

SITE PLAN REVIEW
REGULATIONS

TOWN of BOW , NEW HAMPSHIRE

May 5, 2005

SITE PLAN REVIEW REGULATIONS

ADOPTIONS AND AMENDMENTS

Pursuant to the authority vested in the Bow Planning Board by the voters of the Town of Bow in accordance with the provisions of Chapter 675, Section 6, New Hampshire Revised Statutes Annotated, 1955, as amended, the Bow Planning Board adopts the following regulations governing the site plan review of land in the Town of Bow, New Hampshire.

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Amended:

January 26, 1989

October 5, 1989

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March 4, 2004

May 5, 2005

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Section 1 - Authority and Title:

Pursuant to the authority vested in the Bow Planning Board by the voters of the Town of Bow in accordance with the provisions of Chapter 674, Sections 43 and 44, New Hampshire Revised Statutes Annotated, 1955, as amended, the Bow Planning Board adopts the following Regulations governing the review and approval or disapproval of Site Plans in the Town of Bow, New Hampshire.

Section 2 - Intent:

The purpose and intent of the Site Plan Review Regulations are as set forth in RSA 674:44, adopted by reference here.

Section 3 - Jurisdiction

These regulations shall apply to the development or change or expansion of use of tracts for nonresidential uses or for multi-family dwelling units, which are defined as any structures containing more than two (2) dwelling units, whether or not such development includes a subdivision or Resubdivision of the site.

- 3.01 No building permit(s) shall be issued until the Applicant or his agent shall obtain Site Plan approval by the Planning Board.
- 3.02 No building permit(s) shall be issued until the approved Site Plan is filed with the County Registry of Deeds.
- 3.03 Any non-residential development that includes only additions of not more than 1,200 square feet to an existing building(s) and that does not constitute a change of use shall be handled in the same manner as building permit application. No site plan submission for review under these regulations shall be required.

Section 4 - Definitions:

- A. Abutter: Refer to Section 2.01 of the Subdivision Regulations of the Town of Bow.
- B. Applicant: Any individual, firm, association, syndicate, co-partnership or corporation, trust or other legal entity commencing proceedings under these Regulations for himself or for another.
- C. Application: Any Preliminary or Final Application.
- D. Development: Any proposal for Site Plan Review under these Regulations.
- E. Drainage Right-of-Way: Land required for the installation of storm water sewers or drainage ditches, or required along a natural stream or watercourse for preserving the channel and providing for the flow of water therein to secure safety from flood damage and to preserve natural amenity.
- F. Easement: Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his property.
- G. Improvements:
 - (a) Capital Improvements: Any physical public betterment or improvement and any preliminary studies and surveys relative thereto; the acquisition of property of a permanent nature; or the purchase of equipment for any public betterment or improvement when first erected or acquired.
 - (b) Lot Improvement: Any building, structure, place, work or art, or other object, or improvement of the land on which they are situated constituting a physical betterment of real property, or any part of such betterment.
 - (c) Public Improvement: Any drainage ditch, roadway, park, sidewalk, tree, lot improvement or other facility for which the Town of Bow may ultimately assume the responsibility for maintenance and operation or for which the Town's responsibility is already established.
 - (d) Temporary Improvement: An improvement built and maintained by a developer during construction of the Development and prior to release of a performance bond.
- H. Subdivision Regulations: Refers to the Subdivision Regulations of the Town

of Bow, New Hampshire, adopted July 28, 1988, as it may be amended from time to time.

- I. Zoning: Refers to the Zoning Ordinance of the Town of Bow, adopted March 8, 1955, as it may be amended from time to time.

Section 5 - General Requirements:

- 5.01 Responsibility: It is the responsibility of each Applicant to read and follow these Regulations. If an Applicant does not fully understand the Regulations, it is his or her responsibility to seek the advice and counsel of Town Officials, agents, or other qualified persons.
- 5.02 All Site Plans: This Section sets forth certain general requirements that apply to all Site Plans.
- A. State Grid Coordinates: All surveys, control and boundary information shall have at least two (2) ties to the State Grid Coordinate System.
 - B. U.S.G.S. Data: All contours, profiles and other elevations shall refer to current U.S.G.S. Data.
 - C. State Approvals: Copies of all Applications to the State of New Hampshire for approval of the design of on-site septic systems, for "Site Specific" Approval, for dredge and fill permits, for driveway cuts, or for any other permit or approval required by the State of New Hampshire with regard to the Site Plan must be filed with the Application. Approval of any Final Application will be conditioned upon filing with the Board of evidence of the issuance of all such State approvals.
 - D. Conveyances to Town: Before recordation of a Final Plan requiring new road construction or the extension of municipal services, the owner shall transfer to the Town of Bow by Warranty Deed, all lands required for public roads, easements, and rights of way.
 - E. Unsuitable Land: Land of such character that it cannot be safely used for building purposes because of danger to health or peril from fire, flood or other hazard shall not be platted for occupancy, nor for other use which would tend to increase the danger to health, life or property or aggravate the flood hazard. Land subject to periodic flooding, poor drainage or other hazardous conditions, shall not be developed. Land with unsuitable soil or inadequate capacity for individual sanitary sewerage disposal systems shall not be developed unless connected to a common sewer system. No land described above and no land designated as Flood Zone or shown to be bog, marsh, swamp area, area of high water table, or designated as wetlands as set forth in the Town of Bow Zoning Ordinance Article 10, or any similar situation, or area necessary for the protection of aquifers which may serve as future sources of drinking water for the

Town, or with slopes in excess

of thirty-three percent (33%), or ledge which is exposed or lying within four (4) feet of the soil surface, or which is subject to an easement or a right-of-way in favor of the Town, County, State, Federal Government, or any third party shall be developed. Any land covered by any soils listed by the New Hampshire Water Supply and Pollution Control Commission as Groups 5 and 6, shall likewise not be developed. In the event that property proposed for Site Plan Review Approval contains any land, soils or natural features described in this Subsection, the Applicant shall, at the discretion of the Board, submit as part of the Application the report and associated plan of a certified soil scientist as defined in RSA 310-A:76 who has performed a High Intensity Soil Survey of the property.

- F. Ledge: All areas of exposed ledge shall be identified and plotted on any Plat submitted to the Board.

- G. Protection of Natural Features: Due regard shall be shown for all natural features, such as trees, water courses, scenic points, rare plant or animal species, historic spots and similar community assets, which if preserved, will add attractiveness and value to the Development or preserve the natural resources of the Town. In the case of residential site plans, existing natural features should be preserved when such features can be practically used to minimize adverse affects on abutting single family neighborhoods.

- H. Disturbing Environment: No person who is required to submit an Application for approval of a Development pursuant to these Regulations shall commence the construction of roads within the land proposed to be developed or clear the land of natural vegetation or place any artificial fill thereon or do any other act or acts which will alter the natural state of the land or environment, unless and until the Site Plan relating thereto has been submitted and approved in accordance with the requirements of these Regulations. Nothing in this paragraph shall be construed to prevent such preliminary ground surveys, marking by stakes, engineering studies, inspections, and testing (including test borings and test pits) as may be necessary to evaluate the suitability of the land for development and to assemble the information required to be shown on a Site Plan, provided, however, that such preliminary surveys, staking, studies, inspection and testing shall be accomplished with the minimum disturbance or alteration of the natural state of the land environment.

