Town of Dunbarton
New Hampshire

SITE PLAN REVIEW REGULATIONS

ADOPTED: October 21, 2009

Developed by the Dunbarton Planning Board's Regulations Committee
with assistance from the Central New Hampshire Regional Planning Commission

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New Hampshire

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Prepared by the:
Dunbarton Planning Board and its
Regulations Subcommittee
1011 School Street
Dunbarton, NH 03046

With assistance from the:

Central New Hampshire
Regional Planning Commission

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CERTIFICATE OF ADOPTION

In accordance with New Hampshire RSA 674:44, Site Plan Review Regulations, and RSA 675:6, Method of Adoption, the Dunbarton Planning Board, having held a duly noticed public hearing on October 21, 2009, hereby adopts and certifies these Site Plan Review Regulations, dated October 21, 2009.

Co-Chair

Co-Chair

Secretary

Member

Member

Member

Selectmen's Representative

This document was received and recorded by the Town Clerk on October 22, 2009.

Book VIII page 235

Signed: Linda L Peters

Dunbarton Town Clerk

Seal:

TABLE OF CONTENTS

CERTIFICATE OF ADOPTION ..... **i**

TABLE OF CONTENTS ..... **ii**

SECTION I. AUTHORITY **1**

SECTION II. PURPOSE **1**

SECTION III. DEFINITIONS **2**

SECTION IV. SCOPE OF REVIEW **4**
- A. Applicability 4
- B. Activities Not Subject to Site Plan Review 5
- C. Home Occupations 5
- D. Uncertain Applicability 5
- E. Waiver of Site Plan Review 6

SECTION V. APPLICATION PROCEDURE **7**
- A. Applicability for Minor Site Plan Review 7
- B. Applicability for Major Site Plan Review 7
- C. Preliminary Conceptual Consultation 8
- D. Expedited Review 9
- E. Site Plan Review Subcommittee 10
- F. Application Submission and Acceptance 10
- G. Determination of Completeness of Application 10
- H. Waiver of Plat Plan Requirements and General Standards 11
- I. Schedule of Action upon Final Application 11
- J. Review of Plat and Plans by Other Representatives 11
- K. Review by Other Town Officials 12
- L. Notifications 12
- M. Public Hearing 13
- N. Determination of Regional Impact 13
- O. Additional Studies 14
- P. Performance Bond Posted Prior to Approval 14
- Q. Consideration of Approval 14
- R. Conditions of Approval 15
- S. Submission of Final Materials 15
- T. Disapproval 15
- U. Limitation of Approval 16
- V. Inspections 16

SECTION VI. SUBMISSION REQUIREMENTS 17
A. Completed Application Form and Checklist 17
B. Minor and Major Site Plan Plat Requirements 18
C. Expedited Review 21
D. Other Plans 22
E. Additional Engineering Plans/Data 23
F. Other Documents, Approvals and Permits 26
G. "As Built" Plans 27
H. Personal Wireless Service Facilities Site Plans 27
I. Electronic Submission of Digital Data 27

SECTION VII. GENERAL STANDARDS 28
A. Design of the Development 28
B. Building Orientation and Architectural Design Standards 29
C. Drive Through Facilities 34
D. Exterior Lighting Standards 34
E. Public Safety 38
F. Flood Hazard Area 39
G. Groundwater 40
H. Impervious Surfaces 41
I. Landscaping Standards 42
J. Noise 46
K. Off-street Parking and Loading Requirements 46
L. On-site Waste Storage and Disposal 50
M. Screening and Buffer Strips 50
N. Sewage Disposal 53
O. Signs 53
P. Stormwater Management 54
Q. Road Construction Standards 57
R. Surface Waters and Wetlands Resources 58
S. Traffic 59
T. Underground Fuel Storage Tanks (USTs) 59
U. Water Supply 59

SECTION VIII. REQUIREMENTS AND STANDARDS FOR RESIDENTIAL SITE PLANS 60
A. Review Process 60
B. Submission Requirements 61
C. Design Standards 64
D. Roads, Parking, and Pedestrian Facilities 65
E. Landscaping and Buffers 67
F. Common Areas, Recreational Areas, and Services 68
G. Utility and Other Design Standards 69

SECTION IX. PERFORMANCE GUARANTEE 70

SECTION X. REVOCATION OF PLANNING BOARD APPROVAL 71

SECTION XI. ADMINISTRATION AND ENFORCEMENT 72
A. Administration 72
B. Waivers 72
C. Penalties and Fines 72
D. Appeals 72
E. Active and Substantial Development 72
F. Recording 72

SECTION XII. VALIDITY 73

SECTION XIII. AMENDMENTS 73

SECTION XIV. EFFECTIVE DATE 73

APPENDIX 74
A. Site Plan Review Application 75
B. Memo for Review to Town Department Heads 92
C. Status of Site Plan Application 93

SECTION I. AUTHORITY

Pursuant to the authority vested in the Planning Board by the voters of the Town of Dunbarton on March 10, 1970 and in accordance with the provisions of 674:43 and 44, New Hampshire Revised Statutes Annotated, as amended, the Dunbarton Planning Board hereby adopts the following regulations governing the development or change or expansion of use of land, including non-residential uses and residential uses, whether or not such development includes a subdivision or resubdivision of the site. The Certificate of Adoption is provided as a component of these Site Plan Review Regulations.

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.

SECTION III. DEFINITIONS

The definitions contained in the Dunbarton ZONING ORDINANCE and the SUBDIVISION REGULATIONS shall apply to these Site Plan Review Regulations. In addition, the following definitions apply to these Regulations:

APPLICANT – Refers to the individual, owner, agent, or entity who applies to the Planning Board for site plan consideration.

BOARD – Refers to the Planning Board unless otherwise specifically stated.

CHANGE OF USE - Occurs when there is a change in the quality, character, type, or intensity of the use of a building or site, such that there is likely to be a noticeable impact on the neighborhood or the town. A Change of Land Use may occur even though the general classification of use remains the same and even if the proposed change does not involve construction. A Change of Land Use is determined by the Board from the most recent use to the proposed use.

COMMON AREA - That portion of a residential development that is not used for residential buildings, residential building lots, public or private rights-of-way, or required parking for residential units. The common area is designed for the benefit and enjoyment of the residents of the residential development and may be for the conservation and preservation of open space and environmentally sensitive land. The common area may contain access to structures and improvements necessary and appropriate for educational, recreational, cultural, social, or other uses, plus any utility services and facilities utilized by the owners of the common area.

DWELLING, DUPLEX (TWO-FAMILY) – a building/structure containing two (2) dwelling units, attached and otherwise connected by common construction, designed for, or occupied exclusively by two (2) families living independent of one another [Note reference of "Duplex (two-family)" and "Multi-Family" definition as it pertains to two-family unit tract of development.] *(See this definition in the Dunbarton ZONING ORDINANCE. Any changes of this definition in the ORDINANCE supersede the definition contained in these SITE PLAN REVIEW REGULATIONS.)*

DWELLING, MULTI-FAMILY – A building/structure containing three (3) or more dwelling units, attached and otherwise connected by common construction, designed for, or occupied exclusively by, three (3) families or more living independent of one another. For the purposes of this ordinance, the definition of "Multi-Family" shall apply to the condition of a single building lot having more than one single-family dwelling building/structure, more than one two-family (duplex) building/structure, or any combination thereof. *(See this definition in the Dunbarton ZONING ORDINANCE. Any changes of this definition in the ORDINANCE supersede the definition contained in these SITE PLAN REVIEW REGULATIONS.)*

DWELLING UNIT – A building or portions thereof containing complete housekeeping facilities and intended for occupancy by a single family. No dwelling unit shall have a net floor area of less than 500 square feet. *(See this definition in the Dunbarton ZONING ORDINANCE. Any changes of this definition in the ORDINANCE supersede the definition contained in these SITE PLAN REVIEW REGULATIONS.)*

EASEMENT - A grant of one or more of the property rights by the property owner to and/or for use by the public, a corporation, or another person or entity.

GREEN SPACE - An area of largely undeveloped wild or agricultural land surrounding or neighboring a built or developed area

HOMEOWNERS' ASSOCIATION - A private non-profit corporation, association or other nonprofit legal entity established by the Applicant to manage and support the activities of the residential development. The Homeowners' Association shall be responsible for ownership, maintenance, and payment of taxes on all private roadways and common areas, including open spaces.

IMPERVIOUS SURFACE - An area whose water absorbing characteristics are greatly reduced as compared to the natural land and therefore less easily penetrated by moisture including, but not limited to, gravel and paved roads, gravel and paved driveways, parking lots, and roofs.

MAJOR SITE PLAN – A site plan that fulfills the conditions stated in ***Section V.B., Applicability for Major Site Plan Review***.

MINOR SITE PLAN - A site plan that fulfills the conditions stated in ***Section V.A., Applicability for Minor Site Plan Review***.

MULTI-FAMILY DEVELOPMENT OR RESIDENTIAL DEVELOPMENT– A development of two or more single-family detached dwelling units, and/or two or more attached two-family (duplex) dwelling units, and/or one or more attached multi-family dwelling units on one lot or any number of merged lots.

MULTI-USE DEVELOPMENT – A development containing two or more distinct uses.

NATURAL COMMUNITIES – Assemblages of plants and animals that recur in predictable patterns across the landscape under similar physical conditions.

NON-RESIDENTIAL DEVELOPMENT – A development that is not a residential development and is typically considered a commercial enterprise.

PARKING, OFF-STREET – A temporary storage area for a motor vehicle that is directly accessible to an access aisle and that is not located on a dedicated street right-of-way.

RESIDENTIAL SITE PLAN – A site plan submitted pursuant to ARTICLE 9. MULTI-FAMILY RESIDENTIAL HOUSING DISTRICT, of the ZONING ORDINANCE.

RIGHT OF WAY - A strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a road, crosswalk, utilities, and other similar uses; generally, the right of one to pass over the property of another.

TOWN – is the Town of Dunbarton, New Hampshire.

WETLAND - An area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

SECTION IV. SCOPE OF REVIEW

Any proposed residential or non-residential development, or proposed change or expansion of an existing use of a site, or any changes that are proposed that differ from an existing site plan as previously approved by the Planning Board, prior to construction, land clearing, building construction or alteration and before any permit for the erection of any building or authorization for development on such site shall be granted, shall require the owner of the property to apply for and secure from the Board approval of such proposed site development in accordance with procedures outlined in these Regulations. The Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review.

The Site Plan Review procedure in no way relieves the Applicant 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.

Because all commercial uses except Home Occupations are permitted by Special Exception from the Zoning Board of Adjustment, all potential changes of use, expansions of existing use, and new business or commercial uses shall be brought before the Zoning Board of Adjustment for issuance of a Special Exception prior to seeking site plan review.

A. Applicability
The Planning Board or its designee shall use the following criteria to propose whether the activity requires site plan approval:

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

5. If the proposal involves an increase in the level of activity.

B. Activities Not Subject to Site Plan Review
The Planning Board or its designee shall use the following criteria to propose whether the activity is not subject to site plan approval:

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 and do not increase trip generation, based on the most recent edition of *Trip Generation, An Informational Report*, Institute of Transportation Engineers.

3. A reuse of a premise for which a Site Plan Review has already been conducted, provided the new use is not different in type or impact as determined by the Board or its designee.

4. Timber harvesting and forest management activities, excluding lumber yards and sawmills.

C. Home Occupations

Home occupations allow for local economic development, encourage the creation of new businesses, and provide flexible or accessible working conditions for residents of Dunbarton. Home occupations that satisfy each of the Home Occupation provisions in the Dunbarton ZONING ORDINANCE (Article 4.A.6.a) are specifically excluded from Site Plan Review once the Building Department reviews the information and finds in writing that each provision in the ZONING ORDINANCE is met. When said provisions have not been met, the following shall apply:

1. New home occupations not complying with the ZONING ORDINANCE shall come before the Planning Board for Site Plan Review consideration after obtaining a Special Exception from the Zoning Board of Adjustment.

2. When existing home occupations are found to have exceeded the capacity of the ZONING ORDINANCE, they shall come before the Planning Board for Site Plan Review consideration after obtaining a Special Exception from the Zoning Board of Adjustment.

D. 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.

E. Waiver of Site Plan Review

The Applicant may, at least 30 days prior to a regularly scheduled Board meeting, request that site plan review be waived if:

1. The Board determines that the proposed development conforms to the Dunbarton ZONING ORDINANCE; and

2. The required Special Exception has been issued by the Zoning Board of Adjustment (if applicable); and

3. The waiver is not conflicting with or contrary to the spirit of these Site Plan Review Regulations.

In requesting the waiver, the Applicant shall submit a written request, authorization from the property owner (if different), a plan/sketch/map prepared to scale, a list of abutters, fees as designated by the fee schedule, and a description of the property and the proposed project. The information supplied must sufficiently inform the Board about the nature and scope of the proposed project and why a waiver is warranted.

A public hearing will be held for waiver of site plan review, with notification of the public in accordance with ***Section V. L., Notifications***.

SECTION V. APPLICATION PROCEDURE

The following procedures will be followed when considering an application for site plan review.

A. Applicability for Minor Site Plan Review
A Special Exception from the Zoning Board of Adjustment shall be secured for non-residential development. The following activities shall be subject to Minor Site Plan review:

1. Any development activity or combination of activities that, within any four (4) year period, results in the following:

    a. Increase of up to 5% of the average daily traffic on the adjacent roadway utilizing the most recent edition of *Trip Generation, An Informational Report*, Institute of Transportation Engineers in accordance with ***Section VII. S., Traffic*** or

    b. Employment of up to five employees as long as the business is not a Home Occupation as defined in the ZONING ORDINANCE (Article 4A.6.a).

2. Home Occupations which do not fulfill the criteria in the ZONING ORDINANCE (Article 4.A.6.a) but generate an increase of up to 5% of the average daily traffic and employment of up to five nonresidents of the home.

3. Construction of two single-family dwelling units/structures on a single building lot.

B. Applicability for Major Site Plan Review
A Special Exception from the Zoning Board of Adjustment shall be secured for non-residential development. The following activities shall be subject to Major Site Plan review:

1. Any development activity or combination of activities that does not fulfill the criteria for Minor Site Plan Review.

2. 2. Any first time development activity on a lot, including Home Occupations which do not fulfill the criteria in the ZONING ORDINANCE (Article 4.A.6.a) and exceed the applicability for Minor Site Plan Review.

3. Construction of a multi-family development containing three or four (4) dwelling units per building/structure on a single building lot or any number of merged lots or on any number of individual lots to be considered in the site plan.

4. Construction of more than one single-family dwelling unit/structure, more than one two-family (duplex) building/structure, or any combination thereof, on a single building lot or on any number of merged lots or any number of individual lots to be considered in the site plan where the total number of dwelling units exceeds two.

5. Any use that results in the construction of a drive-through window.

At the discretion of the Board, the following activities may be subject to Major Site Plan review:

6. Any Telecommunication site plan.

7. Any development with a potential for regional impact.

8. Any development significantly increasing the number of vehicle trips per day over 5% per day as determined utilizing the most recent edition of *Trip Generation, An Informational Report*, Institute of Transportation Engineers.

C. Preliminary Conceptual Consultation

In accordance with RSA 676:4 II (a), *Preliminary Conceptual Consultation Phase*, the Applicant may choose to undertake preliminary conceptual consultation of an application with the Planning Board prior to the formal submission of a final application. The preliminary conceptual consultation provides an opportunity for the Applicant and the Board to discuss the concept of the proposal in the context of the Master Plan, ZONING ORDINANCE and regulations. All discussions during the preliminary conceptual consultation phase are non-binding. Submissions for preliminary conceptual consultation shall adhere to the following procedures:

1. Preliminary Conceptual Consultations are strongly encouraged for Minor and Major Site Plan Review.

2. The Applicant shall make an appointment with the Board's designee no later than thirty (30) days prior to the regular meeting at which the Applicant is requesting to be heard.

3. The Applicant shall bring in a preliminary application and a sketch of the site that provides detail of the proposal. Sketches shall show sufficient information about the development to form a clear basis for discussion of potential problems and for the preparation of the design review plans or final plans.

4. The Board shall review the proposal with regard to the Master Plan and the ZONING ORDINANCE and provide guidance relative to state and local regulations. The conceptual consultation does not require formal notification of abutters. However, Applicants are encouraged to consult with abutters and incorporate any input received into any future plan presented to the Board.

D. Expedited Review

For certain Minor Site Plans, an expedited review process will be available.

1. At the Board's discretion, any non-residential Application on a parcel for which a site plan has been previously approved by the Planning Board and which:

    a. Involves only a change of use; and/or
    b. Involves no more than a 10% increase in road surfaces and parking areas and no more than a 25% increase in total building area; and
    c. Project requires no waivers of Site Plan Review Regulations; and
    d. None of the provisions or requirements of ***Section VI. D., E., F., or H.*** are applicable; and
    e. Applicant has appeared before the Board for Preliminary Conceptual Consultation.

    These Minor Site Plan Applications may be accepted and approved by the Board at one meeting subject to the notice and public hearing requirements described in these Regulations and subject to the Applicant's full compliance with these Regulations.

2. 2. Site plans ineligible for expedited review include Major Site Plans, residential site plans, developments of regional impact, telecommunications, certain home occupations, site plans with new road construction, and site plans which increase the number of vehicle trips over 5% per day utilizing the most recent edition of *Trip Generation, An Informational Report*, Institute of Transportation Engineers

3. At the time of the filing of such an Application, the Applicant shall specifically request expedited review and shall file all required Application Forms, Checklists, and Plans.

4. The Board shall provide notice to all parties as provided in ***Section V. L., Notifications*** of its intent both to consider the submission and the approval of the Application under these Expedited Review Procedures, and to hold a public hearing on the Application.

5. The Board shall hold a public hearing, with notice as provided in ***Section V. M., Public Hearing***, prior to approval or disapproval of the Application.

6. No public hearing shall be necessary prior to the Board's action to not accept an Application as complete or disapprove an Application based upon the failure of the Applicant to supply information required by the Regulations, including Abutters' identification, the failure to meet reasonable deadlines established by the Board, or the failure to pay costs of notice or other fees required by the Board.

E. Site Plan Review Subcommittee

Applicants for Major Site Plans will be required to meet with the Planning Board Chair, Building Department and/or Building Inspector, Police Chief, Fire Chief, Conservation Commission Chair, and Road Agent after submitting the Application for Major Site Plan. The purpose of the Site Plan Review Subcommittee is to identify issues or problems in advance of the first Planning Board meeting on the Application. Upon submittal of an application, the Building Department and/or Building Inspector will schedule a meeting with the Applicant within seven (7) calendar days of the Application submission. The comments provided by the Site Plan Review Subcommittee should be addressed by the Applicant with the appropriate Subcommittee member by the time of the Planning Board meeting. If review and comment from any Department or Commission is not required, at the discretion of the Planning Board, their participation may not be requested.

F. Application Submission and Acceptance

The Planning Board shall not act on any application for site development approval until the Board has formally accepted the Application for review. The Applicant shall file a complete application pursuant to ***Section VI. A., Completed Application Form and Checklist*** and ***B., Minor and Major Site Plan Plat Requirements*** and/or ***Section VIII. B. Submission Requirements*** with the Board at least thirty (30) days prior to the date upon which the Applicant wishes the Board to accept the Application for site development approval. An application, sufficient to invoke the jurisdiction of the Board and initiate the start of the sixty-five (65) day review period per RSA 676:4, I(c), shall be formally submitted to and accepted by the Board. Formal acceptance of an application shall require an affirmative vote of a majority of the members of the Board.

