minimize the alteration of surface and subsurface properties, unless the written consent of the abutting owner is obtained.

B. Appropriate buffers shall be maintained or installed to provide privacy and noise reduction to residential areas abutting non-residential sites:

1. Buffer strips (the number of feet depending largely on the density of development in the area) shall be maintained between proposed use and abutting properties. Buffer strips shall contain vegetation or appropriate fencing which will screen the proposed use from sight from adjoining residential areas throughout the year.
2. A landscaping plan shall be submitted showing locations and types of vegetation to be retained or established. The Board may require that the landscape plan be prepared by a registered landscape architect.

C. Screening shall be provided to reduce visual pollution:

1. Storage areas shall be fenced or screened throughout the year from on-site or adjoining parking and neighboring properties.
2. Litter (garbage) storage areas shall be screened throughout the year.
3. The use of either fencing or hedges is permitted.

D. Parking and Loading and Pedestrian Safety:

1. Sufficient off-street parking shall be provided for the anticipated use to accommodate both employees and customers so that parking is not forced onto public streets or nearby properties.
2. Sufficient off-street loading and/or unloading space shall be provided including off-street areas for maneuvering of anticipated trucks or other vehicles which shall be designed to ensure the safety of vehicles and pedestrians on the site. Maneuvers for parking and/or loading or unloading spaces shall not take place from a public street.
3. Access, parking and loading areas shall be constructed so as to minimize dust, erosion, and runoff conditions that would have a detrimental effect on abutting or neighboring properties and public rights-of-ways, and shall be designed to ensure the safety of vehicles and pedestrians.
4. Permeable pavement may be required to reduce the need for the installation of drainage facilities to accommodate runoff, however, the Board may require that access, parking and loading areas be conventionally paved if appropriate or necessary.

E. Erosion and Sedimentation:

1. A plan in accordance with Article 4, Paragraph M (Soil Erosion and Sediment Control in Land Development) or Article 14 (Shorefront District) of the Sanbornton Zoning Ordinance, whichever is applicable, shall be provided by the applicant.

F. Signs and Illumination:

1. Use fully shielded fixture(s) to prevent glare on abutting properties or on public highways or streets. Glare occurs when you can see light directly from the fixture or bulb.
2. Position fixture(s) to maximize their effectiveness on the targeted property and minimize their adverse impact beyond the property borders. Avoid placement of fixtures on tall features. Recommend top-mounted versus ground mounted. Moving, fluttering, blinking or flashing lights or signs are not permitted.
3. Outdoor lighting is restricted to that which is necessary for advertising, safety and security of the development. Position fixture(s) to give adequate uniformity of the illuminated area.
4. High voltage mercury bulbs are not recommended. Recommend the use of low wattage bulbs such as low pressure sodium and compact fluorescent.
5. Signs shall comply with Article 4 Paragraph C Advertising Signs and all other provisions of the Sanbornton Zoning Ordinance.

G. Access to Public Streets:

1. Access to public streets shall be in conformance with the rules and regulations of the New Hampshire Department of Transportation and the Town, as adopted and amended.

H. Water Supply and Sewage Disposal:

1. Water supply and sewage disposal systems shall be sized to adequately meet the needs of the proposed use under the regulations of the New Hampshire Department of Environmental Services, Water Division and the Town regulations. In areas not currently served by public sewers, it shall be the responsibility of the developers or their agent to provide adequate information to prove that the area of the lot is adequate to permit installation and operation of an individual sewage disposal system.
2. The developer shall be required to provide the necessary percolation tests and submit such tests together with the proposed plan to the New Hampshire Department of Environmental Services, Water Division for its consideration and approval. Such approval shall be obtained before site plan approval can be finalized.

I. Flood Hazard Areas:

1. All site plans will be reviewed to determine whether such proposals will meet existing floodplain regulations. If such a proposal is determined to be in a flood prone area such proposals will be reviewed to assure that:
  - a. All such proposals are consistent with the need to minimize flood damage within the flood prone area.
  - b. All public utilities and facilities such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage.
  - c. Septic systems, if required, shall be designed to minimize or eliminate infiltration of floodwaters into the system and discharges from the system into floodwaters.
  - d. The lowest floor (including the basement) is elevated or flood proofed to or above the base flood elevation.