- I. Town Sewer: If any portion of a Development fronts on an existing street served or reasonably expected to be served by Town sewer; or fronts on a new street and lies within one thousand (1000) feet of a street served or reasonably expected to be served by Town sewer; the Plat shall show appropriate extensions to the existing sewer lines and appropriate sewer connections from all improvements to the new or existing sewer lines. The construction of on-site sewage disposal systems shall not be permitted in such a Development after such sewer service becomes available.

- J. Utilities: All utility facilities, including but not limited to gas, electric power, telephone, and CATV cables, shall be located underground at the expense of the Applicant. Whenever existing utility facilities are located above ground on any land to be developed, except where existing on public roads and rights-of-way, they shall be removed and placed underground. This shall not apply to major transmission facilities not intended to serve individual properties. Utilities serving more than one (1) parcel shall be located within street rights-of-way in accordance with applicable State and Local Regulations and utility company rules and regulations. Utilities shall not be located beneath the paved surface of any street except where necessary at intersections and for service connections.

- K. Review by Other Town Officials: Before approval of a Site Plan is given, the Applicant shall solicit written statements from the following Town Officials regarding the proposed application.
 - (1) The Road Agent and Engineer as to the design of the street system, location of easements, and design of the water, sewer, and drainage systems, including appurtenances.
 - (2) The Police Chief, or representative, as to vehicular and pedestrian traffic safety and access for emergency vehicles.
 - (3) The Fire Chief, or representative, as to the adequacy of fire protection and access for emergency vehicles.
 - (4) The Recreation Commission, or its Director, and the Conservation Commission as to the suitability and location of any lands proposed to be dedicated for Town open space, park or playground or other recreational purposes.

- (5) The Town Manager as to the design of extensions to water and/or sewer lines and capacity of existing water and/or sewer systems to service the new demand.

Town Officials may opt to attend the regular Planning Board meeting to express their concerns regarding the Site Plan.

- L. Compliance with Regulations: All Applications shall comply with the Zoning Ordinance and all other ordinances and regulations of the Town of Bow.
- M. Erosion Plan: All Applications shall include a "Soils Erosion and Sediment Control Plan", conforming to the recommendations and specifications of the United States Department of Agriculture, Soil Conservation Service. Said plan shall address slopes, embankments, ditches, drainage ways, and the effect of the Development on water bodies and all disturbed areas. These plans shall be stamped by a New Hampshire Registered Professional Engineer.
- N. Drainage/Grading Plan: All Applications shall include a Drainage and Grading Plan showing the entire area which is directly involved. The Plan shall indicate existing grades for the entire tract and proposed grading for all areas of proposed construction activity. The Plan shall show all existing and proposed drainage facilities, including but not limited to catch basins, all storm water culverts, headwalls, detention/retention basins, drainage swales, rip-rap areas, dams and weirs, groundwater recharge structures, and storm water flow dissipaters. The plan shall show all contributing drainage and sub-catchment areas and existing and proposed storm water flow calculations. All drainage plans for the Development shall be based on hydrological calculations from said Drainage/Grading Plans. The hydrological calculations shall analyze 10, 25, and 50 year storm events. These Plans and accompanying calculations shall be prepared by and bear the stamp and signature of a New Hampshire Registered Professional Engineer. The developer shall provide appropriate detention and groundwater recharge facilities to assure that existing flow quantities or velocities will not be exceeded and that existing groundwater recharge will be maintained. A waiver of these regulations is required if the storm water drainage system creates any additional storm water flow quantities or velocities over other properties. Such waiver will be considered only where the developer has obtained easements therefore from all owners of said downstream properties.

Required drainage facilities shall be designed in accordance with the standards contained in Subdivision Regulations section 8.06 Storm Drainage.

- O. Phasing Plan: A written phasing plan shall accompany Applications for large scale Developments as determined by the Board. The plan shall specify the development time table for each phase of the Development. The plan shall include approximate dates for road and other public improvement construction for building/development commencement, and for building occupancy. In cases where specific impacts have been identified, the Board may require that the development of a large scale project proceed at a rate which will allow the Applicant and the Town a reasonable length of time in which to plan and prepare for impacts and to take steps to mitigate adverse impacts. All residential site plan applications shall include a written phasing plan which complies with the Town of Bow Growth Management Ordinance.

- P. Streets: Developments that adjoin or include existing streets that do not conform to the width shown on the comprehensive plan or official maps or the street width requirements of these Regulations shall dedicate the differential width along either or both sides of said existing streets. If the Development is along one side of the street only, one-half (1/2) of the differential width shall be dedicated. Setbacks shall be measured from the new or future right-of-way line.

- Q. Landscaping and Building Design: Every Application shall include a detailed landscaping plan and the architectural design of all buildings on the site shall be compatible with that of surrounding properties.

- R. Evacuation and Emergency Plan: A written emergency access and evacuation plan shall be submitted for each Development. Residential Site Plans shall show on site circulation and access for emergency vehicles.

- S. Access: Any road or driveway serving more than twelve (12) lots or residential units shall have an approved secondary means of access. The secondary access may, at the discretion of the Board, be parallel to the primary access, separated by a continuous island with a minimum width of 25 feet, to accommodate safety vehicles.

- T. Monuments:
 - 1. All lot lines, beginning and end of curves, and points of a curve change shall be identified in the field by monuments, to be of

stone or concrete, 4" X 4" X 35" long. Concrete bounds are to be reinforced with 2 ½" diameter reinforcing bars.

2. All monuments shall be set by a licensed land surveyor. All monuments shall be set such that six inches is exposed above finished grade. No monument shall be set until all construction which would disturb or destroy the monument is completed. The maximum distance between monuments shall be 500 feet.

U. Notation of Waivers and Exactions All waivers granted (requested) and all exactions and other outstanding conditions imposed shall be noted on the face of the recorded plan.

V. Performance Guarantees Suitable guarantees, in accordance with Section 9 of these regulations and Section 9 of the Subdivision Regulations, shall be submitted by the applicant prior to beginning site work. The guarantee shall ensure installation of all public improvements, buffers, drainage facilities, landscaping, and other improvements, as well as the restoration of wetlands and other natural areas, as required by the Planning Board.

W. Solid Waste: Provisions for storage and disposal of solid waste shall be shown on the site plan. Dumpsters shall be screened from view from public roads and abutting properties.

X. Snow Storage: Provisions for removal and storage of snow from all parking, maneuvering, loading, and pedestrian areas must be shown on the site plan.

Y. Aesthetic Design Standards: The below listed Performance Standards contained in the Business Development District are adopted by reference herein and shall be applied to all Site Plans. The applicable Performance Standard Sections in the Business Development District include:

15.09 Minimum Landscaping and Screening Performance Standards

15.10 Exterior Building Facade Performance Standards

15.11 Screening Performance Requirements

15.12 Parking Performance Requirements

15.15 Lighting Standards

15.16 Environmental Performance Standards

- Z. Storm Water Pollution Prevention Plan and Filing EPA Notice of Intent: Prior to issuance of building permits or start of any construction

activity, including but not limited to site clearing and grading activities, the applicant shall file a copy of the Storm Water Pollution Prevention Plan (SWPPP) with the Board agent and shall file a complete Notice of Intent with the US Environmental Protection Agency (EPA). The SWPPP shall be kept up to date and on site during construction.