G. Determination of Completeness of Application

An application shall be complete when an application form, all plan requirements or waiver requests, and fees have been submitted to the Planning Board. For each item listed in ***Section VI. B., Minor and Major Site Plan Plat Requirements*** and/or ***Section VIII. B. Submission Requirements,*** the Applicant shall submit either the requested information or a request for a waiver from the plan requirement. All applications submitted without applicable plan requirements or fees shall be determined to be incomplete and will be rejected for review by the Board. The Board shall, at the next regular meeting or within thirty (30) days following the delivery of the Application, determine whether the Application is complete. If an item is missing from the Application and no waiver has been requested for it, the Board shall notify the Applicant in writing that the Application is not complete and request the additional information required. The Applicant shall submit the additional information as soon as possible and the procedure in this paragraph shall be repeated until the Application is complete.

H. Waiver of Plat Plan Requirements and General Standards
The Applicant may request that the Planning Board waive any of the requirements contained in ***Section VI. B. Minor and Major Site Plan Requirements***, ***Section VII, General Standards***, or ***Section VIII. Requirements and Standards for Residential Site Plans***. Requests for waivers shall be submitted in writing, specifying the Section number and justification for the request, and shall be included with the Application submission. The Board may permit waivers to be submitted in writing during the approval process at their discretion. The Board shall vote to grant or deny the Applicant's request for a waiver from a specific Section of these regulations and the Board's decision shall be recorded in the minutes of the meeting. The Board may grant waivers prior to voting upon the final plan, in accordance with the following:

1. A waiver may be granted if the requested information or requirement is deemed to be either not relevant to the Application or otherwise not necessary to determine compliance with these regulations.

2. A waiver may be granted if the Board finds that by doing so, the Application will be brought closer into compliance with the goals of the Master Plan.

3. A waiver may be granted if the provisions in ***Section II. Purpose*** are upheld.

I. Schedule of Action upon Final Application
Upon formal acceptance of the final application for site development approval, the Planning Board shall, within thirty (30) days, place the Application and attached plans on its agenda. Within sixty-five (65) days of the formal acceptance of the complete application for final site development approval, the Board shall vote to approve or disapprove the proposed site plan. The Board may apply for and receive from the Board of Selectmen an extension not to exceed ninety (90) days before acting to approve or disapprove the proposed site plan. The Applicant may waive the sixty-five (65) day limitation and agree to an extension of the period within which the Board shall act. Upon failure of the Planning Board to timely approve or disapprove the proposed site plan, the Applicant may obtain from the Board of Selectmen an order directing the Board to act within fifteen (15) days. Failure of the Planning Board to act upon such of the Board of Selectmen shall constitute grounds from the Superior Court, upon petition of the Applicant, to issue an order approving the Application, if the court determines that the proposal complies with existing site development, zoning or other ordinances.

J. Review of Plat and Plans by Other Representatives
Prior to taking action on the site plan, the Planning Board shall refer the site plan to the Board's designee for review. The Board's designee shall review the Application and plans to determine their compliance with all applicable statutes, ordinances and regulations and, if requested, to determine the various impacts of the proposed site development. Upon completion of the plan review and impact study(ies), the Board's designated representative shall provide the Board with a written report setting out his/her findings and recommendations. The cost of all reviews shall be borne by the Applicant.

K. Review by Other Town Officials

Before approval of the site plan, the Board shall require the Chief of the Police Department, the Building Department, the Chief of the Fire Department, the Road Agent, the Board of Selectmen/Town Administrator, and the Conservation Commission to review and comment on the submitted plan. The Board may also request that Town Engineer, Town Counsel, and other Town officials review the plans in writing.

1. The Fire Department may review the plan for compliance with NH State Fire Codes. New Hampshire has adopted NFPA 1 and NFPA 101 through the NH Department of Safety State Fire Marshal's Administrative Rules (Saf-C 6000 State Fire Code). This code is State law per RSA 153:5 and 153:14. The Fire Department review will include adequacy of water supply, road details including width, grade, and vertical clearance, and other safety items. Additional relevant rules, regulations, and/or fire codes may also be taken under consideration at the discretion of the Fire Department.

2. As directed by the Board, the Applicant must satisfactorily address all concerns of the Town Officials listed above.

L. Notifications

In accordance with RSA 676:4 (d), the following parties shall be given at least ten (10) days notice of the meeting at which site plan review will occur:

1. All abutters, holders of conservation, preservation or agricultural preservation restrictions, and every engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted shall be notified via certified mail. Abutter lists shall be completed not more than five (5) days before the day of filing with the Board per RSA 676:4, I (b).

2. The general public shall be notified by posting a copy of the written notice at two public places and by printing a notice in a newspaper of general circulation. Notices shall include a general description of the proposed development, the name of the Applicant, the location of the property which is to be developed, and the time, date and place of the meeting or public hearing. When computing the period for notification, the day of mailing, posting or publication and the day of the meeting shall not be counted.

3. All costs of notice, whether mailed, posted or published, shall be paid in advance by the Applicant. Failure to pay such costs shall be valid grounds for the Board to terminate consideration of the Application for design review. If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing shall not be required. Notice of an adjourned session of a hearing shall not be required provided that the date, time and place of the adjourned session are announced at the prior meeting.

M. Public Hearing

In accordance with RSA 676:4(e), the Planning Board shall not take action upon a site plan without first holding a public hearing. Notice of the public hearing shall be provided to the Applicant, abutters and general public. At the public hearing, any Applicant, abutter; holder of any easement, or an individual with a direct interest in the Application may testify in person or in writing. Notwithstanding the foregoing provisions of this Section, the Board may disapprove an application for site development approval without a public hearing, based upon failure of the Applicant to supply information required by these regulations, including abutters' notification, or failure to meet reasonable deadlines established by the Board, or failure to pay costs of the notice or other fees required by the Board.

N. Determination of Regional Impact

In accordance with RSA 36:56, the Planning Board shall make a determination as to whether the development, if approved, reasonably could be construed as having the potential for regional impact. Doubt concerning regional impact shall be resolved in a determination that the development has a potential regional impact.

1. In determining whether a project has regional impact, the Board may consider, but is not limited to the consideration of, such factors as: the relative size or number of dwelling units compared to the existing housing stock, the proximity to the borders of a neighboring community, transportation networks, anticipated emissions or environmental impacts such as light, noise, smoke, odors, or particles, the proximity to aquifers or surface waters which transcend municipal boundaries, and shared facilities such as schools, wastewater treatment plants, and solid waste disposal facilities.

2. Procedures for Development of Regional Impact. Upon determination that a proposed development has a potential regional impact, the Board shall afford the regional planning commission and the affected communities as the status of abutters as defined in RSA 672:3 for the limited purposes of providing notice and giving testimony. The Board shall provide to the Central New Hampshire Regional Planning Commission (CNHRPC) and the affected communities the following notifications:

    a. Within seventy-two (72) hours of reaching a decision that the development has the potential for regional impact, the Board shall submit, via certified mail, to the CNHRPC and the affected municipalities copies of the minutes of the meeting at which the determination of regional impact was made.

    b. At least fourteen (14) days prior to the public hearing for the development of regional impact, the Board shall notify, via certified mail, the CNHRPC and the affected municipalities of the date, time and place of the hearing, and of their right to testify concerning the development.

O. Additional Studies
The Planning Board may undertake or require the Applicant to undertake any study that it reasonably deems essential to ensure that the development can satisfy the applicable of ***Section VII. General Standards*** and/or ***Section VIII. Requirements and Standards for Residential Site Plans***. Other studies may be reasonably required which are not specifically mentioned in these Sections. The Applicant shall pay the cost of any such study and review.

P. Performance Guarantee Posted Prior to Approval
Whenever an application requires the posting of a performance guarantee security, such financial guarantee shall be posted prior to receiving final approval. Upon receipt of any required security, the Board will make a final review of the plans and application to determine their conformance with these and other applicable regulations and ordinances. All performance guarantees shall be secured and managed in accordance with ***Section IX., Performance Guarantee***.

Q. Consideration of Approval
Approval of the site plan shall require the approval of a majority of those Planning Board members present and voting. The site plan must meet all relevant criteria under Section VII. General Standards. The following provisions will be considered to as to whether the proposed site plan:

1. Is consistent with the Town's Master Plan, Official Map, ZONING ORDINANCE, relevant Town Ordinances, and regulations.

2. Meets use, density, or dimensional requirements of the zoning district or any overlay zone in which the Application is located

3. Meets the conditions of any issued Conditional Use Permit, Zoning Variance, or Special Exception.

4. Complies with requirements, design standards, and specifications of these Site Plan Review Regulations.

5. Provides safe and convenient access for vehicles and pedestrians, and provides adequate access for emergency vehicles.

6. Provided safe and appropriate off-street parking and loading areas.

7. Provides for the future extension of roads or for access to adjoining property not yet subdivided.

8. Provides adequate erosion and sedimentation control.

9. Provides that no pollutants shall be released into the air, surface waters, groundwater or soil.

10. Has a sufficient pressure and supply of water for fire suppression.

11. Has preserved a sufficient number of trees along proposed roadways to the maximum extent feasible and provides adequate natural landscaping on site.

12. Has preserved existing natural and historic features such as viewsheds, stone walls, rock outcroppings, water bodies, and historic landmarks to the maximum extent feasible.

13. Applies satisfactory stormwater drainage based on standards set forth in Section VII. Q of this ordinance.

14. Has adequate water and sewage provisions as designed by a Sanitary Engineer registered in New Hampshire and approved by the New Hampshire Department of Environmental Services.

15. Have satisfactorily addressed environmental factors such as protection against pollution, noise, and odor.

Once these provisions have been adequately addressed where applicable, based on Section VII. General Standards, the Board can vote on the Application. Upon approval or upon the satisfactory completion of all conditions of approval, the plat is certified by the signature of the current Board Chairperson and Secretary and the date of approval.

R. Conditions of Approval

The Planning Board may grant conditional approval of an application. If the remaining actions on the Application are administrative in nature; do not involve discretionary judgment by the Board; and/or involve the possession of permits and approvals granted by other boards or agencies, a further public hearing is not required to grant final approval. A further public hearing will be required to demonstrate compliance with the terms of all other conditions pursuant to RSA 676:4,I(i), in which case final approval will be granted when all conditions have been met to the satisfaction of the Board. If the conditions are not met within 90 days after the date at which conditional approval was granted, the Board will determine the appropriate action to be taken on the Application. Approval of the Application shall be communicated in writing and available for public inspection within 144 hours (6 days) of the vote pursuant to RSA 676:3.

S. Submission of Final Materials

The Applicant shall submit final mylars and three (3) paper copy sets to the Planning Board, with all changes and conditions of approval incorporated, within 90 days of approval. All documents required as a condition of approval must also be submitted within 90 days of approval. When all components have been submitted to fulfill the conditions of approval, the current Board Chairperson and Secretary will sign the mylars and paper copies at the next regular Planning Board meeting. After signing, the Board or its designee will record the Plan at the Merrimack County Registry of Deeds within ten (10) business days. The cost of recording shall be borne by the Applicant.

T. Disapproval

If the Planning Board determines that the proposed site development does not meet all of the applicable requirements, it shall vote to disapprove the Application. The reasons for disapproval

will be clearly stated in the Board's records and shall be communicated in writing and available for public inspection within 144 hours (6 days) of the vote pursuant to RSA 676:3.

U. Limitation of Approval

Site plan approval granted by the Board shall be exercised in accordance with the statutory deadlines specified in RSA 674:39, or provisions of ***Section X. Revocation of Planning Board Approval*** shall apply.

V. Inspections

After approval, the Planning Board may require routine inspections to ensure compliance with any of the Sections within these Regulations and to ensure that the conditions on the plat are being met. Such inspections shall be performed by the Board's designee at reasonable times to the landowner. The cost of inspections shall be borne by the Applicant.

SECTION VI. SUBMISSION REQUIREMENTS

A completed application for both Minor Site Plans and Major Site Plans shall consist of the following items unless a written request for waiver(s) is granted by the Board:

A. **Completed Application Form and Checklist**, accompanied by:

1. Three (3) copies of names and addresses of all abutters, taken from the Town records not more than five (5) days before the day of filing submitted on typed mailing labels.

2. Three (3) copies of names, addresses, and seals of all persons preparing the plat, as applicable, submitted on typed mailing labels.

3. Three (3) copies of names and addresses of all holders of conservation, preservation or agricultural preservation restrictions submitted on typed mailing labels.

4. Seven (7) paper copies of the 22”x34” plat, 15 paper copies of the 11”x17” plat, and one (1) paper copy of the 11”x17” plat for each abutter/property owner/professional/ easement holder, prepared according to the standards of the NH Land Surveyors Association and the Merrimack County Registry of Deeds, and as follows:

    a. Plats shall be at any scale between 1"= 50' and 1"=100' sufficient to show detail.

    b. The outside dimensions of the plat shall be 11”X17” and 22”X34”, respectively, or as may be otherwise specified by the Merrimack County Registry of Deeds.

    c. The material composition shall be suitable for electronic scanning and archiving by the Registry 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:
        i. type of survey
        ii. owner of record
        iii. title of plan
        iv. name of the town(s)
        v. tax map and lot number
        vi. plan date and revision dates.

5. Seven (7) paper copies of supplemental plans to support the Application as applicable, including those from ***Section VI. D., Other Plans, and E., Additional Engineering Plans/Data.***

6. Seven (7) copies of supplemental studies to support the Application, as applicable, including those from ***Section VI. E., Additional Engineering Plans/Data.***

7. Letter of authorization from the owner, if the Applicant is not the owner.

8. A narrative explaining the project, including map and lot number, location, existing and proposed uses utilizing the ZONING ORDINANCE's Table of Uses, hours of operation, number of employees, etc.

9. Payment to cover filing and notification fees. Regarding the filing and notification fees, the Board may retain the services of a registered professional engineer, planner, noise consultant, hydrogeologist, environmental consultant, or other qualified professional as deemed necessary by the Board to review plans and data submitted by the Applicant. A written agreement to pay these review 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 consultant review fees shall be returned to the Applicant. Filing fees are not refundable.

10. Requests for waivers to any of these regulations shall be submitted in writing, with a statement justifying the reason for the waiver request, with the Application in conjunction with ***Section V. H., Waiver of Plat Plan Requirements and General Standards***.

11. Copy of the Zoning Board Special Exception obtained for proposed commercial use.

B. Minor and Major Site Plan Plat Requirements

The Planning Board shall determine whether a site plan qualifies for review under the Minor Site Plan provisions in accordance with ***Section V. A., Applicability for Minor Site Plan Review*** or under the Major Site Plan provisions in accordance with ***Section V. B., Applicability for Major Site Plan Review***. The property owner and/or Applicant shall be required to submit the materials under ***Section VI.A., Application Form and Checklist*** and the following information concerning the parcel and the proposed use for all site plans.

1. Surveyed property lines, utilizing the NH State Plane Coordinate System, showing their bearings and distances and showing monument locations every 1,000 feet.

2. Boundary survey with a maximum error of closure of 1 in 10,000. Distances shall be to the nearest 100th of a foot and bearings to the nearest 10 seconds.

3. Owner's name, address, telephone number, and signature. Name, address,, and telephone number of Applicant/developer, if different from owner.

4. Names and addresses, including Tax Map and Lot number, of the parcel and all abutting properties and owners.

5. Holders of existing conservation, preservation or agricultural preservation restrictions. Location of any existing or proposed easements, and notations of deed restrictions, easements, and covenants.

6. Names, addresses, telephone numbers, seals, and signatures of all professionals involved in the site plan design and certified in the State of New Hampshire.

7. Scale of the map/diagram, north arrow (true and magnetic) and date of the plan.

8. Locus map displaying the location of the site within the Town shall be at a scale not greater than 1”=1,000’.

9. Total area and the dimensions of the parcel and street frontage.

10. All proposed and existing uses occurring on the parcel.

11. Zoning boundaries, wetlands conservation and multi-family housing overlay district boundaries, wetland and building setbacks, buffers, building locations, Special Flood Hazard Areas (SFHA), the 100-year flood elevation line, and Base Flood Elevation (BFE) data, as required, referencing the latest Flood Insurance Study and a map indicating any stratified drift aquifers as mapped by the U.S. Geological Survey and wellhead protection areas on or adjacent to the proposed site. Date and source of data shall be provided in the plan notes.

12. A signature block, including one for the date and for signatures of the Planning Board Chair and Secretary.

13. List of reference plans.

14. Date that the plans were first drafted and the succeeding dates and nature of each future revision.

15. List of all approvals and permits, including date granted, on the plan including, but not limited to:
    a. Waivers
    b. Special Exceptions, printed verbatim from Notice of Decision
    c. Variances, printed verbatim from Notice of Decision
    d. NH DES Subsurface Sewage Disposal Approval Permit
    e. NH DES Alteration of Terrain Permit
    f. NH DES Dredge and Fill Permit
    g. NH DOT Curb Cut Permit

16. Items changed from the initial Major Site Plan or last site plan before the Planning Board.

17. Matchlines on all plans requiring registration with a second sheet.

The Board may waive any of the following requirements in accordance with ***Section V.H., Waiver of Plat Plan Requirements and General Standards*** at the request of the Applicant, as identified during the preliminary Conceptual Consultation, for certain Minor Site Plans, or as applicable to the nature of the site plan:

18. Existing and proposed topographic contours based upon the USGS topographical data, with spot elevations where necessary, and finished grade elevations. Contour intervals shall be no greater than two (2) feet for the developed portion of the site and ten (10) feet elsewhere.

19. Soil and wetland delineation by professionals certified in the State of New Hampshire.

20. Features such as existing water courses, water bodies, trees, landscaping, existing foliage lines, other vegetation, rock ledges, stonewalls, and any other human made or natural features, in accordance with ***Section VII. A. Design of the Development.***

21. Location of all buildings and structures within one hundred (100) feet of the parcel and the location, dimensions, and height of existing and proposed buildings and structures on the parcel.

22. Lines, names, classification, and width of all existing and proposed abutting streets, lanes, ways or easements intended to be dedicated for public use within two hundred (200) feet of the parcel.

23. Location of all existing and proposed driveways and parking areas, including sight distance at the access points from the center line for all approaches.

24. Location of 4,000 square-foot septic area with applicable setback lines per the ZONING ORDINANCE, Article 4.B. Dimensional Regulations and Article 5.F.2 Specific Provisions, and location of percolation tests and test results, in accordance with ***Section VII. N., Sewage Disposal.***

25. Location of existing and proposed well, with a minimum of a 75-foot radius on its own lot per the ZONING ORDINANCE, Article 4. 6.d Private Residential Water Wells, in accordance with ***Section VII. U., Water Supply***.

26. Location of existing and proposed utility tanks (propane, oil, etc), utility poles and lines including telephone, gas, cable, fiber optic, water and sewer lines, and necessary screening, in accordance with ***Section VII. G., Groundwater, N., Sewage Disposal, R., Surface Waters and Wetlands Resources*** and ***T., Underground and Aboveground Fuel Storage Tanks***.