J. Any or all of the following studies may be required at the discretion of the Planning Board:

1. Nutrient loading analysis
2. Hydrogeological study
3. Pesticides study of soil and groundwater
4. Environmental impact analysis
5. Economic impact study
6. Traffic impact analysis
7. Wetlands mapping study
8. Noise and sound level study
9. Additional soils and water analysis

**SECTION VI INSPECTION**

At the Planning Board's discretion, a designee appointed by the Planning Board may inspect all site improvements. The developer shall pay the costs of all such inspections.

**SECTION VII WAIVERS OF SITE PLAN REVIEW REGULATIONS**

The Planning Board may waive requirements listed in the Site Plan Review Regulations where it finds that such regulation does not apply to the proposed development, or in cases where, in the opinion of the Board, strict conformity would impose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the Site Plan Review Regulations.



**SECTION VIII PERFORMANCE BOND**

The Planning Board may require that a performance bond, in the amount to be determined by the Planning Board, in the form of a passbook, savings deposit, irrevocable letter of credit or a bond, be posted by the developer and held by the Town until the Board of Selectmen is satisfied that all conditions of the site plan approval and any other pertinent provisions of the Zoning Ordinance, Subdivision Regulations, and other Town Regulations have been met. The bond may be released in part when the project is substantially completed, at the discretion of the Board of Selectmen.

**SECTION IX RECORDING**

Any site plan that is required to be prepared by a licensed land surveyor shall be recorded with the Belknap County Registry of Deeds after approval signature by the Chair of the Planning Board. Recording shall be done by the Planning Board with all fees to be paid by the applicant.

**SECTION X JOINT HEARINGS**

In accordance with adopted Rules of Procedure, the Planning Board may hold a hearing on Site Plan Review in conjunction with a subdivision hearing if both are required for a proposal. A hearing for Site Plan Review by the Planning Board may be held at the same time and place that a hearing for special exception is held for the project by the Zoning Board of Adjustment.

**SECTION XI AMENDMENTS**

Amendments to these Site Plan Review Regulations shall be made in the same manner as these regulations were adopted and, in accordance with the procedure outlined in NH RSA 675:6, as amended.

**SECTION XII SEPARABILITY**

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

**SECTION XIII DEFINITIONS**

The definitions section of the Zoning Ordinance is hereby adopted by reference.

**SECTION XIV PENALTIES**

Any violation of the Town of Sanbornton Site Plan Review Regulations shall be subject to a civil fine or other penalties as provided in NH RSA 676:15 and/or 676:17, as amended.

## **APPENDIX A: FEE SCHEDULE**

Note: This fee schedule may be adopted and amended by the Board of Selectmen at any time following a public hearing.

### **SITE PLAN REVIEW FEE SCHEDULE**

#### Multi-Family Residential Projects:

Site Plan Review Application Fee of \$200 plus \$50 per dwelling unit.

#### Commercial, Industrial and Institutional Projects:

Site Plan Review Application Fee of \$200 plus \$100 per acre of disturbance.

#### Amendment:

Amendment of a previously approved Site Plan shall be \$50.

#### Additional Fees:

Additional fees may also be charged for any costs incurred by the Planning Board as a result of review of the application (such as legal fees, engineering reviews, traffic studies etc.)

Note: Any additional fees are due as part of the completed application. Any other costs must be paid in full before final approval is granted by the Planning Board.

### **RECORDING FEES**

Belknap County Registry of Deeds: A recording fee, payable to the Registry of Deeds, shall be paid in the amount currently being charged by the Belknap County Registry of Deeds for recording plans based on sheet size and the number of pages recorded. This fee must be paid in full at time of final Planning Board approval.

Town of Sanbornton: A one-time administrative fee, payable to the Town of Sanbornton, shall be paid in the amount of \$50 to cover transportation and labor costs incurred by the Sanbornton Planning Office. This fee must be paid in full at time of final Planning Board approval.

### **DOCUMENTS**

Text documents will be billed at the rate currently being charged by the Belknap County Registry of Deeds for recording of documents.