5.03 Residential Site Plans This Section sets forth certain general requirements that apply to all Residential Site Plans.

- A. Architectural Design Standards: Site and building design shall minimize adverse effects on nearby single family neighborhoods. Coherent design principles must demonstrate that scale, vocabulary, exterior treatment, roofing, design features, and details are organized and presented in New England character. The architecture existing in the neighborhood must be considered.
- B. Additional Screening and Buffering: Buildings, parking areas, and other features larger in scale than nearby single family neighborhoods shall be effectively screened from view from public streets and abutting single family dwelling.
- C. Pedestrian Access: The site shall be designed to promote safe pedestrian and bicycle movement among facilities on site and to appropriate facilities off site.
- D. Park & Recreation: Depending on the size of the residential development and available public facilities nearby, on site recreation facilities shall be provided. The facilities shall be appropriate to the anticipated residents. In lieu of on site facilities, the Planning Board may approve a cash or land dedication for park and recreation facilities.
- E. Amenities and Common Facilities: Amenities appropriate to meet the needs of anticipated residents shall be provided. Examples include outdoor storage, community buildings/meeting rooms, garages and carports, and storage units.
- F. Fire Suppression: Specific measures to suppress and contain fires and noxious gases shall be shown on the plan.

- G. Water Supply and Sewage Disposal: Where available within a practical distance, residential development shall be on public water supply and sewage disposal. Designs for water supply and sewage disposal systems shall be submitted with the site plan application.

- H. Internal Roadways: Profiles, cross-sections, and typical sections shall be submitted for internal roadways with the site plan application.

- I. Manufactured Housing Site Plans: RSA 205-D Manufactured Housing Installation Standards and amendments thereto is adopted herein by reference.

Section 6 - Special Requirements:

The following special requirements apply to certain Developments which have a significant impact on the Town, its services or facilities, as specifically provided herein. The cost of these assessments and studies will be borne by the Applicant.

6.01 Traffic Impact Assessment (TIA):

- A. Where a Development will result in the generation of an average of two hundred (200) weekday vehicle trip ends (according to Trip Generation, An Informational Report, Institute of Transportation Engineers), the Applicant must submit a TIA to the Board with its Application. The TIA shall include, but not be limited to, information with respect to:
- (1) estimated vehicular trips per day,
 - (2) an analysis of approaches,
 - (3) an analysis of the circulation and channelization patterns,
 - (4) a description and analysis of the location and type of existing and proposed traffic control devices,
 - (5) pedestrian traffic and systems,
 - (6) an analysis of signal warrants,
 - (7) a description of the condition and capacity of the road network,
 - (8) other analysis of specific impacts as identified by the Planning Board.
- B. A "trip end" is defined as a vehicle movement either entering or leaving the site.
- C. Examples of Developments which would generate two hundred (200) weekday vehicle trip ends include (from Trip Generation, approximate values):
- (1) 20 detached single family units,
 - (2) 40 manufactured (mobile) homes or condominium units,

- (3) 20 motel units,
- (4) 17,000 gross square feet general office building,
- (5) 1,700 gross square feet shopping center,
- (6) 1,200 gross square feet high turnover sit down restaurant,
- (7) 8,400 gross square feet medical office building or clinic,
- (8) 4,000 gross square feet hardware/paint store,
- (9) Gasoline/service station,
- (10) 1,200 gross square feet bank.

- 6.02 Fiscal Impact Analysis (FIA): Where a Development would contain dwelling units equal to two percent (2%) of the existing dwelling units within the Town at the time of the Application, or where the Planning Board finds that a commercial or industrial Development may have an adverse fiscal impact upon the Town, the Applicant must submit an analysis of the projected tax and fee income to the Town and the projected service costs of the Town with the Application.
- 6.03 School Impact Analysis (SIA): Where a Development would generate a school age population equal to one classroom according to current U.S. Census data from Merrimack County, the Applicant must submit an analysis of the impact of the Development on the school system with the Application.
- 6.04 Environmental Impact Assessment (EIA): The Applicant of each Development containing ten (10) or more dwelling units or twenty (20) or more acres shall submit a report from the New Hampshire Natural Heritage Inventory (NH Department of Resources and Economic Development) which identifies rare plant and animal species and exemplary natural communities in or near the proposed Development with the Application. If any of the species or communities are identified within or adjacent to the Development, an EIA addressing the impacts on the species and communities shall be submitted with the Application.

- 6.05 Community Services Impact Assessment (CSIA): Where a Development contains one hundred (100) lots, one hundred (100) residential units, one hundred (100) gross acres, eight thousand five hundred (8,500) gross square feet of office or commercial space, or seventeen (17) gross acres of industrial land, 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.
- 6.06 Other Considerations: The requirements contained in this Section are based on thresholds at which the expected impacts will be measurable and at which point mitigation measures by the Applicant may be required by the Board. Nothing contained in this Section shall be construed to prevent the Planning Board from requiring other special investigations, at the Applicant's expense or from requiring the above identified investigations at lower thresholds where, in the opinion of the Board, circumstances related to the Development or the area warrant such special studies. An Applicant may not evade the application of the provisions of this Section through phased or scattered development of a parcel. The Board may, in its discretion, consider the effects of both prior and potential development of the land owned by the Applicant or other prior or future owners of the Development and require compliance with the terms of this Section.
- 6.07 Impact Fees: As a condition of the Approval of an Application, the Board may require the developer to pay a proportionate share of the costs of municipal improvements which are necessitated in whole or in part by the Development.

Section 7 - Procedure:

7.01 Preliminary Conceptual Consultation:

- A. Prior to submission of an Application for Board approval, the Applicant may discuss the proposal with the Board's Agent, and may make an appointment to discuss the proposal at a regularly scheduled Board meeting by notifying the Board's Agent three (3) weeks prior to the meeting.
- B. At the meeting, the Applicant may address the Board concerning the proposal but must limit the presentation to the intent and location of the proposal without going beyond a general description of the basic concept.
- C. The Board may briefly outline the steps that an Applicant may take to obtain Board approval. It may discuss the content of the Master Plan of the Town and its relation to the potential Applicant's proposal. The Board may also cite specific Sections of these Regulations or the Zoning Ordinance. The proposal may be discussed in conceptual form only and in general terms, such as the desirability of types of development and proposals under the Master Plan. The Board may make suggestions which might be of assistance in resolving problems with meeting requirements during formal consideration.
- D. A proposal shall neither be accepted as an Application nor be approved or disapproved by the Board under this procedure.
- E. No comments made during this consultation shall bind either the Applicant or the Board.
- F. Statements made by Board members shall not be the basis for disqualifying said members or invalidating any action eventually taken on the Application.
- G. The time limits for Board actions under RSA 674:4, I(c) and Section 7.04 of these Regulations shall not apply to Preliminary Conceptual Consultation.