27. The location, size and the design of existing and proposed exterior lighting and signs and other advertising or instructional devices in accordance with the Town of Dunbarton Sign Ordinance, ***Section VII. D., Exterior Lighting Standards***, and ***O., Signs***.

28. The total number of employees for Home Occupations exceeding 1 nonresident, and for all commercial enterprises and residential developments.

29. Location and type of solid waste disposal facilities and snow storage areas and necessary screening, in accordance with ***Section VII. L., On-site Waste Storage and Disposal***.

30. Location and total number of parking lots, parking spaces, loading spaces and other similar facilities associated with the use, in accordance with ***Section VII. K., Off-street Parking and Loading Requirements.***

31. Estimated number of vehicle trips per day generated by the proposed use or home business utilizing the most recent edition of *Trip Generation, An Informational Report*, Institute of Transportation Engineers, in accordance with ***Section VII. S., Traffic***.

32. Location of and distance to any fire hydrants, cisterns, and/or fire ponds in accordance with ***Section VII. E., Public Safety***.

33. Exterior lighting standards in accordance with ***Section VII. D., Exterior Lighting Standards.***

34. List names, contacts, addresses, and telephone numbers of all public or private utilities servicing the site, with a Note verifying connection on the final plat.

35. For Major Site Plans, list of all studies, reports or documents on sheet 1, submitted as a requirement of approval. (e.g. – Endangered Species, Historic/Archaeological, Traffic, Stormwater Management, Environmental Impact studies, etc. as provided in ***Section VI. E., Additional Engineering Plans/Data***).

36. For Major Site Plans, any additional information required by the Board to make an informed decision, including documentation as stated in ***Section VI. D., E., F., and H.*** and in ***Section VIII. B., Submission Requirements,*** as applicable.

C. Expedited Review

Certain Minor Site Plans, as determined by the Planning Board or its designee, qualify for Expedited Review as provided in this Section. Applicants must have attended a Preliminary Conceptual Consultation. The applicability for expedited review is stated in ***Section V.D., Expedited Review***.

1. Minor Site Plans submitted for Expedited Review are required to comply with those provisions, at a minimum, that were identified by the Planning Board during the Preliminary Conceptual Consultation.

2. Additional components are encouraged to be provided on the plat at the discretion of the Applicant.

3. The Board may require additional components on the plat other than what was specified in the Preliminary Conceptual Consultation as conditions of approval.

D. Other Plans

Major Site Plan applications shall include the following additional plans and materials as appropriate or as directed by the Board:

1. Existing conditions plan of all natural, geographic, topographic, and built conditions.

2. Section plan (vertical view) of all buildings with their use, size, location and first floor elevation indicated, indicating their height, bulk, and materials.

3. Specification plan providing details, drawings, and notes on sewer/water separation, pump stations, catch basins, inlet protections, entrance sign details, temporary silt fencing, planting specifications, road access and grade, road cross-sections, etc.

4. Landscaping plan shall be submitted with each application for Major Site Plan review showing existing and proposed features, and the locations of all plant materials. A plant schedule shall accompany the plan, indicating the botanical and common names, size, quantity, and description for all proposed plants. Existing trees, shrubs and plant beds to be retained shall be described. Landscape plans shall incorporate water conservation planting techniques and hardy plant materials. A landscaping plan may be required for Minor Site Plan review in cases involving a new building on a previously vacant site in which the existing vegetation is not adequate to meet the purposes of the landscaping standards.

    a. The landscaping plan shall incorporate the standards and provisions of ***Section VII. I., Landscaping Standards*** and ***M., Screening and Buffer Strips***.

    b. A note shall be provided on the Site Plan stating: “All landscaping conditions on this Plan shall remain in effect in perpetuity”.

    c. At the discretion of the Board, a financial guarantee may be required to ensure that landscaping is maintained.

5. Architectural plan(s) drawn to scale that meets the requirements of the Board in accordance with ***Section VII. B., Building Orientation and Architectural Design Standards.***

6. Lighting plan in accordance with ***Section VII. D., Exterior Lighting Standards***, with photographs and/or illustrations of the proposed fixtures and pole, manufacturer, lumens, and model number provided.

E. Additional Engineering Plans/Data

When, in the judgment of the Planning Board, the complexity or size of a proposed Major Site Plan requires more in-depth analysis, application requirements may include any other exhibits or data required by the Board in order to adequately evaluate the proposed development, including but not limited to:

1. Road construction plan in accordance with the provisions contained in the Dunbarton SUBDIVISION REGULATIONS.

2. Construction sequencing plan outlining the construction processes for all improvements required for the site plan shall be supplied which shall include:

   a. Location of the construction entrance and site for mobilization.
   b. Traffic control and traffic impacts for the construction entrance.
   c. Sequence for commencement of clearing, grubbing, and grading and the initial installation of sedimentation/erosion control facilities.
   d. Program for maintenance of sedimentation/erosion control measures.
   e. Truck routes through Town to the site.
   f. Estimates of earthen materials to be removed from the site or to be brought to the site.
   g. Location of stockpiles of earthen materials.
   h. Timing of removal of existing traffic control devices.
   i. Identification of areas likely to require blasting for construction of required improvements and duration of blasting activities.
   j. Description of noise generating activities.
   k. Detailed cost estimate for restoration of the site (re-establishment of stable grades, erosion/sedimentation control facilities, drainage facilities, and establishment of grass, etc.)

   Topsoil moved during the course of construction shall be redistributed to provide at least four inches of cover to all areas of the site and shall be immediately stabilized by seeding and mulching or planting. All disturbed topsoil shall be appropriately redistributed on the site. No topsoil shall be removed from the site.

3. A Stormwater Management Plan and Sedimentation Erosion Control Plan may be required, in compliance with Environmental Protection Agency (EPA) guidelines, in accordance with ***Section VII. P., Stormwater Management***.

   a. <u>Stormwater Management and Erosion Control Plan Applicability</u>. For Major Site Plans and Minor Site Plans one acre or greater in size, the Applicant shall submit a stormwater management and erosion control plan to the Planning Board for any tract of land being developed or subdivided, where one or more of the following conditions are proposed:

      i. Construction of a street, road or parking lot.
      ii. A residential development of more than four dwelling units.
      iii. Disturbed critical areas or slopes greater than 15%.

b. Stormwater and Erosion Control Plans shall meet the following requirements and / or show the following information:

i. The plan shall be in compliance with the EPA Phase II Stormwater Rules, as amended.

ii. All measures in the plan shall meet at a minimum the Best Management Practices (BMP) set forth in the Best Management Practices for Urban Stormwater Runoff, NH Department of Environmental Services, 1996. A newer, updated source may be utilized and cited as appropriate.

iii. A report section that includes:

1. Design calculations for all temporary and permanent structural control BMP measures.

2. A proposed schedule for the inspection and maintenance of all BMPs.

3. Identification of all permanent control measures and responsibility for continued maintenance.

4. Drainage report with calculations showing volume, peak discharge, and velocity of present and future runoff.

5. 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 Best Management Practices for Urban Stormwater Runoff, NH Department of Environmental Services, 1996. A newer, updated source may be utilized and cited as appropriate.

c. Plan Approval and Review. The Planning Board shall approve the stormwater management and erosion control plan if it complies with the requirements and objectives of these regulations. Such approval shall be a component of the overall subdivision or site plan approval. If disapproved, the Board shall furnish the Applicant with a list of plan deficiencies and procedures for filing a revised plan. Technical review of any stormwater management and erosion control plan prepared under these regulations shall be reviewed by the Conservation Commission, or Town Engineer, or other qualified professional consultant, as determined to be appropriate by the Board, at the expense of the Applicant.

4. Calculations relating to stormwater runoff/drainage based on two (2), ten (10), twenty five (25), or one hundred (100) year storm frequency for a 24 hour duration as required for the site or as otherwise specified by the Board, utilizing methods from the Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire (“Green Book”), 1992, or another more current source as cited.

5. Road profiles, center line stationing, and cross sections.

6. Information on composition and quantity of wastewater to be generated.

7. Data on air, water, or land pollutants to be discharged, including standards, quantity, treatment and/or controls.

8. A traffic impact analysis may be required as deemed necessary by the Board due to the proposal's size, location, or traffic generating characteristics. In such cases, the Applicant shall fund the cost of modeling the projected traffic increases, internal circulation patterns, and bicycle/pedestrian plans. The traffic analysis shall include, but not be limited to information with respect to:

    a. Estimated vehicular trips per day.
    b. An analysis of approaches.
    c. An analysis of the circulation and channelization patterns.
    d. A description and analysis of the location and type of existing and proposed traffic control devices.
    e. Pedestrian traffic and systems.
    f. An analysis of signal warrants.
    g. A description of the condition and capacity of the road network.
    h. Other analysis of specific impacts as identified by the Board.

9. Endangered Species (NH Natural Heritage Inventory) & Archaeological/Historical Studies, as necessary.

10. Estimates of noise generation. This may include pre and post construction data collection, as necessary.

11. Inventory of hazardous materials anticipated.

12. Off-site improvement plans.

Should the Board determine that some or all of the above-described additional engineering plans/data are required, the Applicant will be notified in writing within ten (10) days of the meeting at which the determination was made. The costs of such studies or analyses shall be borne by the Applicant.

F. Other Documents, Approvals and Permits

As applicable, the Applicant shall submit permits, approvals, and other documentation required for the Board to act upon the proposal, including but not limited to:

1. State subdivision approval for septic systems; septic design approval where applicable; or certification by a New Hampshire licensed septic designer that an existing system is adequate to meet the needs of the proposed use.

2. Alteration of Terrain Permit, any wetlands permit, etc., from NH Department of Environmental Services.

3. State/Town driveway or curb cut permit, as applicable.

4. Copies of Zoning Board variances, special exceptions, Planning Board conditional use permits, or notices of decision.

5. Reports from the Fire Chief, Police Chief, Road Agent, and Conservation Commission.

6. 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 Town Counsel.

7. Any other state and/or federal permits.

8. Copies of all applicable approvals and permits required for expansion, alteration or change of use of the site.

9. Copies of any licenses or government certifications required by a business.

10. 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

11. Copies of applicable condominium documentation:

    a. Condominium declaration.
    b. Condominium bylaws.
    c. Condominium site plan.
    d. Condominium floor plan.
    e. Where applicable, evidence of filing of application for registration of the condominium with the New Hampshire Attorney General.

12. Any additional reports or studies deemed necessary by the Board to make an informed decision.

G. "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 include any easements and dedicated roadways. A financial guarantee in accordance with ***Section IX., Performance Guarantee*** may be required to guarantee performance of the Applicant's obligations as described herein.

H. Personal Wireless Service Facilities Site Plans

A Conditional Use Permit shall be obtained prior to submission of the Application for Site Plan Review in accordance with ZONING ORDINANCE Article 8.D.1. Site plan shall additionally provide the requirements of and follow the submission process of the provisions set forth under Article 8.

I. Electronic Submission of Digital Data

The Planning Board shall request digital copies of all plat and plan information, or digital copies of reports and supporting documentation.

SECTION VII. GENERAL STANDARDS

In order to grant site plan approval, the Planning Board shall determine that the Application satisfies all review standards of this Section. In its examination, the Board may determine that a standard does not apply to the Application. The Board may also determine that a standard may be satisfied with conditions. The Board may require any information it deems necessary in order to find that the Application satisfies the review standards. The burden of proof that an application satisfies all review standards rests with the Applicant. All requirements listed after each review standard shall be considered by the Board as a means by which the standards may be satisfied.

Only those requirements listed that have applicability to the Application shall be considered. In conjunction with ***Section V. H., Waiver of Plat Plan Requirements and General Standards,*** all requirements may be waived by the Planning Board (except where indicated) if the Applicant adequately demonstrates that the review standards can be better satisfied by an alternative not indicated. In addition, if the unique circumstances of an application have conditions which are not addressed in the requirements, the Board may propose alternative means by which the review standard may be satisfied.

A. Design of the Development

The design of the development should fit the existing natural and human-made environments with minimal disruption. The Board shall determine that the proposed development maximizes the preservation of natural features of the landscape, and does not occur within or cause harm to any land that is not suitable for development.

1. Site preparation is to be conducted with minimal disturbance to existing vegetation.

2. Landscape treatment shall consist of native, 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.

4. All natural and historic features on the site, including natural communities, natural stone outcroppings, stone walls, etc., shall be shown on the plan.

5. Where required by law, all historic buildings shall have access for handicapped persons.

6. The installation of any new utilities and/or transmission lines shall be buried underground as deemed appropriate by the Board.

7. To avoid undesirable and preventable elements of pollution such as smoke, 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 economically available at the time.

This provision shall be applied in accordance with any or all of the General Standards within this Section.

B. Building Orientation and Architectural Design Standards

The Planning Board shall determine that the proposed development shall be compatible with its surroundings in terms of its size, scale, mass and design. Site plans shall portray the design of all buildings and the relationship of the development to surrounding properties, buildings, natural features and built features. All site plans shall adhere to the specifications and guidelines set forth in these regulations. The requirement for the preparation of an architectural plan will be based upon the finding of the 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 professional as determined by the Board at the cost of the Applicant.

1. Applicability. Architectural design review is required as part of Site Plan Review for all non-residential structures and for all residential structures where the total number of dwelling units, whether in one or more structures, in one development exceeds three (3). 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 developments must conform to these regulations as reasonably interpreted and applied by the Board. Architectural design review is not conducted for development related to single family or two-family structures unless they are within a multi-family development, 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 guidelines herein if the 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 Board will evaluate all proposed designs for their compatibility with Dunbarton's 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 the Town’s character.

    d. 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.)

e. 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.

3. Siting. The siting of all buildings and accessory structures shall be in accordance with the ZONING ORDINANCE and shall apply the following:

a. Natural Features. Buildings, lots, impervious surfaces and accessory structures shall be sited in those portions of the site that have the most suitable conditions for development. Environmentally sensitive areas, including but not limited to, wetlands, steep slopes, floodplains, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, and sand and gravel aquifers, shall be maintained and preserved to the maximum extent. Natural drainage areas shall be preserved to the maximum extent. The development shall include appropriate measures for protecting these resources, including but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.

b. Building Orientation. Building facades shall be oriented parallel or perpendicular to the street and maintain a consistent street edge in relationship to adjacent structures. Buildings shall be sited so that buildings create pedestrian plazas and gathering places. Buildings shall be sited so that entrances are clearly identifiable and directly accessible. Buildings shall be accessible for pedestrians and bicyclists.

4. 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. Building design should blend with other features of the site - signage, landscaping, lighting, fencing, outbuildings, etc. - to the extent practical.

a. Building Heights. The Applicant shall ensure that building heights are compatible with and transition from the height of adjacent development. The building height and number of floors shall comply with the dimensional requirements of the ZONING ORDINANCE.

b. Building Scale and Proportion. 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. 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.

c. Building Massing, Forms and Pedestrian Scale. Large structures should be broken into smaller masses to provide human scale, variation, and depth. Construction of unadulterated warehouse style “big boxes” should generally be avoided. In cases of facades 50 feet or more in length, the Applicant shall incorporate the following architectural features and treatments to diminish the building mass:

i. Variations in color and/or texture.

ii. Variations in roof forms and height of roof elements.

iii. Emphasis on the rhythm and pattern of windows, columns and other architectural features.

iv. Enhanced definition of each floor of the building through terracing, articulated structural elements, changes in materials, belt courses and horizontal trim bands.

v. Avoidance of blank walls at ground-floor levels through the use of windows, trellises, wall articulation, arcades, materials changes, awnings or other features.

vi. Use of materials manufactured in units and measurable in human proportions, including but not limited to brick, tile, modular stone, glass and decorative tiles.

vii. Use of significant architectural features, including but not limited to columns, pilasters, canopies, porticos, awnings, brackets or arches.

viii. Use of windows that reveal indoor amenities, activities and displays.

d. Building 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. Building materials. Conventional vinyl siding arranged in a horizontal clapboard pattern is acceptable. Sheet plastic, sheet fiberglass, T-111 plywood, and similar materials should not be used. Use of highly reflective plastic or metal surfaces are inappropriate. 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.

e. Roof Forms and Materials. Rooflines shall not run in continuous planes of more than fifty (50) feet. Flat roofs are discouraged. 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. All roofs shall provide adequate overhangs for pedestrian activity. Roof materials shall be composed of high quality, durable and architecturally consistent materials, including but not limited to concrete tile, asphalt shingles and standing seam metal. Roll roofing, tar and gravel, plastic or fiberglass materials shall not be used for roofing. Use of false or partial mansard roofs, unconventionally shaped roofs, overly bright colors, disproportionately sized building elements, or crudeness of features is not appropriate.

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:

   i. the horizontal base where the building meets the ground such as a different treatment for the foundation or a water table)
   ii. the horizontal top where the building meets the sky (such as a projecting cornice with brackets)
   iii. a horizontal section in between (such as a belt course between stories)
   iv. the vertical corners on the left and right sides (such as corner boards or quoins)
   v. vertical articulation in the middle (such as pilasters)
   vi. the area around the door/entry (such as a portico); and
   vii. the areas around the windows (such as window surrounds)

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

g. Windows. Windows and entry areas shall cover a minimum of sixty (60) percent of the entire façade length. Large plate glass windows shall be broken up with mullions or muttons. Windows and doorways shall be encased with trim. Walls facing streets and pedestrian approaches shall have display windows, recessed windows, detailed entry areas, awnings or prominent sills. Windows shall reflect a vertical scale with height to width ratio of at least 3:2. Shutters, where appropriate, shall be sized properly for the window opening.

h. Building Entrances. The entrance is an important element in defining a building. Generally, there should be an entrance, if not the primary entrance, located on the front facade. All building entrances shall be clearly defined and highly visible with a minimum of three of the following details:

   i. Porticos
   ii. Canopies
   iii. Overhangs
   iv. Arcades
   v. Recesses or projections
   vi. Raised cornice parapets over door
   vii. Arches with detail (tile work or moldings) integrated with building
   viii. Outdoor patios
   ix. Display windows
   x. Integral planters
   xi. Wing walls with planters or seating

i. Building Color. Color of buildings is reviewed for non-residential and multi-family properties 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 shall not be used. Subtle colors are appropriate on larger, plain buildings whereas smaller buildings with more detailing can more effectively incorporate brighter colors.

j. Building Screening. All rooftop air conditioning, heating equipment and other large mechanical equipment shall be screened from public view. The screening may be part of the articulation of the building.

k. Signage. Signs should be visible and legible through the use of appropriate details and proper locations. Allowable sign areas, specifications, and locations are detailed in the Dunbarton Sign Ordinance available at the Town Offices. Applicants are responsible for obtaining any applicable sign permits from the Board of Selectmen.

C. Drive Through Facilities

Any proposed facility which services its clients or customers from structures accessible to drivers while in their vehicles shall have sufficient length and width of access road to accommodate a minimum of three (3) and a maximum of five (5) waiting vehicles in single file. Such waiting areas:

1. Shall provide a minimum of 8 feet x 20 feet and a maximum 9 feet x 22 feet per vehicle.

2. Shall not obstruct or interfere with access or egress from any regular parking spaces or pedestrian or accessible route that may be required because of regular business use.

3. Shall not be located between the principal structure and a public street.

4. Shall conform to the requirements of the Town of Dunbarton Noise Ordinance in accordance with ***Section VII., J. Noise***.