7.02 Site Plan Review Application:

A. Board Agent: The Board shall designate an agent to receive all Applications.

1. The agent shall publish a schedule for conferences at which initial filings may be submitted. The schedule shall establish deadlines for making appointments for conferences. The schedule and deadlines shall be approved by the Planning Board.
2. The Applicant shall contact the agent to schedule an appointment to make an Initial Filing.
3. The Planning Board shall establish a fee for the appointment. The fee shall be due when the appointment is made.

B. Submission of Initial Filing:

1. At the Initial Filing conference, the Applicant shall present three copies of the complete application package to the agent. During the conference the Applicant shall demonstrate that all required items are included.
 - a. if all required items are included, the Applicant shall submit the materials under C. Filing;
 - b. if required items are missing, the Applicant shall repeat the steps as outlined in 7.03 A 2 & 3 above.

C. Filing:

- (1) The Applicant shall file with the designated agent:
 - (a) three (3) copies of the completed Application Form;
 - (b) three (3) copies of the completed Application Checklist;
 - (c) seven (7) copies of a Site Plan which complies with Section 8 of these Regulations;
 - (d) sufficient legible copies of the Site Plan, reduced in size to no more than 11 x 17 inches, to provide 30 copies to the Board and one (1) copy to each Abutter and to each

- (e) Town Official referred to in Section 5.02 K;
three (3) copies of any construction plans;
 - (f) the appropriate filing fee based upon the fee schedule as may be set by the Board from time to time; and
 - (g) if the Applicant signs the form rather than the owner, certification that the Applicant is agent for the owner.
- (2) Completed applications must include all of the items listed in subsection 7.02 C. (1) and must be filed with the designated agent no later than the fourth Thursday prior to a regular meeting of the Board in order to be considered by the Board at such meeting. If any of the items listed in subsection 7.02 C. (1) are missing or incomplete as of the filing deadline, the Application shall not be placed on the agenda for the next Planning Board meeting. A work session at which no vote may be taken is not a regularly scheduled meeting of the Board.
- (3) Resubmissions. After the application has been accepted by the Planning Board under 7.04 A, the applicant may submit revised materials to comply with Town Regulations, Ordinances, or design review comments. To be considered at a meeting of the Planning Board, such materials shall have been submitted to the agent a minimum of seven (7) calendar days prior to the meeting.

7.03 Notice to Abutters and Public: The Board shall notify all listed Abutters and the Applicant of its intent to consider a Site Plan by certified mail, mailed not less than ten (10) days prior to the date for official submission to the Board of a completed Site Plan. Such notice shall contain a general description (supplied by the Applicant) of the proposal and shall identify the Applicant and the location of the proposal and a reduced size copy of the Site Plan. The Board shall also post such notice in two (2) public places in the Town and publish the notice in a local newspaper within fourteen (14) days of the date of the meeting date. Where the applicant has requested that the Board accept the application for review and approve the application at a single meeting, abutters shall be notified of the site walk, if the site walk is scheduled and held prior to Board acceptance of the application. Such notice may be combined with the notice of submission of application, but shall be mailed not less than two business days prior to the site walk. No Application shall be approved or denied without a public hearing as provided herein. If the public hearing on the application is not held at the same

meeting as the official submission of the completed site plan, then the Board shall by first class mail notify the abutters and applicant of the date of public hearing.

7.04 Action on a Proposed Site Plan:

- A. Complete applications filed in accordance with 7.02 above shall be placed on the Planning Board agenda for Receipt of Application. If the application is found to be complete, the Board shall vote to accept the application.
- B. Subject to the provisions of Section 4.03 I of the Subdivision Regulations of the Town of Bow, the Board shall act to approve, conditionally approve, or disapprove any Site Plan which has been timely filed and complies with these Regulations within sixty-five (65) days after the Board voted to accept the Site Plan. The Applicant may waive this time period and consent to such extensions as may be mutually agreeable.
- C. The Board may apply to the Board of Selectmen for an extension, not to exceed an additional ninety (90) days, to act on the Site Plan. The Applicant may also waive this time period and consent to such extensions as may be mutually agreeable.
- D. The Board may grant conditional approval of a Site Plan, which shall become a final approval without a further public hearing, upon certification to the Board by its designee or based upon evidence submitted by the Applicant of satisfactory compliance with the conditions imposed. Final approval may occur in this manner only when the conditions are:
 - (1) minor plan changes whether or not imposed by the Board as a result of a public hearing, compliance with which is administrative and which does not involve discretionary judgement; or
 - (2) conditions which are in themselves administrative and which involve no discretionary judgement on the part of the Board; or
 - (3) conditions with regard to the Applicant's possession of permits and approvals granted by other boards or agencies; or
 - (4) All other conditions shall require a hearing after notice in accordance with Section 7.03.

- E. If the Board rejects the Site Plan, it shall provide the Applicant with written notice of its decision which shall describe the reasons for the rejection.
- F. Upon approval, the Chairman or Vice-Chairman shall sign and date the Final Plan as approved. Approved plans and any documents affecting covenants, deed restrictions, etc., shall be recorded with the Merrimack County registry of Deeds. All conditions of approval as imposed by the Planning Board shall appear on the face of the final plan to be recorded. Recording of the plans and associated documents shall be the applicant's responsibility. A copy of the recorded plan and associated documents certified by the Merrimack County Registrar of Deeds shall be submitted to the Town prior to issuance of building permits or start of any construction activity, including but not limited to site clearing and grading activities, and within ten (10) days following the recording of the Plan.

The plan to be recorded shall be drawn on mylar or equivalent material at a scale of not less than one inch equals one hundred feet (1"=100') or at greater detail as directed by the Board to indicate clearly existing and proposed features of the site. Said plat shall be prepared in compliance with all applicable statutory requirements and shall be prepared on twenty-two by thirty-four inch (22" X 34") standard sheets measured from cutting edges. If one sheet is not of sufficient size to contain the entire area of the site and environs, the plat shall be divided into sections to be shown on separate sheets of equal size with reference on each sheet to the adjoining sheets.

Required information that can not be recorded per RSA 478:1-a (refer to sections 8.02 C., G., H., I., K., L., N., O., R., S., T., U., and X.) shall be shown on separate sheets. The recorded sheets shall contain a note that "This plan represents sheets ___ of ___. The non-recorded sheets are on file with the Town of Bow."

- G. The Board's approval of a Site Plan shall lapse if all conditions of approval have not been met within ninety (90) days of the date of approval. Upon request, and where it can be shown to the satisfaction of the Board that the applicant has diligently pursued other required permits, the approval may be extended for an additional ninety (90) days to a total of 180 days from the date of Final Approval. Where the applicant demonstrates to the satisfaction of the Board that a hardship exists and that conditions beyond the control of the applicant have caused the delay, an applicant may request and the Planning Board may grant additional reasonable

extension of this time period up to a maximum total of one year from the date of Final Approval.

7.05 Expedited Review:

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 impermeable area and no more than a 50% increase in total building area;
or
that (c) is a new site plan which involves (i) not more than 10,000 square feet of building and (ii) not more than 50,000 square feet of disturbed land area; for which no waivers of Site Plan Review Regulations are required; for which none of the special requirements of Section 6 are applicable; and for which the applicant has appeared before the Board for consultation at which a site walk is scheduled;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. 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.
3. The Board shall provide notice to all parties as provided in Section 7.03 of these Regulations 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.
4. The Board shall hold a public hearing, with notice as provided in Section 7.03 of these Regulations, prior to approval or disapproval of the Application.
5. No public hearing shall be necessary prior to the Board's action to 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.