D. Exterior Lighting Standards

The Planning Board shall ensure that all new lighting on site developments is designed in accordance with the following:

1. Purpose.

   a. To balance the goals of the Master Plan to maintain a rural atmosphere, with the need to provide for the safe movement of vehicles and people in all districts

   b. To avoid excessive lighting in order to promote the country and rural atmosphere of the surrounding area and communities.

   c. To regulate exterior lighting in order to avoid unsafe and unpleasant conditions as the result of poorly designed or installed exterior lighting.

   d. To protect the public safety and at the same time enhance the appeal of buildings and landscaping to protect the desired atmosphere of the community.

   e. To regulate the type of light fixtures, lamps and standards.

   f. To protect low and low moderate density residential zones from the ill affects associated with non-residential and multi-family exterior lighting.

   g. To create a safe environment during hours of darkness.

   h. To assure that exterior lights shall be downcast lighting only and shielded so that they do not cast direct light beyond the property line.

   i. To regulate the spill over of light and glare on operators of motor vehicles, pedestrians, and land uses near light sources. With respect to motor vehicles in particular, safety considerations form the basis of the regulations contained herein.

2. Definitions.

   a. "Foot-candle" shall mean a unit of illuminance on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot.

   b. “Lumen" shall mean a unit of luminous flux equal to the light emitted in a unit solid angle by a uniform point source of one candle intensity.

   c. “Lux" shall mean a unit of illumination equal to the direct illumination on a surface that is everywhere one meter from a uniform point source of one candle intensity or equal to one lumen per square meter.

   d. Uniformity ratio: average illumination to minimum illumination, presented as a ratio example 4:1.

3. Applicability and Exceptions.

   a. The Board shall review and approve the lighting design as part of the site plan process for new development and redevelopment proposals.

   b. These regulations do not apply to individual dwelling units, with the exception of common areas, which shall be reviewed by the Board during the site plan or subdivision process. Examples of common areas include, but are not limited to pathways, clubhouses, shared driveways, parking lots and play areas.

   c. These regulations do not apply to public rights of way and shall not conflict with any applicable Town standards or regulations.

   d. These regulations do not apply to lighting necessary for emergency equipment and work conducted in the interests of law enforcement or for the safety, health, or welfare of the community.

   e. Flags of the United States, the State of New Hampshire and other patriotic flags may be illuminated from below provided such lighting is focused primarily on the individual flag or flags so as to limit light trespass and spill into the dark night sky.

4. General Requirements. Lighting is an important component of site development. Excessive lighting can produce glare and adversely impact abutting properties, as well as contribute to light pollution. The following performance standards shall apply to exterior lighting designs for all site plans:

   a. Exterior lighting shall be designed to coordinate with the building architecture and landscaping, and should contribute to the character of the property, neighborhood, and street.

   b. The type of lighting fixtures used shall be uniform for the entire site.

   c. A qualified lighting engineer shall review exterior lighting designs. All costs shall be borne by the Applicant.

d. Lighting fixtures shall be positioned to prevent undesirable incidental illumination of abutting properties, the street, and the nighttime sky. Glare, directions, and light level should be considered in design of illumination plans.

e. Security, parking lot, and sign lighting shall be shielded or otherwise designed to ensure the light is directed downward.

f. Parking lot and security lighting shall not exceed a maximum of fifteen (15) feet in height, including lamp, pole, and base. Parking lot lighting shall provide a minimum of two (2) foot-candles of light at ground level. Parking lot entrances and intersections shall provide a minimum of five (5) foot-candles of light at ground level.

g. To prevent light pollution and impacts on abutting properties, the total cutoff of light should occur within the property lines of the parcel to be developed.

h. Indirect lighting should be used on signs advertising goods or services offered on the premises.

i. Moving, fluttering, blinking, or flashing lights or signs are not permitted.

j. Outdoor lighting is restricted to that which is necessary for advertising, safety and security of the development. Lights which are not used for security will be turned off when the business is closed.

k. Overall lighting levels should be consistent with the character and intensity of existing lighting in the area surrounding the project site.

l. Fixtures should be mounted to provide surface illumination.

m. Public spaces shall provide a minimum average of one (1) foot-candle of light at ground level.

n. Site lighting trespass onto adjacent residential uses or zoning districts shall be minimized.

o. Site lighting shall minimize light spill into the dark night sky. Downcast lighting and/or shielded lighting shall be utilized.

p. Where practical, exterior lighting installations shall include timers, dimmers, sensors, or photocell controllers that turn the lights off during daylight hours or hours when lighting is not needed, to reduce overall energy consumption and eliminate unneeded lighting.

q. Exterior lighting installations shall be designed to avoid harsh contrasts in lighting levels.

r. Fixtures and lighting systems used for safety and security shall be in good working order and shall be maintained in a manner that serves the original design intent of the system.

s. Vegetation and landscaping shall be maintained in a manner that does not obstruct security lighting and minimizes possible entrapment spaces.

t. The maximum illumination at the edge of the property line adjacent to a residential use or residential zoning district shall be ½ foot candle.

u. The maximum illumination at the edge of the property line adjacent to non-residential zoning districts or uses shall be five (5) foot candles.

5. Exterior Lighting Plan Requirements. The Applicant shall submit to the Planning Board sufficient information, in the form of an overall exterior lighting plan, to enable the Planning Board to determine that the applicable provisions will be satisfied. The exterior lighting plan shall include at least the following:

a. The location and type of any outdoor lighting luminaries, including the height of the luminaire.

b. The luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles, and photographs/drawings.

c. The type of lamp such as: metal halide, compact fluorescent, etc.

d. A photometric plan showing the intensity of illumination at ground level, expressed in foot candles, and documenting that the cut-off point for each fixture shall not spill onto any street or abutting lot using the proposed luminaires.

E. Public Safety

Applications shall be required to address water supply needs for fire protection and overall public safety issues.

1. 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:

    a. The Fire Chief shall complete an inspection of the proposed site to evaluate the availability of existing water supply in the area.

    b. 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.

    c. The Fire Chief shall determine the type, location and spacing of any water supply (such as fire ponds, cisterns, etc.)

    d. Following the inspection and evaluation, the Fire Chief will submit his findings in writing to the Planning Board.

    e. All proposed developments, whether including the provision of hydrants or other water supply facilities, shall be accessible to firefighting and other emergency equipment.

2. The Police Chief shall review all proposals to determine whether or not public safety issues should be addressed for that particular proposal; if so, the following requirements apply:

    a. Following the inspection and evaluation of materials and/or the site, the Police Chief shall submit his findings of any safety deficiencies in writing to the Planning Board.

    b. All proposed developments must adequately address and satisfy any public safety concerns raised by the Police Chief as directed by the Planning Board.

F. Flood Hazard Area

The 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. All proposals must conform to the Town of Dunbarton ZONING ORDINANCE Article 10. New Hampshire Floodplain Development Ordinance.

The Board shall require that all proposals shall include within such proposals base flood elevation data. In the event that a Flood Zone may exist within five hundred (500) feet of the development boundaries, 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 utilities and service facilities, such as sewer, gas, heating, ventilation, plumbing, air conditioning, electrical, and water systems are located and constructed to minimize or eliminate flood damage;

3. Adequate drainage is provided so as to reduce exposure to flood hazards; and

4. The lowest floor (including the basement) is elevated or floodproofed to or above the base flood level.

G. Groundwater

The Planning Board shall determine that the proposed development will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water available to abutting properties or to public water supply systems. Applicants whose projects involve on-site water supply or sewage disposal systems with a capacity of two thousand (2,000) gallons per day or greater shall demonstrate that the groundwater at the property line will comply, following development, with the standards for safe drinking water as established by the State of New Hampshire.

1. The Planning Board may require the testing of groundwater supplies if deemed applicable, and may order water resources studies in order to determine the effect of the development on water supplies.

In addition to the ZONING ORDINANCE requirements, the following standards shall be applied:

2. Post-development groundwater recharge levels shall have no off site adverse impact to be decided at the discretion of the Planning Board. To the extent feasible, all runoff from impervious surfaces shall be recharged to groundwater on-site. Recharge impoundments shall have vegetative cover for surface treatment and infiltration, and will be depicted on site plans.

3. All State of New Hampshire regulated substances, as defined in Env-Wq 401.03(h) stored in regulated containers, as defined in Env-Wq 401 or its successor regulations.
4. Outdoor storage of State of New Hampshire regulated substances shall be protected from exposure to precipitation and shall be located at least 50 feet from surface waters or storm drains, at least 75 feet from private wells, and outside the sanitary protective radius or wellhead protection area of wells used for public water supply, as per Env-Wq 401.04.

5. Secondary containment shall be provided for outdoor storage of regulated substances if an aggregate of 275 gallons or more of State of New Hampshire regulated substances are stored outdoors, as per Env-Wq 401.03(i).

6. Containers in which State of New Hampshire regulated substances are stored shall be clearly and visibly labeled and shall be kept closed and sealed when material is not being transferred from one container to another, as per Env-Wq 401.03(g).

Within Article 5. Wetlands Conservation District of the ZONING ORDINANCE, all applications shall meet the following standards for groundwater protection:

7. A Conditional Use Approval may be required by the Board for the crossing of the Wetlands and Conservation District by roads, utilities, powerlines, etc.

8. The proposed project shall comply with all provisions of Article 5. Wetland Conservation District of the ZONING ORDINANCE.

H. Impervious Surfaces

Applications for Site Plan Review are encouraged to adhere to the following standards for impervious surfaces. The Planning Board should determine that the proposed development will not contribute to surface runoff, through impervious surfaces, which will impact groundwater. All applications are encouraged to minimize the area of impervious surfaces, and address the potential negative impact of impervious surfaces on surface and groundwater resources. All applications are encouraged to meet the following standards for impervious surfaces:

1. The maximum permissible building impervious area is specified in the ZONING ORDINANCE by zoning district, to a maximum building lot coverage of 15% in each district in Article 4.B, Dimensional Regulations. For purposes of these Regulations, the total impervious area of a lot or site is defined as the total area of impervious parking lots, streets, driveways, roof area, decks, paved walkways, and any concrete, stone, brick, asphalt to compacted gravel surface.

2. The total impervious area of a site is encouraged to be no greater than:

   a. Multi-family Dwelling or Multi-family Development: 20%
   b. Commercial/Retail: 30%
   c. Industrial/Warehouse: 30%

3. These standards may be modified by the Board if it can be shown to their satisfaction that a greater amount of impervious surfaces will not adversely impact surface and groundwater quality, or increase the post-development amount of stormwater runoff. The Board can request special engineering studies in order to make a determination on any request to exceed the recommended impervious limits specified herein.

4. Parking Lots. Parking lots must be at least 50 ft. from non-community water well systems in order to minimize contamination from de-icing salts, per Env-Ws 373.11(c). The Planning Board requires that plans are submitted with pervious parking surfaces, such as pervious pavers, grass, grass pavers, porous pavement, contained gravel surface, etc. as an alternative to impervious asphalt or concrete, except in cases where it is determined that a traditional impervious parking lot with engineered stormwater systems (catch basins with oil / water separators, vegetated swales, detention basins, etc.) renders greater protection of surface and ground waters than pervious pavement. Pervious paving areas can be used to facilitate groundwater recharge and reduce the need for curbs, gutters, and drainage systems. Every attempt should be made to use pervious parking surfaces for all new lots of less than 50 parking spaces except in cases as noted above. Parking lots shall be designed in conjunction with ***Section VII. K., Off-street Parking and Loading Requirements***.

I. Landscaping Standards

The intent of landscaping regulations is to achieve a high quality site appearance, to assure design compatibility, to direct character and form, to conserve water, and to enhance the overall value of the community. The purpose of specific provisions contained in these standards is to enhance the aesthetics of non-residential and multi-family developments, create a pedestrian-friendly environment, break up the mass of buildings and impervious areas, soften architectural and structural materials, provide screening of service structures (dumpsters, etc.), enhance the public or private streetscape, provide visual and climatic relief from broad expanses of pavement and define areas for pedestrian and vehicular circulation, control airborne particulates such as soot and dirt, provide buffers between incompatible land-uses or sites, retain as much of the original vegetation as possible and incorporate into site design, and encourage preservation and enhancement of community character.

1. Landscaping Standards.

    a. All setbacks in the ZONING ORDINANCE shall retain existing natural features or be landscaped as required by this Section. Natural features and existing native vegetation shall be retained to a minimum of 50%.

    b. Existing non-native invasive plants (including grasses, shrubs and trees) shall be removed and destroyed.

    c. Existing healthy mature native trees (6” caliper or greater) shall be retained as practical and incorporated into the overall landscape plan.

    d. No loam or other topsoil shall be removed from the site as part of site development. Topsoil shall be appropriately stockpiled and stabilized for redistribution within new planting areas.

    e. Existing topography shall be maintained wherever feasible. Those areas that shall be disturbed shall be replaced with a minimum of 4” of suitable topsoil either from the stockpile or off-site and then be replanted with grass seed, sod or other vegetative groundcover.

    f. Revegetated areas shall be replanted with hardy native species appropriate to the site.

    g. Dead vegetation shall be promptly replaced, based on standard seasonal planting practices with healthy living plants in all required landscape areas. All planting areas shall be landscaped with a combination of climate tolerant plant material and protective ground cover. Bare soil is not to be permitted.

    h. All proposed plantings shall be appropriate for the soils, weather and environmental conditions of the site. Particular attention shall be paid to potential road salt and other deicing chemicals. Plant materials shall be of specimen quality conforming to the American Standards for Nursery Stock (ANSI Z60.1-1980 or later revision) and shall be guaranteed for at least one and one half years.

i. Side slopes shall not exceed thirty-three (33) percent (3:1 slope), and shall be appropriately stabilized with loam and seed, hydroseed, sod, ground cover or mulching materials.

j. Existing landscaping, trees and planting materials to be retained shall be protected as necessary during construction to avoid damage.

k. All trees where required shall be welled and protected against change of grade.

l. Tree wells over 6 inches deep or other landscape features that have the potential to present a falling hazard to the public shall have grates, fences or other protective measures installed.

2. Planting Requirements. The purpose of planting requirements is to enhance the long-term survival prospects of the plant materials used in site landscaping. These standards are also meant to ensure that the benefits of site landscaping (buffering, aesthetic enhancement, erosion control, etc.) are realized as early after planting as possible. Native plantings shall be utilized. The following standards for planting requirements shall apply:

a. Planting holes for trees shall be at least two to three times the width of the rootball and shall be no deeper than the container. Shrubs shall have a planting hole three to five times the width of the rootball and shall not be deeper than the rootball itself.

b. Evergreen trees shall be hardy with a minimum 6-foot height at planting, full and well branched, unless otherwise specified by the guidelines. Evergreen trees are typically planted in groups of a minimum of three trees, diagonally spaced according to the species requirements.

c. Evergreen shrubs shall be a minimum of 2½ feet high at planting, full and well branched, unless otherwise specified by the guidelines.

d. Deciduous or flowering shrubs shall be planted at 3½ foot height, full and well branched, unless otherwise specified by the guidelines.

e. Ground cover shall be a low growing plant, other than turf or grass, which forms a continuous cover over the ground surface.

f. All local and state requirements for setbacks and sight distance shall take precedence for selection and placement of landscaping features, as applicable.

g. Plant materials shall be massed for maximum effect.

h. Front yard landscaping area may contain any of the following:

i. Public utility easements and open surface drainage easements shall not occupy more than thirty (30) percent of the required landscape area.

ii. Mechanical installations may be used, provided that they do not encroach more than five (5) feet into the landscape area in accordance with this Section. Such equipment shall be 100% screened with landscape material from any view from a public right-of-way, pedestrian walkway, or off-site area requiring buffering.

3. Shade and Street Trees. All final applications shall meet the following standards for shade and street trees. Native trees shall be utilized.

a. Shade trees shall be hardy, drought and salt tolerant, 12 feet tall at planting and deciduous. Such trees shall be planted at 2½ to 3 inch caliper.

b. Shade trees shall be required along streets, parking and drives as specified in these regulations.

c. Street tree areas shall be planted in a continuous fifteen (15) foot wide strip parallel to the lot frontage but not in the road right-of-way.

d. One evergreen tree shall be included for every 15 feet of lot line, and one shade tree for every 40 feet of lot line, spaced not less than twenty (20) feet apart. Trees may be clustered.

e. The placement of shade and street trees shall incorporate berms, fences and walls as necessary.

4. Shoreland Protection. As required by the revised RSA 483-B, Comprehensive Shoreline Protection Act (CSPA) effective April 1, 2008, all land located within 250 feet of the reference line of public waters must adhere to the following:

a. A copy of the CSPA application for qualified activities, including construction, excavation, or filling activities, within the protected areas shall be submitted to the Board as well as a copy of the approved permit.

b. Within 250 feet of the reference line, impervious area is limited to 20% but may be increased utilizing a “point system.”

c. Within the area between 50 feet and 150 feet from the reference line, 50% of the area outside permitted impervious surfaces shall be maintained in an undisturbed state.

d. Within 50 feet of the reference line:

i. All primary and accessory structures must be set back at least 50 feet from the reference line unless the Town requires a larger setback.

ii. Within 50 feet, a waterfront buffer must be maintained. Within the waterfront buffer, tree coverage is managed with a 50 foot x 50 foot grid and points system. Tree coverage must total 50 points in each grid. Trees and saplings may be cut as long as the sum of the scores for the remaining trees and saplings in the grid segment is at least 50 points.

iii. No natural ground cover shall be removed except for a footpath to the water that does not exceed 6 feet in width and does not concentrate stormwater or contribute to erosion.

iv. Natural ground cover, including the duff layer, shall remain intact. No cutting or removal of vegetation below 3 feet in height (excluding lawns) except for the allowable footpath.

v. Within 50 feet, stumps, roots, and rocks must remain intact in and on the ground.

vi. Chemical applications (including but not limited to pesticides and herbicides) are prohibited. Low phosphorus, slow release nitrogen fertilizer may be used for the area that is beyond 25 feet from the reference line. No fertilizer, except limestone between the reference line and 25 feet.

5. Maintenance and Replacement of Landscaping.

   a. Landscaping shall be maintained in good condition. The property owner will remove and replace dead or diseased plant materials immediately with the same type, size and quantity of plant materials as originally installed, unless alternative plantings are requested, justified, and approved by the Board.

   b. Avoid replacing landscape materials in the period from November – March.

   c. A permanent water supply system may be required, as necessary (sprinklers or hose bibs).

   d. A maintenance financial guarantee in accordance with ***Section IX., Performance Guarantee*** to cover the cost of replacement plant materials and maintenance equipment shall be provided for three years after the date of site plan approval.

6. Tree Grate Standards. Tree grates may be utilized to prevent excessive soil compaction and to add interest to the pavement. Choose tree grates that are fabricated of a strong, durable material. In areas which receive heavy pedestrian traffic, tree guards may be appropriate to give added protection to young trees.

J. Noise

The Planning Board shall determine that the proposed development will not contribute to unreasonable nuisances to the general public, both during construction and after the development has been completed. The Town of Dunbarton Noise Prevention Ordinance shall be applied to all site plan developments.

K. Off-street Parking and Loading Requirements

Site developments shall comply with the following parking and loading requirements per use. A performance guarantee may be required for the construction of parking in accordance with ***Section IX., Performance Guarantee***. Uses felt by the Board to not be fully addressed in these regulations and *Table 1– Parking Space Requirements* shall be determined by the Board based upon the character of the premises and needs of the proposed use. The Board shall exercise discretion when applying the parking regulations in *Table 1– Parking Space Requirements*.