7.06 Expenses and Fees: All expenses incurred by the Town of Bow in processing an Application for Board action shall be borne by the Applicant. The cost of recording the Site Plan with the Registry of Deeds, cost of any required publication, cost of posting notices, cost of mailing notices of hearing, the reasonable anticipated cost of the consultation by the Board with any expert or specialist, and the reasonable anticipated costs to the Town for the services of the Board's designated agent, its attorney and its engineer, all must be paid by the Applicant at the time of filing an Application with the designated agent of the Board. All additional costs incurred during the review of the Application shall be paid prior to approval. Failure to pay these costs as specified will be valid grounds for refusal to accept the Site Plan as complete, or for disapproval of the Site Plan.

7.07 Modifications of Approvals:

Minor design modifications and minor modifications of approved site plans may be approved by the Planning Board a public meeting without specific notification of abutters provided that all of the following conditions are met:

- (1) The modification is the result of circumstances relating to the property that were not anticipated at the time of approval.
- (2) The modification is minor, insubstantial, and will not in any way adversely affect abutters, future occupants, owners, or the public.
- (3) In all other cases, modifications shall be approved only pursuant to the provisions of Sections 7.03 and 7.04 of these regulations.
 - (a) When the Board has determined that a requested modification shall require a public hearing in accordance with Sections 7.03 and 7.04, the Applicant shall be responsible for all expenses and fees as set forth in Section 7.06 of these regulations.

7.08 Certificates of Occupancy: Performance guarantees shall be submitted in accordance with section 9.00 of these regulations and section 9.00 of the Subdivision Regulations.

- A. Certificates of Occupancy shall not be issued until all conditions of Site Plan Review have been met. Conditions of approval include all required elements of the approved site plan. Where landscaping, permanent erosion control, off-site improvements, or other features cannot be completed due to winter conditions, a temporary Certificate of Occupancy may be issued provided that a performance guarantee approved by the Planning Director is in place.

Section 8 - Application Requirements: Exhibits and Data

The following items are required before a Site Plan Review will be initiated by the Board. Plans, reports, documents, and other materials submitted to the Planning Board to fulfill the requirements of the Site Plan Review Regulations shall be free of any restrictions on reproduction. Proximate to any copyright symbols, reservations of rights, or statements of ownership, shall be an affirmative statement which expressly agrees to reproduction.

- 8.01 Application for Site Plan Review and checklist completely filled out.
- 8.02 All Site Plans shall be drawn at no less than one inch equals one-hundred feet (1" = 100') and shall have the following information.
 - A. Date of survey, name and legal description of the proposed Development, locus map superimposed on the Town Tax map (scale of 1" = 1,000') showing the relation of the proposed Site Plan to existing streets and surrounding property within one thousand (1000) feet, the owner and developer, graphic scale and tie to the State Grid Coordinate System. The tie to the State Grid Coordinate System shall be stationed on the plan with elevation.
 - B. Tract Boundary lines, right-of-way lines of all streets, street names, easements and other rights-of-way, park areas or land to be reserved or dedicated to public use. All lot lines and other site lines, water courses with accurate dimensions, bearing or reflection angles and radii, arch, and central angles of all curves, and flood zone locations and base flood elevations as shown on the Town of Bow Flood Insurance Rate Map effective November 20, 2000 that may exist within five hundred (500) feet of the development boundaries with dimensions and soil types.
 - C. Plans shall reflect all land within one thousand (1000) feet of any portion of the Development in which the owner/developer, or any person or entity which has an interest in the owner/developer, has interest. If the plans include only a portion of the entire holdings, any potential future plans for these remaining holdings shall be shown in the form of a sketch. Said sketch is to include possible road layout, lots, service, etc.
 - D. The tax block, parcel number, and owners of all property abutting the tract to be developed.
 - E. Location and description of all monuments.

- F. Name and address of engineer or surveyor. Certification and seal of engineer or surveyor as to accuracy of the Site Plan details and any calculations.
- G. Certification that the Applicant is the agent for the owner or is the owner of the land, or that the owner has given consent under an option agreement.
- H. Profiles of streets, based from topography, at the same horizontal scale as the plans and a horizontal to vertical scale ratio of five (5) to one (1), respectively.
- I. Street cross-sections based on topography at fifty (50) foot intervals. Scale to be one inch equals ten feet (1" = 10') horizontal and vertical. All data based on a field survey.
- J. When any officer or body of the Town, State or County is required to approve a plat, approval shall be certified on the plat in an appropriate space provided therefore.
- K. Existing and proposed ground elevation contours based on accurate field survey as follows: (Contours shall be accurate within one half (1/2) a contour interval).
 - slopes 0% to 2% - two foot (2') contour interval plus spot-elevations
 - slopes 2% to 5% - two foot (2') contour intervals
 - slopes > 5% - five foot (5') contour intervals
- L. Existing soils delineation based on the "Soils Survey, Merrimack County, New Hampshire" and a legend which explains the map symbols, describes the Water Supply and Pollution Control Division soils groups, and describes the properties of the soils regarding septic leach fields, basement/foundations, building construction, and road construction.
- M. All existing wetlands and associated buffer areas as defined in the Town of Bow Zoning Ordinance Article 10.01 with certification of Wetland Scientist or NH Certified Soil Scientist. Very poorly drained soils, bogs, vernal pools, stream, and the high water mark of water bodies shall be labeled.

- N. Plan views of all buildings with their use, size, location, and floor elevations indicated.
- O. A typical elevation view of buildings indicating their height, bulk, facade design, signs, and calculation of lot coverage.
- P. The location, width, curbing, and paving of access ways and egress ways and streets within the site.
- Q. In accordance with Appendix A of these regulations (see also Article 9 of the Zoning Ordinance) the location and layout of off-street parking and loading spaces, including a calculation of the required minimum number of spaces.
- R. The type, extent, existing or proposed planting size, and location of existing and proposed landscaping and open space areas indicating what existing open space areas will be retained.
- S. The location, type, size, height, and design of proposed signs and other advertising or instructional devices.
- T. Type and location of all existing and proposed utilities, including but not limited to gas, electric, telephone, and TV cable facilities.
- U. The location and type of outdoor lighting facilities, if applicable, accompanied by an analysis showing illumination, in footcandles, on the site and adjacent properties.
- V. In the event that a Flood Zone may exist within five hundred (500) feet of the Development boundaries, base flood elevations and utilities and drainage will be located and designed to be consistent with the need to minimize flood damage and to provide adequate drainage for the area.
- W. When individual sewage disposal systems are proposed, the plans for such systems must be approved by the appropriate Local, County, or State agency. When a public sewage disposal system is not available, the developer shall have percolation tests made and submit the results with the plan. The location of the septic system as proposed or, if applicable, as approved by the Division of Water Supply and Pollution Control shall be depicted on the Site Plan.