1. Off-Street Parking Lots and Spaces. Parking lots shall be designed in conjunction with ***Section VII. H., Impervious Surfaces*** and ***Q. Road Construction Standards,*** and the Town of Dunbarton SUBDIVISION REGULATIONS, Section V. C. through K. and O. and Section IX. B. through M. Parking lot setbacks shall be in accordance with the ZONING ORDINANCE. In addition, parking area design shall be regulated by the following provisions:

    a. Standard Parking Spaces. Each standard parking space shall contain a rectangular area of at least twenty (20) feet in length and nine (9) feet in width, except where the spaces are located parallel to the travel aisles. In this situation, the length shall be increased to twenty-two (22) feet.

    b. Compact Automobile Spaces. Parking spaces for compact automobiles shall contain a rectangular area of at least fifteen (15) feet in length and eight (8) feet in width, except where the spaces are located parallel to the travel aisles. In this situation and, the length shall be increased to eighteen (18) feet. These spaces must be conspicuously designated as reserved for compact automobiles by a sign in accordance with the Town of Dunbarton Sign Ordinance, located such that it will not be obscured by a vehicle parked in the space.

    c. Handicapped Accessible Spaces. Parking spaces for passenger vehicles carrying handicapped individuals shall contain a rectangular area of at least twenty (20) feet in length and nine (9) feet in width together with an access way of five (5) feet in width immediately adjacent to the parking space. Parking spaces for vans carrying handicapped individuals shall contain a rectangular area of at least twenty (20) feet in length and nine (9) feet in width together with an accessway of eight (8) feet in width immediately adjacent to the parking space. Two (2) adjacent parking spaces for the handicapped may share one (1) accessway. All handicapped accessible parking shall be designated as such by a sign in accordance with the Town of Dunbarton Sign Ordinance, bearing the symbol of accessibility, located such that it will not be obscured by a vehicle parked in the space.

Table 1 – Parking Space Requirements

Zoning Use	Minimum Spaces	Per
RESIDENTIAL		
Single family dwelling in multi-family development	1	dwelling unit, per Zoning Article 4. A.6.c
Multi-family dwelling	1	dwelling unit per Zoning Article 4. A.6.c
Manufactured housing unit	1	dwelling unit per Zoning Article 4. A.6.c
Planned residential development	N/A	
Home occupations	2	in addition to 1 per dwelling unit
Accessory apartment in multi-family or business	at Planning Board's discretion	
Manufactured housing park	2.5	dwelling unit
AGRICULTURAL		
Agriculture, horticulture, floriculture	1	500 sf gross floor area or per employee
Greenhouse, retail sale of agriculture or farm products	1	300 sf gross floor area
Livestock, poultry, and swine	1	1,000 sf gross floor area or per employee
Riding academy and stables	1	two stalls
Veterinary office, animal hospital, or kennel	1	200 sf gross floor area
COMMERCIAL		
Bank	1	300 sf gross floor area
Barber or beauty shop	1	seat plus 1 per employee
Bed and breakfast inns	1	each guest room
Camping areas	1	campsite plus 1 per employee
Country club	1	three members
Eating and drinking establishments	1	four seats or per 100 sf gross floor area
Funeral parlor	1	three seats plus 1 per employee
Gas station and auto repair	3	service bay
General service establishments	1	300 sf gross floor area
Hotel	1	guest room plus 1 per 400 sf meeting /banquet area plus 1 per employee
Motel	1	guest room plus 1 per 400 sf meeting /banquet area plus 1 per employee
Office	1	300 sf gross floor area
Personal service establishment	1	200 sf gross floor area
Recreational facility	1	four seats or per 500 sf gross rec area
Retail store	1	200 sf gross floor area
Service club	1	four seats
Theater	1	four seats
Travel trailer park	1	campsite plus 1 per employee
Wholesaling	1	1,000 gross floor area plus 1 per employee

Table 1 - Parking Requirements (continued)

Zoning Use	Minimum Spaces	Per
INDUSTRIAL		
Extraction operations	1	employee
Junk yards	1	5,000 sf gross lot area plus 1 per employee
Lumber yards	1	500 sf gross floor area plus 1 per 1,000 sf warehouse area
Manufacturing	1	200 sf gross floor area or per employee
Research and development	1	300 sf gross floor area
Sawmills and wood processing	1	400 sf gross floor area plus 1 per employee
Warehousing	1	750 sf gross floor area
PUBLIC/INSTITUTIONAL		
Church	1	three fixed seats or per 8' bench length
Clinic	1	200 sf gross floor area
Educational institution	1	three students plus 1 per employee
Hospital	1	two beds plus 1 per employee
Municipal buildings	1	300 sf gross floor area plus 1 per employee
Public utilities	1	employee
Public parks and playgrounds	1	2,000 sf land area
Day care	1	ten pupils plus 1 per employee
Family care	1	ten patients plus 1 per employee

Sources: Dunbarton Zoning Ordinance 2005;
Parking Standards, American Planning Association 2005

d. Minimum Aisle Width. Aisles in parking lots shall be at least twenty-four (24) feet in width for two-way traffic. Aisles shall be provided at the minimum widths shown in *Table 2 - Minimum Aisle Width* for one-way traffic. Parking spaces at an angle of less than ninety (90) degrees shall provide for one way traffic flow.

Table 2 –Minimum Aisle Width

Angle to Aisle (Degrees)	Minimum Aisle Width
90	24 feet (two-way)
60	18 feet (one-way)
45	15 feet (one-way)
30	15 feet (one-way)
0	15 feet (one-way)

e. Driveway Widths. Driveways connecting parking lots to a street or another parking lot shall be at least twenty-four (24) feet in width for two-way traffic flow and at least twelve (12) feet in width for one-way traffic flow. No driveway shall exceed twenty-eight (28) feet in width.

f. Curbing and Guardrails. At the discretion of the Board, safety features such as curbing, wheelstops, and guard rails may be required.

g. Circulation. Parking lots shall be designed so that backing onto public streets is precluded. Lots should connect to other adjacent lots where practical to employ access management strategies.

h. Landscaping. Appropriate landscaping shall be required for parking lots in accordance with ***Section VII. I., Landscaping Standards***. Curbing may be required at the discretion of the Board to offset and protect the landscaping.

i. Screening and Buffer Strips. Parking lots shall be designed to consider the abutting uses and shall employ the provisions of ***Section VI. N., Screening and Buffer Strips.***

j. Lighting. The lighting for parking lots and parking spaces shall be designed in accordance with ***Section VII. D., Exterior Lighting Standards.***

k. Stormwater Management. Drainage and stormwater management plans and standards for parking lots shall be designed in accordance with ***Section VII. P., Stormwater Management.***

l. Striping. Parking spaces shall be clearly marked with paint striping a minimum of 4 inches in width.

2. Reduction in parking spaces constructed. In order to minimize the extent of paved parking areas, the Applicant may propose and the Board may allow up to thirty-five (35) percent of required parking spaces to be unconstructed until such time as they are needed by the Applicant or required by the Board in writing. Further conditions which must be satisfied by the Applicant prior to approval by the Board are as follows:

a. The Applicant must demonstrate to the satisfaction of the Board that vehicles occupying a particular number of spaces are unlikely to require the use of those spaces at the same time of day or same day of the week.

b. The Board may require a bicycle rack or storage area to meet the goal of this provision.

c. Sufficient land area has been reserved for the future construction of additional parking spaces and stormwater provisions should they be subsequently required to meet the requirements of these regulations.

d. No building or permanent accessory structure may be placed on the reserve area.

e. Surety or other means of performance assurance has been provided in a form acceptable to the Board to ensure construction of required parking if provision of additional parking is deemed necessary.

3. Off-Street Loading. Whenever new off-street loading zones are established, they shall conform to the provisions of this Section. Off-street loading spaces shall be designed to fourteen (14) feet in width and twenty five (25) feet in length and shall be provided on the same lot as the principal use they are intended to serve. In no case shall an off-street loading space be counted as part of an area to satisfy the off-street parking requirements and vice-versa.

    a. Safety of design. Loading spaces and bays shall be so located and designed to allow shipping and delivery vehicles to maneuver safely and conveniently to and from a public right-of-way, and complete the loading and unloading operation without obstructing or interfering with any public right-of-way or any on-site parking space or parking access aisles.

    b. Drainage. All loading spaces shall be graded and surfaced with asphalt, concrete, bluestone, or other material that will provide equivalent protection against potholes, erosion, and dust, and will not be subject to damage from snow plowing. Provision shall be made for the drainage of surface water from loading spaces so that water will not accumulate within the loading space nor shall it be directed over or across the adjacent streets or any neighboring lot.

L. On-site Waste Storage and Disposal

All waste material shall be kept in an enclosed building or properly contained in a closed container designed for such purposes. A solid waste closed container such as a dumpster shall be placed upon a concrete pad and enclosed by a fence. The owner shall be responsible for keeping such land free of refuse. All exterior trash containers shall be screened on each side and shall not be visible from any street. Screening shall be in accordance with the provisions of ***Section VII. M., Screening and Buffer Strips***. No person shall use or allow land or property under his or her ownership and/or control to be used for waste disposal purposes except at operations for which a license for disposal has been granted. All storage and disposal of waste, whether hazardous or nonhazardous, shall be in accordance with applicable Federal, State and local regulations.

M. Screening and Buffer Strips

Appropriate screening/buffers are to be maintained or installed to provide privacy and noise reduction to residential areas abutting non-residential or multi-family development sites.

1. Screening shall be a year-round visually impermeable barrier that may be either existing, constructed, or a combination thereof.

    a. Existing screens may consist of natural topographic landforms, rock outcrops, or vegetation that is dense enough to be visually impermeable.

    b. Constructed screens may consist of built screens, such as solid walls or fences, topographic screens, such as berms or landforms, vegetative screens consisting entirely of evergreen material, or a combination thereof.

2. The use of existing vegetation, topography, and natural features to comply with screening requirements is encouraged.

3. Screening is required to soften the visual impact of buildings, vehicle (car, bus, truck, etc.) parking areas, loading docks, waste disposal containers, permitted exterior storage, and other unsightly areas associated with or generated by a particular development as viewed from public ways and the principal entrance of buildings on abutting lots.

4. Screening may be required along the entire front setback length as specified in the ZONING ORDINANCE, Article 4.B., Dimensional Requirements, or only a part of it. Screening may also be required to extend beyond the minimum setback areas or further into the lot, particularly if the building is located beyond the minimum setback or if the lot configuration is such that the visibility into side or rear setbacks is unimpaired from the public way, residences, and principle entrances of buildings on abutting lots.

5. A minimum of 50% of built screens such as walls or fences that face the public way, residences, and principal entrances on abutting lots shall be softened with plantings.

6. 6. Vegetative screens shall be visually impermeable year round. Vegetative screens shall be a minimum of two shrubs deep, to a minimum depth of six (6) feet and spaced at such an interval to achieve a visually impermeable screen within three growing seasons (i.e. spacing to be determined by expected rate of growth, not the shrub's mature size). The minimum height of a screen is three (3) feet upon installation in car parking areas and six feet in other locations, a higher height shall be required if the parking area, loading dock, exterior storage, or other unsightly area is at an elevation lower than the public way, residences, and principal entrances of buildings on abutting lots. The height of screens can be the result of combining landforms or natural elevation changes with vegetative material. Screens shall not be located so as to impede vehicular or pedestrian traffic.

7. Where improvements requiring screening such as truck parking, loading, service, disposal, or storage areas are adjacent to such improvements on the abutting lot, the Applicant shall provide a screen that is a minimum of 50% visually permeable.

8. Constructed landforms may be used in conjunction with built or vegetative screens. Constructed landforms shall be organic in shape, of differing shapes and sizes if more than one landform is proposed. The side slopes of constructed landforms shall be loamed and planted with vegetation to minimize erosion. Boulders and rocks may be used within landscape treatments, provided at least one-third of the height of the boulder or rock is below ground.

9. Buffer strips should remain between non-residential and residential uses. Buffer strips are encouraged to be at least 50 feet deep and should contain vegetation that will screen non-residential uses from sight of the residential uses during winter months.

10. Buffer strips around all wetland and surface waters are encouraged to follow the Wetland Conservation District provisions in the ZONING ORDINANCE.

11. Buffer strips around multi-family developments shall retain a minimum of a 100' depth in accordance with the ZONING ORDINANCE Article 9.E.3's "new development, no build, no cut" side and rear buffer provisions.

12. 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.

13. 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.

14. Trails and other passive recreational amenities may be located in buffer strips upon review by the Board.

15. Installed fences shall comply with the following provisions unless otherwise stated in the ZONING ORDINANCE and in accordance with RSA 472-476. The type of fence selected shall be appropriate for the development and approved by the Board.

    a. Within the front and side setbacks, a solid-type fence may not exceed a height of three (3) feet and an open-type fence may not exceed a height of four (4) feet. The finished side of the fence must be oriented to the closest property line. No fence shall be erected on any corner lot or parcel which will obstruct the view of a vehicle driver approaching the intersection or driveway. Fences located on the side of a corner lot may be erected to the side lot line, but may not exceed a height of three (3) feet if a solid-type or four (4) feet if an open-type fence. Fences above this height must be setback at least twenty five (25) feet from the side lot line. Fences may not exceed six (6) feet in height.

    b. <u>Fences for Residential Development</u>. Acceptable materials for constructing fencing, landscape walls, and decorative posts include wood, stone, preformed concrete block, concrete, brick, wrought iron, chain link, and wire mesh, except that wire mesh fencing is not permitted within required front or side setbacks. Any fence along a road, including along property lines that intersect a right-of-way, shall be a maximum of 60% opaque.

    c. <u>Fences for Non-residential Development</u>. Acceptable materials for constructing fencing, landscape walls, and decorative posts include wood, stone, preformed concrete block, concrete, brick, wrought iron, chain link, and wire mesh. Except for industrial security fences, barbed wire fencing shall not be permitted. Any fence along a road, including along property lines that intersect a right-of-way, shall be a maximum of 60% opaque. Industrial security fencing shall be an open-type fence (e.g. chain link, woven wire, or wrought iron) and may be topped with barbed wire.

N. Sewage Disposal

The Planning Board shall determine that the proposed development can be served by an on-site disposal system designed in accordance with all applicable local, state and federal requirements. All non-residential sewage disposal systems shall be designed, constructed and operated in a manner that will prevent the spread of disease and illness; prevent the pollution of the municipality's brooks, streams, ponds, lakes, and groundwater table; an assure an adequate supply of potable and palatable water for human consumption.

1. General Requirements. All developments shall provide for reasonable accessible adequate toilet and lavatory facilities properly constructed and ventilated and kept in proper sanitary condition. All toilets, lavatories, sinks and other plumbing fixtures having drains shall be connected to an approved on-site system.

2. Hazardous Wastes. No wastes, other than human waste, kitchen waste, and wastewater containing normal household and salon detergents shall be disposed of by onsite subsurface waste disposal systems without the express prior written approval of the Board. The mere approval of a non-residential site plan shall not constitute approval for the disposal of wastes other than human waste, kitchen waste, and wastewater containing normal household detergents. All hazardous wastes as per Env-Hw 103.62, including chemicals and other liquids, used as part of a manufacturing, cleaning or repair process, shall be disposed of at an off-site disposal facility approved by the State of New Hampshire and the Federal Environmental Protection Agency.

3. Design and Installation. All waste disposal systems shall be designated and installed in accordance with the rules, regulations and design criteria of the NH Department of Environmental Services (NH DES) Env-Ws 1000 Administrative Rules. No waiver by the NH DES shall be binding on the Board unless concurred on by a two-thirds vote of the Board. All waste disposal systems that use a standard leach field shall be designed by a New Hampshire licensed septic designer. A certified New Hampshire professional engineer shall design all other systems, including those that utilize aeration chambers.

4. Minimum Distances. Septic tanks, leach beds, aeration chambers, dry wells and sewer lines shall be designed in accordance with NH DES regulations.

5. Setbacks. Setbacks from the property line for all structural components of septic systems shall as specified by the ZONING ORDINANCE in Article 4.B., Dimensional Regulations or as specified within the 125 foot setback to the Wetlands Conservation District (5.F.2). The Applicant may seek a variance from the Zoning Board of Adjustment as applicable.

O. Signs

The Planning Board will ensure that all signs are designed in accordance with the Town of Dunbarton Sign Ordinance. Sign permits are required and are issued by the Board of Selectmen.

P. Stormwater Management

The Health Inspector in the Building Department shall determine that the proposed development adheres to recommended stormwater management standards. Adequate provisions shall be made for the collection and disposal of all stormwater that runs off proposed streets, parking areas, roofs, and other surfaces.

1. All construction activities, regardless of the area of disturbance, shall meet the following performance guidelines:

    a. All stormwater treatment areas, such as treatment swales, detention and retention areas, and mitigation areas, shall be planted with appropriate native plantings including grasses, shrubs and/or other plantings sufficient to prevent soil erosion and to promote proper treatment of the proposed runoff.

    b. Buildings, streets, parking lots and other construction shall be located out of the post-development area to reduce construction and post-construction drainage problems.

    c. Snow and salt storage areas shall be located such that no direct discharges to receiving waters are possible from the storage site. Runoff from snow and salt storage areas shall enter treatment areas as specified above before being discharged to receiving waters or allowed to infiltrate into the groundwater.

    d. Stormwater shall be retained and managed on site using the natural flow patterns of the site to the greatest extent possible. The Planning Board requires that plans utilize natural infiltration best management practices (i.e. bio-retention areas, expanded engineered swales). However, other infiltration practices (i.e. infiltration trenches) shall be permitted with an acceptable maintenance plan as required in this Section.

    e. Measures shall be taken to control the post-development peak rate of runoff so that it does not exceed pre-development runoff for future flow estimates utilizing methods from the Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire (“Green Book”), 1992, or another more current source as cited.

    f. The Applicant shall demonstrate that on- and off-site downstream channel or system capacity is sufficient to carry the flow without adverse effects, such as flooding and erosion of stream banks and shoreland areas.

    g. Priority shall be given to preserving natural drainage systems including perennial and intermittent streams, wetlands, swales, and drainage ditches for conveyance of runoff leaving the project area. The biological and chemical properties of the receiving waters shall not be degraded by the stormwater runoff from the development site. The use of oil and grease traps in manholes, onsite vegetated waterways, and vegetated buffer strips along waterways and drainage swales, and the reduction in use of deicing salts and fertilizers may be required, especially where the development stormwater discharges into a gravel aquifer area or other water supply source, or a great pond.

h. The design of the stormwater drainage system shall provide for the disposal of stormwater without damage to streets, adjacent properties, downstream properties, soils and vegetation.

i. The design of the storm drainage systems shall take into account upstream runoff which shall pass over or through the site to be developed and provide for this movement.

j. Whenever practical, natural vegetation shall be retained, protected or supplemented. Any stripping of vegetation shall be done in a manner that minimizes soil erosion.

k. Erosion and sediment control measures shall be installed prior to any soil disturbance as appropriate.

l. The area of disturbance shall be kept to a minimum. Disturbed areas remaining idle for more than 30 days shall be stabilized.

m. Measures shall be taken to control erosion within the project area. Sediment in runoff water shall be trapped and retained within the project area using approved measures. Wetland areas and surface waters shall be protected from sediment.

n. Off-site surface water and runoff from undisturbed areas shall be diverted away from disturbed areas where feasible or carried nonerosively through the project area. Integrity of downstream drainage systems shall be maintained.

o. All temporary erosion and sediment control measures shall be removed after final site stabilization. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized within 30 days unless conditions dictate otherwise.

p. At the discretion of the Planning Board, stormwater management systems shall incorporate designs that allow for shutdown and containment in the event of an emergency spill or other unexpected contamination event (Chapter 2:1, VI, B.4. Innovative Land Use Planning Techniques, NHDES).