- X. A statement that the proposed street centerlines, building locations, and required buffers have been adequately flagged on the ground at the site to allow on-site evaluation of the proposed Development by the Board, Town Staff, and Engineer.
- Y. Certification of approval of the Development by the NH Department of Environmental Services, Water Division, or appropriate successor agency, accompanied by a duplicate copy of all data submitted to them and any stipulations related to the approval.
- Z. At least one bench mark tied to U.S.G.S. data shall be established on each section or submission of a Site Plan. The bench mark shall be tied to previously established bench marks on previously submitted plats. Said bench mark to be plainly marked in the field and stationed on the final plat with its elevation.
- AA. Final State of New Hampshire approvals, when appropriate, from the Department of Transportation (RSA 249), the Special Board on Dredging and Filling (RSA 149 and RSA 482:41e-i), and the Water Division (RSA 149-E) shall be received as a condition to final approval.
- BB. Data Listing: The following listed data shall be included on the plan prior to submission to the Bow Planning Board:
1. Area of Land _____ (acres).
 2. Area of building coverage, existing and proposed ____ (square feet or acres).
 3. Length of streets _____ (feet).
 4. Area of open space/conservation strips ____ (acres).
 5. List of all abutters with addresses.
- CC. Certifications: The following listed certifications shall be affixed to the final plan together with the appropriate signatures and seals (when available) prior to approval by the Planning Board.
- (1) It is hereby certified that the lands developed on this map are owned by title of record and that consent to the approval of

said map is given.

(Date) (Corporate or Individual Name)

(2) I hereby certify that this map and survey has been made under my supervision. The date of the survey was:

(Date) (Licensed Land Surveyor)

(3) I have carefully examined this map and find it conforms with the laws and requirements applicable thereto.

(Date) (Building Inspector)

(4) This map is hereby approved by the Bow Planning Board at an official meeting held on _____ and shall be filed on or before _____ with the Merrimack County Registry of Deeds.

(Date) (Chair of Bow Planning Board)

DD. The plan shall contain an approval note "All New Development in the Site Plan shall be subject to the impact fees in effect at the time of issuance of a building permit."

EE. Maintenance: Provisions and performance guarantees for the long term maintenance of private streets and utilities, health and sanitation facilities, water supply, cisterns and hydrants, amenities, and other customary shared facilities, including proposed management procedures and contractual arrangements.

FF. Construction Equipment Fueling and Service Operations: Provisions for re-fueling and servicing construction equipment, including fuel storage, secondary containment, spill clean up, and proposed management procedures.

GG. Other information required by the Planning Board.

8.03 All Residential Site Plan applications shall include the following information.

- A. Rules and Procedures: In the case of condominium ownership, the articles of incorporation, bylaws, homeowners association, and initial rules. In the case of residential rental units, the proposed rules and operating procedures.

- B. Mail Boxes: The location and design of mail receptacles, along with documentation that the US Postal Service has approved the design or has been given the opportunity to review and comment.

- C. Addressing: Proposed addressing, suitable for E-911 needs and consistent with the procedures of the Building Inspector.

- D. Long Term Maintenance: Provisions and performance guarantees for the long term maintenance of the development, including proposed management procedures and contractual arrangements.

Section 9 - Inspections and Performance Guarantee:

Section 9 of the Subdivision Regulations of the Town of Bow is adopted by reference to these Regulations.

Section 10 - Other Ordinances:

The Site Plan Review Regulations in no way relieves any owner or his agent, or individual from compliance with the Zoning Ordinance, Subdivision Regulations, or any other ordinance that pertains to the proposed Development. All Site Plans shall conform in all respects to the provisions of the Zoning Ordinance, Subdivision Regulations and all other applicable Town Ordinances and Regulations. No Site Plan will be approved unless it complies in all respects to any pertinent ordinances.

Section 11 - Waivers:

The proposed Development shall conform to the Zoning Ordinance of the Town of Bow. Where strict conformity to these Site Plan Review Regulations would cause undue hardship or injustice to the owner of the land, a Site Plan substantially in conformity with these Regulations may be approved by the Board, provided that the spirit of these Regulations and public convenience and welfare will not be adversely affected.

Section 12 - Enforcement:

These Regulations shall be enforced by the Board of Selectmen or its duly authorized representative.

Section 13 - Appeals:

Pursuant to RSA 677:15, any persons aggrieved by any decision of the Planning Board concerning a Site Plan or building permit may present to the Superior Court a petition, duly verified, setting forth that such decision is illegal or unreasonable in whole or in part, specifying the grounds upon which the same is claimed to be illegal or unreasonable. Such petition shall be presented to the court within thirty (30) days after the filing of the decision in the office of the Planning Board.

Section 14 - Validity:

If any section, subsection, or phrase of these Site Plan Review Regulations is found, for any reason, to be invalid by a Court or competent jurisdiction, such decision shall not affect the validity of the remaining portion of these Regulations.

APPENDIX A - Off-Street Parking Regulations

A.01 Applicability

Adequate off-street parking shall be provided for all new development, and for changes or expansions of existing uses and buildings to the extent that such changes would necessitate an increase in the number of parking spaces required for the proposed use under the standards of this Regulation. Required parking spaces shall not be used for storage of vehicles, recreational equipment or vehicles, goods, or materials, or for the sale, repair, or servicing of any vehicles. All off-street parking shall be provided on-site except as authorized by a Special Exception under Section 7.23 of the Zoning Ordinance.

A.02 Off-Street Parking Requirements

A. Number of Spaces Required.

Off-street parking will be provided in accordance with the Table of Off Street Parking Requirements, as listed in section D below, for all uses and developments proposed.

B. Computation of number of spaces required.

Where more than one principal use and/or more than one structure are located on the same lot, the parking requirements shall be computed for each use and/or structure, and the number of spaces provided shall not be less than the sum of the number of spaces indicated by the Table of Off-Street Parking Requirements for the included uses. In computing total parking requirements for a land use, fractional numbers shall be summed. Where the sum of the parking space computations results in a fractional number, fractions of one-half ($\frac{1}{2}$) or more shall be counted as one (1).

C. Parking requirements for uses not listed.

The parking requirements for uses that do not fall within one of the categories in the Table of Off Street Parking Requirements shall be as for the closest similar use, as determined by the Building Inspector.

D. Table of Off-Street Parking Requirements

The Table of Off-Street Parking Requirements identifies Principal Uses and Accessory Uses.

TABLE OF OFF-STREET PARKING REQUIREMENTS

PRINCIPAL USES	UNIT OF MEASUREMENT	MINIMUM PARKING SPACES
A. RESIDENTIAL		
1. Single-Family	Dwelling unit	Two (2)
2. Duplex or Two-Family	Dwelling unit	Two (2)
3. Multi-Family	Dwelling unit	One and one half (1.5)
4. Housing for the Elderly	Dwelling unit	One (1)
5. Manufactured Housing or Park	Dwelling unit	Two (2)
6. Boarding or Rooming House	Guest rooms	One (1)
B. PUBLIC AND INSTITUTIONAL		
1. Churches	Seating capacity	One (1) per four (4) seats
2. Public or Private Schools Elementary & Junior High	Classrooms & public assembly areas	One and three quarters (1.75) per classroom plus one (1) per four persons seating capacity of public
	School capacity & public assembly areas	One (1) per two and one half (2.5) pupils classroom capacity plus one (1) per four (4) persons seating capacity of public assembly areas
3. Hospitals	Beds	Three (3) per bed
4. Residential Care Facility	Beds	One (1) per two (2) beds
5. Child Day Care Facility	Gross floor area	One (1) per 200 sq. ft.
6. Adult Day Care Facility	Gross floor area	One (1) per 200 sq. ft.
7. Libraries and Museums	Gross floor area	One (1) per 300 sq. ft.
8. Social, Fraternal Clubs, & Lodges	Seating Capacity	One (1) per four persons capacity
9. Municipal and Public Works Facilities (except offices)	Public works-gross floor area	One (1) per 500 sq.ft.
	Assembly - gross floor area	One(1) per four (4) persons capacity
10. Cemeteries	Gross floor area - office	One (1) per 300 sq. ft.