2. Responsibility for Installation and Construction. The Applicant shall bear final responsibility for the installation, construction, inspection and disposition of all stormwater management and erosion control measures required by the provisions of these Regulations. Site development shall not begin before the stormwater management and erosion control plan receives conditional approval. Best Management Practices shall be installed as designed and scheduled as a condition of final approval of the plan.

3. Bonding. The Planning Board may require a bond or other security in an amount and with surety conditions satisfactory to the Board, providing for the actual construction and installation of such measures within a period specified by the Board and expressed in the bond or the surety in accordance with ***Section IX. Performance Guarantee.***

4. Maintenance and Inspection.

   a. After final Board approval, a narrative description of ongoing maintenance requirements required by stormwater management and erosion and sediment control plans shall be recorded on the deed to the property on which such measures are located. The description shall comply with the requirements of RSA 478:4-a.

   b. The Board may require routine inspections to ensure compliance with the Stormwater Management, Groundwater Protection, Impervious Surfaces, and Erosion and Sedimentation Control sections of these Regulations and to ensure that the conditions on the plat are being met. Such inspections shall be performed by the designated agent at reasonable times to the landowner. The cost of inspections shall be borne by the landowner.

   c. If permission to inspect is denied by the landowner, the designated agent shall secure an administrative inspection warrant from the District or Superior Court under RSA 595-B.

   d. The Board of Selectmen may require a fee for routine inspections of water quality protection measures. The fee shall be paid by the owner of the property. A fee schedule shall be established by the board of selectmen which represents the cost of performing an inspection on various types of water quality protection measures. The procedure for adoption of the fee schedule shall be as provided for in RSA 41-9:a.

   e. The landowner shall post a bond or other security to cover the cost of installation of any stormwater management and erosion control measures and subsequent inspections as stated previously in this Section.

   f. A set of As-Built Plans shall be submitted to the Planning Board within thirty (30) days of the completion of construction, before any certificate of occupancy can be issued. A post-construction inspection will be scheduled as soon as possible after the As-Built Plans have been received. If the Planning Board determines that the stormwater management and erosion control measures do not meet the above requirements or conditions of approval, the Board may revoke the site plan at a properly noticed public hearing.

Q. Road Construction Standards

Residential and non-residential site plan development involving new public and private road and driveway construction shall be subject to the following requirements:

1. Any new road construction shall conform to the road standards as specified in the Town of Dunbarton SUBDIVISION REGULATIONS, Section V. C. through K. and O. and Section IX. B. through M.

2. Access to public streets will meet the requirements of the NH Department of Transportation and/or the Town of Dunbarton.

3. Whenever any portion of the site abuts Routes 13 or 77, vehicular access to/from the site shall be on Routes 13 or 77, respectively.

4. The Applicant will provide information to the Board stating that the internal traffic pattern of the development will accommodate the proposed use, as well as providing easy, unimpeded access for emergency vehicles. At the discretion of the Board, a traffic impact analysis with traffic projections may be required in accordance with ***Section VI. E.8., Additional Engineering Plan/Data***.

5. All signs should be designed in accordance with the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD).

R. Surface Waters and Wetlands Resources

The Planning Board shall determine that the proposed development will not adversely affect any water body or its shoreline when the property is located in part or in whole in the water body's watershed. The proposed development will not adversely affect regional water quality. All aspects of the Application shall be designed so that:

1. All applicable provisions of the revised effective 04/01/08 Shoreland Protection Act have been adequately addressed pursuant to RSA 483-B, including:

    a. No establishment or expansion of salt storage years, auto junk yards, solid waste and hazardous waste facilities.

    b. All new lots, including those over 5 acres, are subject to subdivision approval by NHDES.

    c. Setback requirements for all new septic systems are determined by soil characteristics per RSA 483-B.

    d. Minimum lot size in areas dependent on septic systems is determined by soil type.

    e. Alteration of Terrain Permit standards are reduced from 100,000 square feet to 50,000 square feet.

    f. The number of dwelling units per lot shall not exceed 1 unit per 150 feet of shoreland frontage.

    g. Additional provisions from ***Section VII. I.4., Shoreland Protection***.

2. All provisions of the Dunbarton Zoning Ordinance Article 5. Wetland Conservation District have been adequately addressed.

3. No person shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, noxiousness, toxicity, or temperature that may run off, seep, percolate, or wash into surface or groundwater so as to contaminate, pollute, or harm such waters.

4. All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials, shall meet the standards of the New Hampshire Department of Environmental Services (NH DES), including but not limited to Env-Wq 401.

5. All projects of such magnitude as to require a US EPA Phase II Permit or a US EPA NPDES General Permit for stormwater discharge from construction activities shall comply with the standards of the NH DES and the US EPA with respect to the export of total suspended solids and/or phosphorous. If the project does not require a stormwater permit, it shall be designed to minimize the export of phosphorous from the site to the extent reasonable with the proposed use and the characteristics of the site.

S. Traffic

The Planning Board shall determine that the proposed development will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or existing or proposed public roads and that and the traffic associated with the development shall maintain the existing level of service within 200 feet of any existing or proposed curb-cut. This determination may be made by requiring the Applicant to submit a traffic impact analysis in accordance with ***Section VI. E.8., Additional Engineering Plans/Data***. The Board shall also consider a statement or report from a traffic engineer indicating that the proposed development will not create or further contribute to unsafe traffic conditions, and consider statements from the Fire Department, Police Department and Highway Department in evaluating the project for highway or public road congestion or safety.

T. Underground and Aboveground Fuel Storage Tanks (USTs & ASTs)

USTs and ASTs shall comply with the standards of the NH Department of Environmental Services, as set forth in Part Env-Wm 1401 and 1402 NH Code of Administrative Rules and also with NFPA 30, 30A and 31.

U. Water Supply

The Planning Board shall determine that the proposed development has a water source that is adequate to serve the proposed development, and that the development will have no adverse impact on existing water supplies.

1. Where a public water supply is reasonably accessible or required because of groundwater pollution problems, the development shall be provided with a complete water distribution system, including a connection for each building (in the case of non-residential developments) or for each unit (in the case of multi-family developments).

2. Where public water supply is not available, as determined by the Board and the Town's designated representative, or not required, the Applicant shall supply acceptable evidence of the availability of water. The Applicant may be required to drill one (1) or more test wells in the area to be platted. All wells shall be located and installed so as to conform to the applicable regulations adopted by the NH Department of Environmental Services Division of Water and the Town’s Health Officer. All wells shall be located so as to comply with the minimum distance requirements outlined in within RSA 485, RSA 541, and NH DES We-100, and others as appropriate. As a precaution against seepage, a watertight seal shall be provided around the well casing. In all cases where it has been determined that individual water supplies from private wells are not feasible, a public water distribution system shall be required.

SECTION VIII. REQUIREMENTS AND STANDARDS FOR RESIDENTIAL SITE PLANS

In addition to the requirements that apply to all site plans in previous Sections, all residential site plans including multi-family and multi-family planned residential development plans shall conform to the following standards to ensure that the development is designed to be compatible with their surroundings, is compatible with and enhances the character of Dunbarton, provides for development of neighborhoods with attractive, well-connected streets, open areas, and trails, ensures the compatibility of dissimilar adjoining land uses, and ensures that multi-family developments provide an attractive, livable community with a desirable housing alternative to detached single-family homes. In the event of conflicting provisions, the more stringent provision shall be applied. Residential site plans shall comply with the following:

A. Review Process

Exclusion of specific provisions from ***Section VIII. Requirements and Standards for Residential Site Plans*** does not imply a waiver of or a lack of applicability to the rest of the provisions within these Regulations. It is the Applicant's responsibility to ensure that all of the applicable regulations have been addressed with their submission.

1. Applicants for all multi-family housing developments shall submit an application for Major Site Plan review in accordance with ***Section VI. A., Completed Application Form and Checklist*** and ***B., Minor and Major Site Plan Plat Requirements***.

2. Applications shall follow the process outlined in ***Section V. Application Procedure***.

3. In addition to the criteria listed in ***Section V. Q., Consideration of Approval***, the Planning Board shall ascertain the adequate provision has been made by the Applicant, including but not limited to the following:

    a. Traffic circulation and access within the site and offsite and including adequacy of adjacent streets, entrances and exits, traffic flow, sight distance, curb cuts, turning lanes, and existing or recommended traffic signalization.

    b. Fire protection as it applies to the proximity of the buildings to one another and to the existing of fire fighting water sources.

    c. Stormwater drainage based upon a minimum of two (2), ten (10), twenty five (25), or one hundred (100) year storm frequency for a 24 hour duration as required for the site, or as otherwise specified by the Board, utilizing on-site absorption and/or temporary detention.

    d. Snow storage and trash disposal areas.

    e. Recreational and common facilities, and open space/common area for the development.

    f. Landscaping in keeping with the general character of the surrounding areas.

    g. Location and style description or sketch of all signs and exterior lighting.

    h. Building locations, façade, layout, orientation, and elevations.

B. Submission Requirements

The following materials shall be submitted to the Board for consideration of any multi-family housing development in accordance with **Table 2, Dwelling Unit Thresholds for Multi-Family Developments**:

1. The Applicant shall submit all relevant information required for Major Site Plans as stated in ***Section VI. B., Minor and Major Site Plan Plat Requirements***.

2. Residential Site Plan. The plan shall be designed in accordance with ***Section VII. General Standards*** and ***Section VII. C., D., E, F. and G***.

   a. The residential site plan shall differentiate any service roads from standard residential roads, which provide access to the dwelling units. The Planning Board reserves the right to make the final determination of which roads are deemed to be residential roads.

      i. All residential roads shall be built to the town roadway specification s for new public and private roads as outlined in ***Section VII. Q., Road Construction Standards*** and the Town Dunbarton SUBDIVISION REGULATIONS Section V. C. through K. and O. and Section IX. B. through M.

      ii. Where deemed applicable, the Board may modify the specifications for the construction of service roads.

   b. The residential site plan shall state the total number of buildings, the total number of dwelling units, the number of bedrooms per unit and state the calculations utilized in determining the numbers.

   c. Plans shall be designed to be phased for dwelling unit construction in accordance with Article 4.E., Phasing of Building Permits of the ZONING ORDINANCE.

2. The Applicant shall submit plans as indicated in ***Section VI. D., Other Plans,*** including but not limited to: existing conditions plan, section plan, landscaping plan, architectural plan, specification plan, and lighting plan.

3. The Applicant shall submit plans and documentation as indicated in ***Section VI. E., Additional Engineering Plans/Data,*** including but not limited to: road construction plan, construction sequencing plan, stormwater management plan, sedimentation erosion control plan, road profiles, stormwater calculations, drainage calculations, water usage and wastewater calculations, information on pollutants, endangered species study, archaeological/historical study, noise generation study, inventory of hazardous materials, and off-site improvement plans.

4. The Applicant shall submit condominium declaration (homeowner association documentation), bylaws, and floor plan in accordance with ***Section VI. F .11.*** and/or covenants, cooperative agreements, etc. if applicable. Any required covenants or cooperative agreements or similar forms shall be reviewed by Town Counsel to ensure legal form and enforceability. The cost of this review shall be borne by the Applicant.

5. Applicant shall submit all easement documentation for the project, including but not limited to right-of-way easements, drainage and slope easements, water easements, fire cistern easements, utility easements, open space easements or dedications, etc or as determined by the Board. Any legal documentation shall be subject to review by Town Counsel at the cost of the Applicant.

6. Traffic Impact Analysis (TIA). A traffic impact analysis shall be required for all residential site plans in excess of 20 dwelling units in accordance with ***Section VII. E. 8***.

7. School Impact Analysis (SIA). Where a development contains twenty (20) or more dwelling units, the Applicant shall submit an analysis of the impact of the development on the school system with the Application.

8. Community Services Impact Assessment (CSIA). Where a development contains twenty (20) or more dwelling units, the Applicant shall submit an assessment of the demands that the development will place on existing or proposed community services, including but not limited to Police, Fire, emergency, water, sewer, solid waste, roads, recreation, and Town Offices with the Application.

9. Environmental Impact Assessment (EIA). The Applicant of each development containing twenty (20) or more dwelling units shall submit a report from the New Hampshire Natural Heritage Inventory (New Hampshire Department of Resources and Economic Development) which identifies rare plant and animal species and exemplary natural communities in or near the proposed subdivision with the preliminary application. If any of the species or communities are identified within or adjacent to the subdivision, an EIA addressing the impacts on the species and communities shall be submitted with the Application.

10. Archaeological/Historical Studies (AHC). The Applicant of each development containing twenty (20) or more dwelling units shall submit a report from the New Hampshire Division of Historical Resources which identifies the existence of notable historic or cultural resources in or near the proposed subdivision with the preliminary application. If any notable occurrences are identified within or adjacent to the subdivision, an AHC addressing the impacts on these resources and plans to preserve them shall be submitted with the Application.

11. Other Studies.
    a. Noise Generation Study shall include estimates of noise generation, including pre-and post-construction data as necessary. This study shall be required for the construction of twenty (20) or more dwelling units.

    b. Hazardous Materials Assessments shall include an inventory of those materials anticipated on-site and remediation measures. This study shall be required for the construction of fifty (50) or more dwelling units.

    c. Pollution Study shall include anticipated smoke, soot, odors, particulates, or any discharge into the environment which might prove harmful or offensive to persons, structures, neighboring properties, or the natural environment and remediation measures. This study shall be required for the construction of fifty (50) or more dwelling units.

12. The Board reserves the right to require any of these studies, or additional studies, for dwelling units below the established thresholds if a demonstrated need is present at the expense of the applicant.

Table 2 – Dwelling Unit Thresholds for Multi-Family Developments

Number of Units	Well Type	Septic Type	Reports/Studies Required	Road Type	Minimum Common Areas, Recreational Areas, & Services Required	Plans Required at Discretion of Planning Board
< 19 Dwelling Units	Individual Wells or Community Well as approved by NHDES	Septic System as approved by NHDES. RSA 485-A:29, rule Env-WS 1000. Subject to application for State Subdivision Approval.	Upon determination by the Planning Board	Common driveway for 4 or fewer units is permitted, constructed to Town Road standards. Easement deed or covenant required and subject to review and approval by Town Counsel. Private Road for 5 to 19 units. Easement deed or covenant required and subject to review and approval by Town Counsel.	1 Common Area. 1 Recreational Area.	Existing Conditions Plan. Site Plan Plat. Section Plan. Specification Plans. Landscaping Plan. Architectural Plan. Lighting Plan.
20-49 Dwelling Units	Community Well as approved by NHDES. Defined by RSA 485:1-a, rule Env-WS 372.	Septic System as approved by NHDES. RSA 485-A:29, rule Env-WS 1000. Subject to application for State Subdivision Approval.	Traffic Impact Analysis. Community Services Impact Analysis. School Impact Analysis. Stormwater Management Report. Environmental Impact Assessment. Historical/Archaeological Assessment. Noise Generation Study.	Town road or private road is permitted, constructed to Town Road standards. Easement deed or covenant required and subject to review and approval by Town Counsel. Service road standards to be as determined by Board.	2 Common Areas. 2 Recreational Areas. 2 Services.	Existing Conditions Plan. Site Plan Plat. Section Plan. Specification Plans. Landscaping Plan. Architectural Plan. Lighting Plan. Road Construction Plan. Sequencing Plan. Stormwater Management Plan. Erosion and Sedimentation Control Plan. Off-Site Improvement Plan.
50+ Dwelling Units	Community Well as approved by NHDES. Defined by RSA 485:1-a, rule Env-WS 372.	Septic System as approved by NHDES. RSA 485-A:29, rule Env-WS 1000. Subject to application for State Subdivision Approval.	Traffic Impact Analysis, Community Services Impact Analysis, and School Impact Analysis. Stormwater Management Report. Environmental Impact Assessment. Historical/Archaeological Assessment. Noise Generation Study. Pollutant Study. Hazardous Materials Assessment.	Town road or private road is permitted, constructed to Town Road standards. Easement deed or covenant required and subject to review and approval by Town Counsel. Service road standards to be as determined by Board.	3 Common Areas. 3 Recreational Areas. 3 Services. Over 100 units requires 4 Common Areas, 4 Recreational Areas, and 4 Services.	Existing Conditions Plan. Site Plan Plat. Section Plan. Specification Plans. Landscaping Plan. Architectural Plan. Lighting Plan. Road Construction Plan. Sequencing Plan. Stormwater Management Plan. Erosion and Sedimentation Control Plan. Off-Site Improvement Plan.

13. Where not otherwise specified in *Section VIII.*, ***Section VII. General Standards*** shall be applied.

C. Design Standards

Building and site design shall be performed in accordance with ***Section VII. B., Building Orientation and Architectural Design Standards.***

1. Building Code. Buildings constructed in accordance with the International Building code and/or the International Residential code as specified in RSA 155-A (State Building Code).

2. Building and Site Design. Multi-family developments should incorporate an attractive & building layout which retains, relates to and enhances the natural vegetation and terrain of the site or incorporates natural design features such as preservation of scenic vistas, natural areas, or other unique elements of the site.

3. Relationship to Adjacent Properties. Multi-family developments should be designed with special attention to the compatibility of adjacent land uses, topography, existing vegetation, building height and orientation, and other similar factors. To the extent reasonable and practicable, architectural scale of new buildings proposed for existing neighborhood shall be compatible with or complement the architectural character of neighboring buildings. Techniques to accomplish this include breaking a multi-family building into house sized building elements, using the existing separation pattern and orientation of buildings in a decent neighborhood to establish the pattern of the new development, and utilizing similar materials and building styles.

4. Building Height. Building height shall be in accordance with the Town of Dunbarton ZONING ORDINANCE in Article 4.B., Dimensional Regulations. The height of buildings on the perimeter of the development should be compatible with surrounding uses and site considerations. Buildings in excess of two (2) stories in height should be set back generally proportional to the building height (the taller the building the greater the setback), depending on the adjacent land uses and size. Taller buildings should be concentrated in the interior of the project. At-grade, ground-level units are encouraged to meet the needs of the senior and disabled populations.

5. Proximity to Single-Family Residences. Special attention should be given to the perimeter of the project when adjacent to single-family residences or property zoned for single-family. No active recreational areas, parking, or solid waste containers should be located within this setback area as contained in the Town of Dunbarton ZONING ORDINANCE, Article 9. Multi-Family Residential Housing District.

6. Building Orientation. Building shall be oriented for privacy, to the extent practicable, both within the project and to the neighborhood in accordance with ***Section VII. B., Building Orientation and Architectural Design Standards***. Techniques to accomplish this include reducing the number of windows on the proposed building which overlook the neighbors, staggering windows to avoid aligning with adjacent windows, and increasing the side or rear yard setback.