PRINCIPAL USES	UNIT OF MEASUREMENT	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASUREMENT
C. RECREATION AND ENTERTAINMENT		
1. Publicly Owned Recreational	Athletic field or diamond	One (1) per four seats
2. Privately Owned Outdoor Recreational Facility	All uses having Spectator seating	One (1) per four seats
a. Golf Course	Golf green	Six (6) per green
b. Miniature Golf	Miniature golf hole	Two (2) per hole
c. Fish & Game Club	Membership	One (1) per club member
d. Tennis Court	Court	Three (3) per court
e. Swimming Pool	Surface water area of pool	One (1) per one hundred (100) sq. ft.
f. Racetrack	Spectator seating capacity	One (1) per four seats
g. Outdoor Theater	Spectator seating capacity	One (1) per four seats
3. Indoor Commercial	Spectator seating capacity	One (1) per four seats
a. Gymnasium	Gymnasium floor area	One (1) per 200 square feet
b. Roller / Ice Skating Rink	Gross floor & rink area	One (1) per 200 square feet
4. Movie Theater or Concert Hall	Seating capacity	One (1) per four seats
5. Campgrounds or Youth Camps	Campsite	One per campsite
D. OFFICES		
1. General Professional Business, Financial or Governmental Offices	Gross floor area	One (1) per 200 square feet
2. Medical, Dental or Health Service Office or Clinic	Gross floor area	One (1) per 150 square feet
3. Banks	Gross floor area	One (1) per 200 square feet plus
	Drive-up lanes	Five(5) stacking spaces per lane

PRINCIPAL USES	UNIT OF MEASUREMENT	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASUREMENT
E. COMMERCIAL		
1. Retail Sales and Rental of Goods and Merchandise		
a. Occupying Less than 3,000 sq.ft. of Floor Area	Gross floor area	One (1) per 250 sq. feet
b. Occupying more than 3000 sq ft	Gross floor area	One (1) per 200 sq. ft.
2. Personal and Business Services		
a. Occupying Less than 3,000 sq.ft. of Floor Area	Gross floor area	One (1) per 300 sq. ft.
b. Occupying more than 3000 sq ft	Gross floor area	One (1) per 300 sq. ft.
3. Hotels, Motels, Inns	Guest Rooms,	One and one quarter (1.25) per room +
	Employees,	One quarter (0.25) per employee +
	Seating capacity	One (1) per four (4) seating capacity
4. Veterinary Facilities	Gross floor area	One (1) per 500 square feet
5. Commercial Kennels	Gross floor area	One (1) per 500 square feet
6. Mortuary or Funeral Home	Parlors or chapels	Eight (8)
7. Auction and Auction Houses	To be determined	
8. Mini-Storage	To be determined	
F. RESTAURANTS		
1. Within a Fully Enclosed Structure with no drive-in	Seating capacity	One (1) per four (4) seats
2. With no Limitations on Type of Service	Seating capacity plus Outside service windows or ordering stations	One (1) per four (4) seats plus One(1) per window/station

PRINCIPAL USES	UNIT OF MEASUREMENT	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASUREMENT
G. AUTOMOTIVE AND TRANSPORTATION		
1. Motor Vehicle Sales and Rental	Gross floor area plus Outside display area	One (1) per 600 sq. ft. plus One per 3000 sq. ft. outside display area
2. Sales and Installation of Vehicle Parts and Accessories	Gross floor area	One (1) per 300 sq. ft.
3. Motor Vehicle Repairs and Maintenance	Repair bay	Four (4) per bay
4. Gasoline Sales	Gross floor area plus Fuel pump nozzle	One (1) per 50 sq. ft. + stacking space of one and a half (1.5) per fuel nozzle
5. Car Wash a. Car Wash - Self Service	Bay or stall	Two(2) + two stacking spaces per bay
b. Car Wash - Automatic	Bay or stall	Two(2) + five stacking spaces per bay
6. Motor or Rail Freight Terminal	Gross floor area	One (1) per 1000 sq. ft.
7. Bus or Train Station	Gross floor area	One (1) per 100 sq. ft.
8. Sales or Rental of Recreational Vehicles, Camping Trailers, or Boats, Including Servicing and Repairs	Gross floor area plus Outdoor display area plus Repair bays	One (1) per 600 sq. ft. plus One (1) per 3000 sq. ft. plus Four (4) per bay
9. Marina	Slips or berths	One (1) per slip
10. Heliport or Airstrip	To be determined	

PRINCIPAL USES	UNIT OF MEASUREMENT	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASUREMENT
H. INDUSTRIAL		
1. Manufacturing, Processing, Repairing, Assembling of Goods and Merchandise	Gross floor area	One (1) per 500 sq. ft.
2. Warehousing and Storage of Non-flammable, Non-explosive Goods	Gross floor area	One (1) per 1000 sq. ft.
3. Bulk Storage of Fuel, Chemicals, or Flammable	Gross floor area of buildings	One (1) per 1000 sq. ft.
4. Sale of Construction Equipment and/or Materials with Outdoor Display or Storage	Gross floor area Outdoor display area Repair bays	One (1) per 600 sq. ft. plus One (1) per 3000 sq. ft. plus Four (4) per bay
5. Materials Recycling Center	Employees plus Storage yard area	One (1) per employee plus one (1) per 5000 square feet
6. Removal, Excavation, and Processing of Earth Materials	Employees parking at site	One(1) per employee
7. Planing Mill or Sawmill	Employees	One(1) per employee
8. Contractor's Yard or Tradesman's Shop	Company vehicles Gross floor area	One(1) per company vehicle plus One(1) per 1,000 square feet
9. Laboratory or Research Facility	Gross floor area	One (1) per 500 square feet
10. Junk Yard	To be determined	
I. AGRICULTURAL		
1. Farming and Agriculture Operations		
a. Agricultural b. Horticultural c. Livestock	Gross floor area devoted to sales	One (1) per 400 sq. ft. One (1) per 400 sq. ft. One (1) per 400 sq. ft.
2. Silvicultural Operations	Not applicable	N/A
3. Stables and Equestrian Facilities	Stalls plus Seating capacity	One half (0.5) per stall plus One (1) per 4 seats
4. Commercial Greenhouses Including Wholesale and Retail Sales	Gross floor area	One (1) per 600 sq. ft.