7. Building Materials and Sound Suppression. Multi-family developments should incorporate quality building techniques such as quality exterior building materials (brick, stone, quality vinyl, wood, etc.) in accordance with ***Section VII. B., Building Orientation and Architectural Design Standards*** and sound suppression measures between units and floors/ceilings and on exterior of units when adjacent to high impact noise areas. Exterior materials and colors in new building construction shall be compatible with or complement the character of surrounding buildings.

8. Building Façade, Footprint, and Roof Articulation. Buildings shall have a common design theme that provides variety and character within the project in accordance with ***Section VII. B., Building Orientation and Architectural Design Standards***. Walls and roofs should include separations, changes in plane and height, and architectural elements such as balconies, porches, dormers, and cross-gables. Techniques to accomplish this include the side modulation (stepping back or extending for a portion of the façade for each interval), articulating each interval with architectural elements like a porch/balcony/bay window/covered entry, articulating the roofline by stepping the roof and by emphasizing dormers, chimneys, or gables, and by providing a ground war wall-mounted fixture, such as a trellis, tree, or other site feature within each interval.

9. Building Entries. Clearly defined building entries shall be provided that are well lighted, and easily accessible in accordance with ***Section VII. B., Building Orientation and Architectural Design Standards***. Techniques to accomplish this include making entrances plainly visible from the fronting street and walkway, using distinctive architectural elements and materials to denote prominent entrances, and ensuring that entries include a transition space such as steps, a terrace, or a landscaped area.

D. Roads, Parking, and Pedestrian Facilities

All public and private roads shall be constructed in accordance with ***Section VII. Q., Road Construction Standards***. All parking facilities shall be constructed in accordance with ***Section VII. K., Off-street Parking and Loading Requirements***. In addition, the following provisions shall apply:

1. Common Driveway. Four (4) or fewer dwelling units may be served by a common driveway.

    a. Language for a common driveway easement shall be submitted which states that the shared driveway is a private agreement and not under the jurisdiction of the Town, which will be recorded in the deeds of the lots that will be using the common driveway.

    b. Common driveway language shall be inserted as applicable into covenant agreements.

    c. A note shall be added to the plan referencing the easement or covenant.

    d. All driveway language shall be subject to review and approval by Town Counsel.

    e. Copies of Town and State driveway permit applications shall be submitted as deemed necessary by the Planning Board.

f. Common driveways shall be constructed in accordance with Town of Dunbarton driveway specifications, or as specified by the Planning Board, Fire Department, and/or Road Agent.

2. Private Roads.

a. Private roads shall be designed and performance guarantees shall be developed in accordance with the Town of Dunbarton SUBDIVISION REGULATIONS.

b. Language for the responsibility of maintenance of a private road shall be submitted which will be recorded in the deeds of the lots that will be using the road.

c. Maintenance agreement language shall be inserted as applicable into covenant agreements.

d. A note shall be added to the plan referencing the private road and responsibility for maintenance.

e. All private road language shall be subject to review and approval by Town Counsel.

f. The Board shall ask the Fire Department, Road Agent, and Police Department to provide review and comment on the private road plan.

g. The Board shall secure the services of Town Engineer to review and comment on the private road plan at the expense of the Applicant.

3. Town Roads.

a. Town roads shall be designed and performance guarantees shall be developed in accordance with the Town of Dunbarton SUBDIVISION REGULATIONS.

b. A note shall be added to the plan referencing the intent of the road to be accepted as a Town road.

c. The Board shall ask the Fire Department, Road Agent, and Police Department to provide review and comment on the road plan.

d. The Board shall secure the services of Town Engineer to review and comment on the road plan at the expense of the Applicant.

4. Pedestrian Circulation and System. Pathways or trails shall also be used as needed to provide for pedestrian circulation and access to open space, recreational areas, and other common facilities to create a comprehensive pedestrian circulation system. Paths and trails shall be located in easements; easement documents shall be approved by Town Counsel at the Applicant's expense.

5. Parking Lot Location and Design. The impact of driveways and parking lots on pedestrians and neighboring properties shall be minimized by designing, locating, and screening parking lots, carports, and garages in a way that creates few interruptions on the street, or building façade. Techniques include: locating surface parking at the rear or side of lot, breaking large parking lots and two small ones that provide easy access for pedestrians, minimizing the number and width of driveways and curb cuts, sharing driveways with adjacent property owners, locating parking in areas that are less visible from the street, locating driveways so they are visually less dominant, and screening parking lots from abutting residences. Parking lots shall be constructed in accordance with ***Section VII. K., Off-street Parking and Loading Requirements***.

6. Distribution of Parking Spaces. Special attention should be given to the location and distribution of parking spaces. Parking spaces should be in close proximity to each unit and common parking areas for visitors should be in the general vicinity. Parking spaces in multi-family projects should be designed so as to prohibit vehicles from backing onto public roads.

7. Emergency Vehicle Access. Emergency vehicle access subject to approval by the Police and Fire Departments shall be provided to all structures within the development.

E. Landscaping and Buffers

Landscaping and screening provisions shall be performed in accordance with ***Section VII. I. Landscaping Standards*** and ***M. Screening and Buffer Strips***. In addition, the following provisions shall apply:

1. Landscape Design. Multi-family developments should incorporate a landscaping package which provides extensive landscaping and planting of entrances, recreational areas, parking areas, street frontage, and areas surrounding buildings or open spaces. Protection of large, mature trees is encouraged. Frameworks such as trellises or arbors should be provided for plants to grow on, plantar guards or low plantar walls should be part of the architecture, landscape the open areas created by building modulation, incorporate upper and lower story planter boxes, and retain natural woodland vegetation.

2. Perimeter Buffer. The property line buffer shall be as stated within the Town of Dunbarton ZONING ORDINANCE, ARTICLE 9. MULTI-FAMILY RESIDENTIAL HOUSING DISTRICT. The perimeter of the project should be landscaped. In areas where natural screening or other vegetative and tree cover is not present, a planted buffer should be provided and include at a minimum four (4) large deciduous or evergreen trees, two (2) small trees, and 16 shrubs for every 100 feet.

F. Common Areas, Recreational Areas, and Services

Open space, recreational areas, common area, and other features within a development shall be protected by covenants running with the land and shall be conveyed to the property owners through a Homeowners Association. Open space may alternatively be deeded to the Town or to a private land trust for monitoring and enforcement

1. Common Area/Open Space. Open space areas in addition to the required building setbacks and areas between buildings are encouraged. Common areas and open space could be recreational areas and structures as indicated above, or could be parks, nature trails, agriculture use, wooded areas, or conservation lands. These areas may include flood plain or other environmentally sensitive features if appropriate. Impervious cover is recommended to not exceed 40% of the acreage of the site.

2. Recreational Areas and Structures. One or more areas should be provided within the development which are conveniently accessible to residents for recreational use. The area should be designed to serve a variety of passive and active uses and should be designed and located in a manner that enhances the form and appearance of the development. The recreational area should be a nonlinear, consolidated area of sufficient size, and the location should be outside the flood plain and steep slopes.

   Recreational areas or structures include as gazebos, clubhouses/community buildings, swimming pools, tot lots, playgrounds, playfields, and tennis and basketball courts. These structures should not be located within a floodplain or on steep slopes.

3. Other Services. Services such as common laundry rooms or buildings, separate mail and parcel facilities, maintenance buildings, management offices, etc should be provided as needed in the development.

G. Utility and Other Design Standards

All multi-family developments shall be designed in accordance with ***Section VII. General Standards***. In addition, the following provisions shall apply:

1. Lighting Standards. Parking lot lighting and lighting in play areas should be provided. Lighting along walkways which is pedestrian scale and low in height and intensity should be provided. Lighting should be directed to minimize glare on public roads, into the dwelling units of the development, and on adjacent properties. Decorative lighting is encouraged. Lighting shall be designed in accordance with ***Section VII. D., Exterior Lighting Standards***.

2. Stormwater Management Facilities. Stormwater management facilities should be designed in accordance with ***Section VII. P., Stormwater and Management*** and utilized as a water feature amenity and/or designed and landscaped to make it an integral part of the development.

3. Solid Waste Containers. The gates and doors on the solid waste refuse screens should be of a substantial and durable material. Support posts, gate frames, hinges and latches should be of a sufficient size and strength to allow the gates to function without sagging or becoming a visual eyesore. The numbers of solid waste containers and the level of servicing shall be adequate for the development. Calculations to determine the required number should be shown on approved plans.

4. Underground Utilities. Except for junction boxes, meters and existing overhead utility lines and for technical or environmental reasons, all utilities should be underground. Junction boxes should be screened.

5. Community Septic Systems. Community septic systems shall follow the provisions in the ZONING ORDINANCE under the Article 6.F. Community Septic Systems and G. Facility Ownership and Maintenance under the Planned Residential Development regulations and ***Section VII.G. Groundwater and N., Sewage Disposal*** of these Regulations. Such systems proposed by an Applicant shall be of sufficient capacity to serve the development. All such facilities shall meet the requirements of and be approved by, the New Hampshire Department of Environmental Services, Division of Water Supply and Pollution Control, local and county health and public works agencies, and/or other public body having jurisdiction, and shall be accepted by the Town Engineer and Town Departments.

6. Community Water Systems. Community water systems shall be designed in accordance with ***Section VII.G. Groundwater and U., Water Supply.*** Such water systems proposed by an Applicant shall be of sufficient capacity to serve the development. All such facilities shall meet the requirements of and be approved by, the New Hampshire Department of Environmental Services, Division of Water Supply and Pollution Control, local and county health and public works agencies, and/or other public body having jurisdiction, and shall be accepted by the Town Engineer and Town Departments.

SECTION IX. PERFORMANCE GUARANTEE

As a condition of approval, the Planning Board may require the posting of a security in an amount sufficient to defray the costs of construction of streets, public utilities, stormwater management and erosion control measures, for reclamation for completing the project, landscaping, and any other necessary improvements as determined by the Board. All performance guarantees shall be subject to the provisions of the Town of Dunbarton's LAND SUBDIVISION REGULATIONS SECTION IV. 2, ASSURANCE FOR COMPLETION AND PERFORMANCE OF WORK. In addition, the following regulations shall be followed. In the event of conflicting provisions, the more stringent provision shall be applied.

A. The amount of the security shall be based on an estimate of costs provided by the Applicant; the amount of the security shall also include fees to cover the cost of periodic inspections. At the discretion of the Planning Board, the proposed security shall be reviewed by a licensed engineer. All costs of such review shall be paid by the Applicant.

B. The security shall be approved as to form and sureties by the Board and the Town Counsel.

C. 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 a reasonable time and without expense to the Town.

D. Each approved plat shall contain a time limit for the completion of all improvements. The term shall be no later than three years from the final signing of the plat.

E. The performance guarantee shall be released in phases as portions of the secured improvements or installations are completed and approved by the Board or its designee, in accordance with the plan approved by the Board.

SECTION X. 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:

A. At the request of or by agreement with the Applicant;

B. When any requirement or condition of approval has been violated;

C. When the Applicant has failed to perform any condition of approval within the time specified or within two years;

D. When four years have elapsed without any vesting of rights in conjunction with ***Section XI.E., Active and Substantial Development***, and the plan no longer conforms to applicable regulations; or

E. When the Applicant has failed to provide for the continuation of adequate security. These provisions shall be applied in conjunction with ***Section V. U., Limitation of Approval***.

F. Any revocation of Board approval shall be performed in accordance with RSA 676:4-a.

SECTION XI. ADMINISTRATION AND ENFORCEMENT

A. Administration
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. Procedures for requesting and granting waivers to site plans and requirements are stated in ***Section IV. E., Waiver of Site Plan Review*** and **Section *V. H., Waiver of Plat Plan Requirements and General Standards.***

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. Active and Substantial Development
All residential and non-residential site plans are subject to RSA 674:39.

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, often with conditions. The site plan shall be signed by the Chairperson and Secretary of the Board. The Planning Board designee shall record the mylar copy of the Site Plan in the Merrimack County Registry of Deeds within 10 business days of the date the officers signed the plan.

SECTION XII. 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 XIII. 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 XIV. 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.

APPENDIX

A. Site Plan Review Application

B. Memo for Review to Town Department Heads

C. Status of the Site Plan Application

SITE PLAN REVIEW APPLICATION

DO NOT WRITE IN THIS SPACE

Case Number:_____

Date App. Rcvd:_____

Amount Rcvd:_____

Rcvd By:_____

Property Address: _____

Road Classification & Type:_____

Parcel: Map(s) _____ Lot(s) _____

Zoning District(s): _____

Name of Project: _____

Type of Application

	Existing Use	Proposed Use
❒ Change of Existing Use	_____	_____
	Existing Square Feet	Proposed Square Feet
❒ New Construction	_____	_____
❒ Addition to Existing Structure	_____	_____
❒ Expansion to Existing Size of the Use	_____	_____

Existing # of Employees: _____ New Employees Being Added: _____

Existing # of Parking Spaces: _____ New Parking Spaces Being Added:_____

Days and Hours of Operation: _____

Types of Proposed Development (Check all that apply)

- ❒ Commercial/Retail
- ❒ Industrial
- ❒ Multi-Use Building (2 or more Businesses)
- ❒ Residential
- ❒ Condominium Ownership
- ❒ Multi-Family Structure (3+Units Attached)
- ❒ Multi-Family Development (2+Units Detached)
- ❒ Other: _____

Property Owner(s)

Name: _____

Address: _____

_____

_____

Tel. #: _____

Fax #: _____

Email: _____

Name: _____

Address: _____

_____

_____

Tel. #: _____

Fax #: _____

Email: _____

Applicant

Name: _____

Address: _____

_____

_____

Tel. #: _____

Fax #: _____

Email: _____

Agent or Landowner's Legal Representative

Name: _____

Address:_____

_____

_____

Tel. #: _____

Fax #: _____

Email: _____

INSTRUCTIONS AND INFORMATION

1. Applications are filed at the Planning Office during regular business hours. The filing deadline is no later than 30 days before the Board's meeting. The Planning Board Schedule with submission dates is available at the Planning Office. See the following Site Plan Review Regulations Checklist for details on what needs to be submitted.

2. All Applicants are encouraged to consult with the Planning Board designee prior to submitting an application. This is especially encouraged for Major or certain Minor Site Plans to ensure compliance with all the applicable regulations and for Applicants who are not familiar with the requirements or process. A Waiver from Site Plan Review may be requested of the Planning Board in conformance with ***Section IV. E., Waiver from Site Plan Review*** on Page 4. No fees are collected for a Waiver request.

3. Applicants are encouraged to undertake a non-binding Conceptual Consultation with the Planning Board at their regularly scheduled monthly business meetings prior to submitting an application. The requirements for a Conceptual Consultation and the Planning Board Schedule are available at the Planning Office.

4. All projects must comply with the Town's Zoning Ordinance before being considered for site plan review. Any approvals required from the Zoning Board of Adjustment should be obtained before submitting the Application for site plan review.

5. Enclosed you will find a Checklist of the requirements that need to be submitted as part of a completed application. As part of your application, please check off the documentation that has been submitted or items that you are requesting waivers for. Waivers may be granted if it is determined that they are consistent with the overall objectives of the Site Plan Review Regulations. All requests for waivers must be requested in writing at the time an application is submitted. **The Checklist is not comprehensive, and the Site Plan Review Regulations need to be consulted for more detail on what is required.**

6. This application will be formally reviewed by the Planning Board designee, and will be provided to the Planning Board for their use. The staff review will also be provided as a courtesy to the Applicant prior to the meeting so any missing items can be brought or issues can be addressed at the meeting.

7. The Planning Board will submit a set of preliminary plans to the Fire Department for review. The Fire Department will be checking for compliance with NH State Fire Codes. New Hampshire has adopted NFPA 1 and NFPA 101 through the NH Department of Safety State Fire Marshal's Administrative Rules (Saf-C 6000 State Fire Code). This code is State law per RSA 153:5 and 153:14. The Fire Department review will include adequacy of water supply, road details including width, grade, and vertical clearance, and other safety items. A set of preliminary plans will also be submitted to the Police Department, Road Agent, Conservation Commission, and Building Inspector for their review and comment.

8. Applicants for Major Site Plan Review are required to meet with the Site Plan Review Committee in accordance with ***Section V. E. Site Plan Review Subcommittee***.

9. When all of the minimum application components are submitted, your project will be placed on the agenda within thirty (30) days or for the next available regular business meeting for acceptance of the Application. Working from the abutter's/notification list, the Planning Office will send written notification by certified mail of the time, date, purpose, and place of the meeting, at the Applicant's expense, to the Applicant, owner, abutters and every engineer, architect, land surveyor, or soil or wetlands scientist whose professional seal appears on the plan.

10. The Planning Board shall first make a determination at a properly noticed public meeting as to whether an application is complete or incomplete. If the Application is complete, the Board will approve or disapprove the Application within sixty-five (65) days of acceptance of the Application. When possible, the Board will take action during the same meeting that an application is determined by the Board to be complete.

11. The Applicant shall receive a notice of decision from the Planning Board which states the approval or disapproval of the Application along with any conditions.

12. After approval, mylar(s) and three 22"x34" and three 11"x17" paper copies of each final map shall be submitted to the Planning Office. All conditions of approval must be fulfilled before the project can commence. Be aware that approvals or permits may be necessary after the Planning Board process has ended.

SITE PLAN REVIEW APPLICATION FEES

Additional fees for professional consulting may be required after the Application has been received by the Planning Office. Additional funds may be necessary for any escrow accounts that may be established depending on what professional consulting is required by the Planning Board.

Fees	Qty	Cost	Total
Conceptual Review (with notice)		$ 50	
Application Fee	-----	$ 50	$ 50
Minor Modification to Approved Plan	-----	$ 50	
Base Site Plan Review Application Fee (Base applications requiring multiple hearings for approval allow s up to three hearings.)	-----	$250	$
Additional Hearing		$150	
Review/Approval Fee, per meeting		$ 50	$
Fee Per Dwelling Unit		$ 75	$
Fee for Commercial/Industrial, per sq. ft.		$0.25	$
Newspaper /Media Notice, Actual Cost		$	$
Abutters, Applicants, Owners, Professionals Notice (from mailing label list) [per name]		$6	$
Engineering Escrow, Admin Cost	-----	$100	
Bond/Letter of Credit Escrow, Admin Cost	-----	$200	
File Documents at Registry, Admin Cost	-----	$ 30	$ 30
File Documents at Registry, Actual Cost		$	$
GRAND TOTAL			**$**

SIGNATURES

I, the Applicant or property owner's duly authorized agent, do hereby submit this plan for review as required by the Site Plan Review Regulations of the Town of Dunbarton, New Hampshire. I agree to be fully responsible for payment of all fees, costs, and expenses incurred with respect to this application. I understand that if I am not the owner of the property named above, this application must be signed by the owner(s) of the property showing recognition and approval of the site plan application and approval for the Applicant/duly authorized agent to represent the owner(s) in this site plan application. I further grant the Planning Board, Town Office Staff, and authorized agents the right to enter the premises at reasonable times for the purpose of gathering additional information during the review process and inspections of the project during its construction phase.

Applicant/Agent:_____ Owner:_____

Signature:_____ Signature:_____

Date:_____ Date:_____

Owner:_____ Owner:_____

Signature:_____ Signature:_____

Date:_____ Date:_____

Notary Signature*:_____ Date:_____

Notary Print Name: _____

**required if Applicant/agent is not the owner of the property*

WAIVER REQUEST FROM SITE PLAN REVIEW

Section IV. E., Waiver of Site Plan Review

Your proposed development must conform to the Zoning Ordinance.

Provide the following information to the Planning Office a minimum of 30 days in advance of the next regularly scheduled Planning Board meeting:

1) Complete Pages 1, 4, and 6 of the Site Plan Review Application.
2) Three (3) copies of names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing submitted on mailing labels.
3) Three (3) copies of names and addresses of all holders of conservation, preservation or agricultural preservation restrictions submitted on mailing labels.
4) Letter of authorization from the owner, or owner signature below, if the Applicant is not the owner.
5) A narrative explaining the project, including map and lot number, location, existing and proposed uses utilizing the Zoning Ordinance's Table of Uses, hours of operation, number of employees, etc. The narrative must also contain the specific reasons why a waiver from site plan review is being requested.
6) Seven (7) paper copies of the 22"x34" plat or sketch plan drawn to scale, 15 paper copies of the 11"x17" plat or sketch plan drawn to scale, and one (1) paper copy of the 11"x17" plat or sketch plan drawn to scale for each abutter.
7) Payment to cover notification fees for a public hearing and notification of abutters.
8) Sign the following:

I have met with the Planning Board designee and I have also reviewed the above Waiver of Site Plan Review qualifications, which I feel that this project fulfills. I hereby request from the Planning Board a Waiver from Site Plan Review at their next regularly scheduled business meeting.

Applicant/Agent:_____ Owner:_____

Signature:_____ Signature:_____

Date:_____ Date:_____

Owner:_____ Owner:_____

Signature:_____ Signature:_____

Date:_____ Date:_____

SITE PLAN REVIEW REGULATIONS CHECKLIST

This checklist is for purposes of administrative efficiency. **It does not take the place of the comprehensive requirements of the Site Plan Review Regulations, which need to be consulted for the complete requirements for your application.** All waiver requests must be submitted in writing clearly stating the reason why each waiver is being requested.

Required			Submitted		Waiver Request
YES	**NO**	**Completed Application Form and Checklist *(Section VI. A)***	**YES**	**NO**	**X**
X		1. Three (3) copies of names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing submitted on typed mailing labels.			**N/A**
X		2. Three (3) copies of names, addresses and seal of all persons preparing the plat, as applicable submitted on typed mailing labels.			**N/A**
X		3. Three (3) copies of names and addresses of all holders of conservation, preservation or agricultural preservation restrictions submitted on typed mailing labels.			**N/A**
X		4. Seven (7) paper copies of the 22”x34” plat, 15 paper copies of the 11”x17” plat, and one (1) paper copy of the 11”x17” plat for each abutter/property owner/professional/easement holder, prepared according to the standards of the NH Land Surveyors Association and the Merrimack County Registry of Deeds, and according to VI. A.4.a-e.			**N/A**
		5. Seven (7) paper copies of supplemental plans to support the Application as applicable, including those from Section VI. D., Other Plans, and E., Additional Engineering Plans/Data.			
		6. Seven (7) copies of supplemental studies to support the Application, as applicable, including those from Section VI. E., Additional Engineering Plans/Data.			
		7. Letter of authorization from the owner, if the Applicant is not the owner.			**N/A**
X		8. A narrative explaining the project, including map and lot number, location, existing and proposed uses utilizing the Zoning Ordinance’s Table of Uses, hours of operation, number of employees, etc.			**N/A**
X		9. Payment to cover filing and notification fees.			**N/A**
		10. Waivers to any of these regulations shall be submitted in writing, with a statement justifying the reason for the waiver request, with the Application.			**N/A**
		11. ZBA Special Exception obtained for proposed commercial use.			**N/A**

Required			Submitted		Waiver Request
YES	**NO**	**Minor and Major Plan Plat Requirements *(Section VI. B.)***	**YES**	**NO**	**X**
		1. Surveyed property lines, utilizing the NH State Plane Coordinate System, showing their bearings and distances and showing monument locations every 1,000 feet.			
		2. Boundary survey with a maximum error of closure of 1 in 10,000. Distances shall be to the nearest 100th of a foot and bearings to the nearest 10 seconds.			
		3. Owner's name, address, telephone number, and signature. Name, address and telephone number of Applicant/developer, if different from owner.			
		4. Names and addresses, including Tax Map and Lot number, of the parcel and all abutting properties and owners.			
		5. Holders of existing conservation, preservation or agricultural preservation restrictions. Location of any existing or proposed easements, and notations of deed restrictions, easements, and covenants.			
		6. Names, addresses, telephone numbers, seals, and signatures of all professionals involved in the site plan design and certified in the State of New Hampshire.			
		7. Scale of the map/diagram, north arrow (true and magnetic) and date of plan.			
		8. Locus map displaying the location of the site within the Town shall be at a scale not greater than 1"=1,000'.			
		9. Total area and the dimensions of the parcel and street frontage.			
		10. All proposed and existing uses occurring on the parcel.			
		11. Zoning boundaries, wetlands conservation and multi-family housing overlay district boundaries, wetland and building setbacks, buffers, building locations, Special Flood Hazard Areas (SFHA), the 100-year flood elevation line, and Base Flood Elevation (BFE) data, as required, referencing the latest Flood Insurance Study. Date and source of data shall be provided in the plan notes.			
		12. A signature block, including one for the date and for signatures of the Planning Board Chair and Secretary.			
		13. List of reference plans.			
		14. Date that the plans were first drafted and the succeeding dates and nature of each future revisions.			
		15. List of all approvals and permits, including date granted, on the plan.			
		16. Items changed from the initial Major Site Plan or last site plan before the Board.			
		17. Matchlines on all plans requiring registration with a second sheet.			

Required			Submitted		Waiver Request
YES	**NO**	**Additional Site Plan Plat Requirements as Applicable or Identified by Board *(Section VI. B.)***	**YES**	**NO**	**X**
		18. Existing and proposed topographic contours based upon the USGS topographical data, with spot elevations where necessary, and finished grade elevations. Contour intervals shall be no greater than two (2) feet for the developed portion of the site and ten (10) feet elsewhere.			
		19. Soil and wetland delineation by professionals certified in the State of New Hampshire.			
		20. Features such as existing water courses, water bodies, trees, landscaping, existing foliage lines, other vegetation, rock ledges, stonewalls, and any other human made or natural features, in accordance with Section VII. A., Design of the Development.			
		21. Location of all buildings and structures within one hundred (100) feet of the parcel and the location, dimensions, and height of existing and proposed and buildings and structures on the parcel.			
		22. Lines, names, classification, and width of all existing and proposed abutting streets, lanes, ways or easements intended to be dedicated for public use within two hundred (200) feet of the parcel.			
		23. Location of all existing and proposed driveways and parking areas, including sight distance at the access points from the centerline for all approaches.			
		24. Location of 4,000 square-foot septic area with any applicable setback lines per the ZONING ORDINANCE, Article 4. B. Dimensional Regulations and Article 5.F.2. Specific Provisions, and location of percolation tests and test results, in accordance with ***Section VII. N., Sewage Disposal***.			
		25. Location of existing and proposed well, with 75-foot radius on its own lot per the Zoning Ordinance, Article 4.6.d Private Residential Wells, in accordance with ***Section VII. U, Water Supply***.			
		26. Location of existing and proposed utility tanks (propane, oil, etc), utility poles and lines including telephone, gas, cable, fiber optic, water and sewer lines, and necessary screening, in accordance with ***Section VII. G., Groundwater, N., Sewage Disposal, R., Surface Waters and Wetlands Resources*** and ***T.., Underground Fuel Storage Tanks***.			
		27. The location, size and the design of existing and proposed exterior lighting and signs and other advertising or instructional devices in accordance with the Town of Dunbarton Sign Ordinance, ***Section VII. D., Exterior Lighting Standards***, and ***O., Signs***.			
		28. The total number of employees for Home Occupations exceeding 1 nonresident, and for all commercial enterprises and residential developments.			

Required			Submitted		Waiver Request
YES	**NO**	**Additional Site Plan Plat Requirements as Applicable or Identified by Board *(Section VI. B.)***	**YES**	**NO**	**X**
		29. Location and type of solid waste disposal facilities and snow storage areas and necessary screening, in accordance with ***Section VII. L., On-site Waste Storage and Disposal***.			
		30. Location and total number of parking spaces, loading spaces and other similar facilities associated with the use, in accordance with ***Section VII. K., Off-street Parking and Loading Requirements***.			
		31. Estimated number of vehicle trips per day generated by the proposed use or Home Occupation utilizing the most recent edition of *Trip Generation* in accordance with ***Section VII. S., Traffic***.			
		32. Location of and distance to any fire hydrants, cisterns, and/or fire ponds in accordance with ***Section VII. E., Public Safety***.			
		33. Exterior lighting standards in accordance with ***Section VII. D., Exterior Lighting Standards.***			
		34. List names, contacts, addresses, and telephone numbers of all public or private utilities servicing the site, with a Note verifying connection on the final plat.			
		35. For Major Site Plans, list of all studies, reports or documents on sheet 1, submitted as a requirement of approval. (E.g. – Endangered Species, Historic/ Archaeological, Traffic, Storm Water Management, Environmental Impact studies, etc. as provided in ***Section VI. E., Additional Engineering Plans/Data***).			
		36. For Major Site Plans, any additional information required by the Planning Board to make an informed decision, including documentation as stated in ***Section VI . D., E, F,*** and ***H***. and in ***Section VIII. B., Submission Requirements***, as applicable.			

Required			Submitted		Waiver Request
YES	**NO**	**Other Plans *(Section VI. D.)***	**YES**	**NO**	**X**
		1. Existing conditions plan of all natural, geographic, topographic, and built conditions.			
		2. Section plan (vertical view) of all buildings with their use, size, location and first-floor elevation indicated, indicating their height, bulk, and materials.			
		3. Specification plan providing details, drawings, and notes on sewer/water separation, pumping stations, catch basins, inlet protections, entrance sign details, temporary silt fencing, planting specifications, road access and grade, road cross-sections, etc.			
		4. Landscape plan, describing the number, location, types, materials, and size of all existing and proposed landscaping and screening in accordance with ***Section VII. I., Landscaping Standards*** and ***M., Screening and Buffer Strips***.			
		5. Architectural plan(s) drawn to scale that meets the requirements of the Board in accordance with ***Section VII. B., Building Orientation and Architectural Design Standards.***			
		6. Lighting plan in accordance with ***Section VII. D., Exterior Lighting Standards***, with photographs and/or illustrations of the proposed fixtures and pole, manufacturer, lumens, and model number provided.			

Required			Submitted		Waiver Request
YES	**NO**	**Additional Engineering Plans/Data (*Section VI. E.)***	**YES**	**NO**	**X**
		1. Road construction plan in accordance with the provisions contained in the Dunbarton SUBDIVISION REGULATIONS.			
		2. Construction sequencing plan outlining the construction processes for all improvements.			
		3. A Stormwater Management and Sedimentation Erosion Control Plan may be required, in compliance with Environmental Protection Agency (EPA) guidelines, as required in accordance with ***Section VII. P. Stormwater Management***.			
		4. Calculations relating to storm-water runoff/drainage based on a two (2), ten (10), twenty five (25), or one hundred (100) storm frequency for a 24-hour duration or as otherwise specified by the Board or as applicable for the site.			
		5. Road profiles, center line stationing and cross sections.			
		6. Information on composition and quantity of wastewater to be generated.			
		7. Data on air, water or land pollutants to be discharged, including standards, quantity, treatment and/or controls.			
		8. A traffic impact analysis may be required as deemed necessary by the Planning Board due to the proposal's size, location or traffic generating characteristics. In such cases, the Applicant shall fund the cost of modeling the projected traffic increases, internal circulation patterns and bicycle/pedestrian plans.			
		9. Endangered Species & Archaeological/Historical Studies, as necessary.			
		10. Estimates of noise generation. This may include pre and post construction data collection, as necessary.			
		11. Inventory of hazardous materials anticipated.			
		12. Offsite improvement plans.			

Required			Submitted		Waiver Request
YES	**NO**	**Other Documents, Approvals, and Permits *(Section VI. F., Section IX. Performance Guarantee)***	**YES**	**NO**	**X**
		1. State subdivision approval for septic systems; septic design approval where applicable; or certification by a New Hampshire licensed septic designer of adequacy of existing system.			
		2. Alteration of Terrain Permit from NH Department of Environmental Services.			
		3. State/Town driveway or curb-cut permit, as applicable.			
		4. Copies of Zoning Board variances, special exceptions, Planning Board conditional use permits, or notices of decision.			
		5. Report from the Fire Chief, Police Chief, Road Agent, Building Inspector, and Conservation Commission.			
		6. 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 Town Counsel.			
		7. Any other state and/or federal permits.			
		8. Copies of all applicable approvals and permits required for expansion, alteration or change of use of the site.			
		9. Copies of any license or government certifications required by a business.			
		10. An impact analysis may be required.			
		11. Copies of applicable condominium documentation, including the declaration, bylaws, site plan, floorplan, and its registration.			
		12. Any additional reports or studies deemed necessary by the Board to make an informed decision.			
		Performance Guarantee in accordance with ***Section IX. Performance Guarantee***.			

Required			Submitted or Address'd		Waiver Request
YES	**NO**	**General Standards *(Section VII.)***	**YES**	**NO**	**X**
		A. Design of the Development			
		B. Building Orientation and Architectural Design Standards			
		C. Drive Through Facilities			
		D. Exterior Lighting Standards			
		E. Public Safety			
		F. Flood Hazard Area			
		G. Ground Water			
		H. Impervious Surfaces			
		I. Landscaping Standards			
		J. Noise			
		K. Off-street Parking and Loading Requirements			
		L. On-site Waste Storage and Disposal			
		M. Screening and Buffer Strips			
		N. Sewage Disposal			
		O. Signs			
		P. Stormwater Management			
		Q. Road Construction Standards			
		R. Surface Waters and Wetlands Resources			
		S. Traffic			
		T. Underground Fuel Storage Tanks (USTs)			
		U. Water Supply			

Required			Submitted or Address'd		Waiver Request
YES	**NO**	**Requirements for Residential Site Plans *(Section VIII.)***	**YES**	**NO**	**X**
		A1.& B1. Major Site Plan Application and all relevant information required.			
		B2. Residential Site Plan Plat containing all design criteria contained within ***Section VIII.*** and the Dunbarton SITE PLAN REVIEW REGULATIONS.			
		B3. Other Plans (existing conditions, section, landscaping, architectural, specification, lightning, etc.) as indicated in ***Section VI. D., Other Plans***.			
		B4. Additional Engineering Plans/Data (road profile, road construction, construction sequencing, stormwater management, sedimentation/erosion control, off-site improvement plans, etc; stormwater, drainage, water usage, and wastewater calculations; endangered species, archaeological/historical, noise generation, pollutants, and hazardous materials studies, etc.) as indicated in ***Section VI. E., Additional Engineering Plans/Data.***			
		B5. Condominium Documentation (declaration, homeowners' association documentation, bylaws, floorplan, covenants, cooperative agreements, etc.) in accordance with ***Section VI. F. 11.***			
		B6. Easement Documentation (right-of-way, drainage and slope, water, fire cistern, utility, open space or dedications, etc.)			
		B7. Traffic Impact Analysis (over 20 lots or units)			
		B8. School Impact Analysis (over 20 lots or units)			
		B9. Community Services Impact Assessment (20 lots or units)			
		B10. Environmental Impact Assessment (over 20 lots or units)			
		B11. Archaeological/Historical Studies (over 20 lots or units)			
		B12. Other Studies such as noise generation (over 20 lots or units), hazardous materials assessment (over 50 lots or units), and/or pollution study (over 50 lots or units)			
		B13. Where not otherwise specified in *Section VIII., Section VII. General Standards* shall be applied.			

Required			Submitted or Address'd		Waiver Request
YES	**NO**	**Design Standards for Residential Site Plans *(Section VIII.)***	**YES**	**NO**	**X**
		C. Design Standards (building code, building and site design, relationship to adjacent properties, building height, proximity to single-family residences, building orientation, building materials and sound suppression, façade/footprint/roof articulation, building entries, etc.)			
		D. Roads, Parking, and Pedestrian Facilities (common driveway, private roads, Town roads, pedestrian circulation, parking lot location and design, distribution of parking spaces, emergency vehicles access, etc.)			
		E. Landscaping and Buffer (landscape design, perimeter buffer, etc.)			
		F. Common Areas, Recreational Areas, and Services (common area/open space, recreational areas and structures, other services, etc.)			
		G. Utility and Other Design Standards (lighting, stormwater management, solid waste containers, underground utilities, community septic systems, community water systems, others in accordance with ***Section VII. General Standards***)			

ZONING ORDINANCE

All site plan projects must conform to the Zoning Ordinance of the Town of Dunbarton.

Provisions to consult when developing your site plan application include, but are not limited to:

- Article 4. Use and Dimensional Regulations
- Article 5. Wetlands Conservation District
- Article 6. Planned Residential Development
- Article 7. Extraction Regulations
- Article 8. Personal Wireless Service Facilities
- Article 9. Multi-Family Residential Housing District
- Article 10. NH Floodplain Development Ordinance

This is not a complete list of zoning provisions to consult. It is the Applicant's responsibility to ensure that the project fully conforms to the Zoning Ordinance, and/or to provide a variance or special exception from the Zoning Board of Adjustment if necessary.

MASTER PLAN

All projects should be designed in accordance with the Town of Dunbarton Master Plan, 2004.

DEVELOPMENTS OF REGIONAL IMPACT

THIS SECTION FOR TOWN USE ONLY

DOES THE PROJECT:	YES	NO
1. Increase the housing stock by more than 10%		
2. Anticipate emissions (light, noise, etc.) that could transcend town boundaries?		
3. Locate on the border of another community?		
4. Have the potential for regional traffic impacts?		
5. Affect natural resources that cross town boundaries?		
6. Call for shared public facilities?		

Memo

To: ☐ Fire Department Chief
☐ Police Department Chief
☐ Road Agent
☐ Conservation Commission
☐ Building Inspector

From: _____

Date: _____

RE: Planning Board Application for your Review

Case:

The Planning Board would like to make you aware of this application that has been submitted to the Board. It will be considered at the Board's upcoming meeting on _____. A full plan set is included, as well as the project narrative. The file is available at the Planning Office for your review.

At this time, the Planning Board does not have specific questions of you, but invites you to provide your comments or concerns prior to the meeting if possible. During the review process, the Board may request specific input from your Department or Commission. You will be notified if there is a site walk on the property. Feel free to contact me _____ at _____. Thank you for your assistance.

Please return this page to the Planning Office with the appropriate box(es) checked:

☐ No Comments at This Time
☐ Comments Enclosed
☐ Will Provide Comments to the Board on _____
☐ Would Like More Information before Commenting (specify: _____)
☐ Would Like to View the Site at a Site Walk

Signature: _____

Print Name: _____

Status of the Site Plan Application

Submission Date: _____

Conceptual Meeting Date: _____

Completeness Meeting Date: _____

First Revisions Submission Date: _____

Public Hearing Date: _____

Second Revisions Submission Date: _____

Continued Hearing Date: _____

Third Revisions Submission Date: _____

Continued Hearing Date: _____

Approved/Disapproved by Board Date: _____

Mylar Signed Date: _____

Mylar Registered Date: _____

Conditions of Approval Expire Date: _____