PRINCIPAL USES	UNIT OF MEASUREMENT	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASUREMENT
J. MISCELLANEOUS		
1. Condominium Conversion	See appropriate use(s) above	See appropriate use(s) above
2. Radio or Television Antenna	Not applicable	N/A
3. Sexually Oriented Businesses	See appropriate use(s) above	See appropriate use(s) above
ACCESSORY USES	UNIT OF MEASUREMENT	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASUREMENT
A. RESIDENTIAL		
1. Home Occupation	Not applicable	Satisfied by minimum for dwelling
2. Cottage Industry	Non-family employees Gross floor area -	One (1) per employee, plus One (1) per 500 square feet
3. Use of a Portion of a Dwelling or Accessory Building in Conjunction With an Off-Premise Occupation	Not applicable	Satisfied by minimum for dwelling
4. Accessory Dwelling Unit	Dwelling unit	one
B. NON-RESIDENTIAL		
1. Parking Space or Garage for Employees, Visitors, and Customers	See standards for Principal Use	N/A
2. Cafeterias for Employees	See standards for Principal Use	N/A
3. Child Care for Employees	Principal Use	N/A
4. Recreational and Fitness Facilities for Employees	See standards for Principal Use	N/A
5. Dwelling Unit for Resident Caretaker or Security Personnel	Dwelling unit	One (1) per unit
6. Farm or Roadside Stand	Stand	Six (6) spaces per stand
C. RESIDENTIAL AND NON-RESIDENTIAL		
1. Child Daycare		
a. With up to 6 Children	Facility	One(1)
b. With more than 6 Children	Licensed capacity	One(1) per six (6) children

A.03 Dimensional Requirements

A. Standard parking space

Each standard parking space shall contain a rectangular area at least nineteen (19) feet in length and nine (9) feet in width, except where the spaces are located parallel to the travel aisles, the length shall be increased to twenty-two (22) feet.

B. Spaces for handicapped.

Parking spaces for vehicles carrying handicapped individuals shall contain a rectangular area of at least nineteen (19) feet in length and eight (8) 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 nineteen (19) feet in length and eight (8) feet in width together with an access way of eight (8) feet in width immediately adjacent to the parking space. Two (2) adjacent parking spaces for the handicapped may share one (1) access way. Spaces for the handicapped shall be provided as follows:

Parking Lot Size (Total Spaces)	Number of Required Spaces for the Handicapped
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 or more	2% of total spaces

The first of every eight (8) spaces for the handicapped shall be designed for a van.

C. Minimum Aisle Width.

Aisles in parking lots shall be at least twenty-two (22) feet in width for two-way traffic. Parking areas with spaces at an angle of less than ninety (90) degrees may provide for one way traffic flow, where direction of flow is clearly marked. Aisles within parking lots shall provide for the following minimum aisle width, according to the angle of the parking spaces to the aisles:

Minimum Aisle Width for Parking Areas	
Angle of Parking Space To Drive (Degrees)	Minimum Aisle Width
90	22 feet (two-way)
60	18 feet (one-way)
45	15 feet (one-way)
30	15 feet (one-way)
0	15 feet (one-way)

D. Setback to parking areas.

Off-street parking spaces shall not be located within the minimum setback areas in the R and RU districts. In the C, I-1, I-2, INST, and CIVIC districts, off-street parking spaces may be located within the setback areas provided the minimum distance between the parking surface area and the property line is no less than ten (10) feet. Driveways and similar access ways may be located within the side or rear setback area in any zone provided the minimum distance between the driveway or access way and the property line is no less than ten (10) feet.

A.04 Design Standards

A. Safety of design.

Parking areas shall be designed so that, without resorting to extraordinary movements, vehicles may exit the parking area without backing onto a public street. These parking areas shall be graded and surfaced with asphalt, concrete or other material that will provide equivalent protection against potholes, erosion, and dust, and will not be subject to damage from snow plowing.

B. Drainage

All parking areas shall provide for drainage of surface waters such that water will not accumulate within the parking area nor shall it be directed over or across the adjacent streets or any neighboring lot.

C. Demarcation.

Parking spaces, stacking lanes, entry and exit drives, and direction of traffic flow shall be appropriately demarcated.

D. Illumination.

Where artificial lighting is provided, the illumination shall be directed away from adjacent streets and properties.

E. Stacking space for drive-through uses.

Stacking spaces for drive-through businesses shall be located on the same lot as the principal use, and shall not interfere with ingress to the lot from a public street, other required parking spaces, or access aisles to said parking spaces.

F. Landscaping.

Except for parking in connection with one and two-family dwellings, all parking areas shall have a landscaped perimeter of ten (10) feet in width. Parking areas of twenty-five (25) spaces or more shall have landscaped areas within the perimeter of the parking area in the minimum amount of five (5) percent of the area occupied by the required parking spaces and associated access aisles.

G. Driveways.

The location of driveways shall minimize traffic hazards. No portion of any driveway shall be closer than fifty (50) feet to any intersecting street, nor shall the maximum grade of the driveway exceed twelve (12) percent.

H. Connecting driveways.

Where practical, parking areas on abutting parcels shall be connected. Driveways connecting parking lots to a street or to another parking lot shall be at least twenty-two (22) feet in width, for two-way traffic flow; and at least twelve (12) feet in width for one-way traffic flow. No connecting driveway shall be greater than twenty-eight (28) feet in width.

I. Separation of driveways.

For corner lots at the intersection of two streets, no driveway entry or exit shall be located within fifty (50) feet of the point of intersection of curb lines. Where two (2) or more two-way driveways connect a lot to any one (1) street, there shall be a minimum separation between the driveways at the right-of-way line of one hundred (100) feet. For one-way driveways, the minimum separation shall be seventy-five (75) feet. Driveways shall intersect with streets at an angle of as near to ninety (90) degrees as site conditions will permit and in no case less than sixty (60) degrees or more than one hundred-twenty (120) degrees.

A.05 Off-Site Parking Allowed by Special Exception

A. Off site parking authorized.

Off-street parking spaces shall be located on the same lot as the principal use(s) they are intended to serve, except where off site parking is approved as a Special Exception. Such off site parking area shall be specifically dedicated to the principal use(s) that it serves.

A.06 Off-Street Loading Requirements

A. Applicability.

Wherever new off-street loading zones are established, they shall conform to the provisions of this section. Off-street loading spaces 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.

B. Standard loading space.

Each loading bay shall contain a rectangular area of at least seventy (70) feet in length and fourteen (14) feet in width and shall have a minimum height clearance of fourteen (14) feet above grade, and may be located either within a building or outside of and adjoining an opening in the building.

C. Table of off-street loading spaces required by gross floor area.

Off-street loading spaces shall be provided in accordance with the Table of Off-Street Loading Requirements below. The off-street loading space requirements for uses that do not fall within one of the categories in the Table below shall be as for the closest similar use, as determined by the Building Inspector.

Number of Loading Spaces Required by Gross Floor Area in Square Feet

Above 150,000:
For Each Additional
150,000 Or

Principal Land Use	Under 5,000					Fraction, Add:
	5,000 - 20,000	21,000 - 60,000	61,000 - 100,000	101,000 - 150,000		
Manufacturing	0	1	2	3	4	1
Freight Terminals	1	1	2	3	4	1
Warehousing	1	1	2	3	4	1
Retail Uses	0	1	1	2	3	1
Services except Office	0	0	1	2	3	1
Office Uses	0	0	1	2	2	1
Institutional Uses	0	0	1	1	2	1

A.07 Loading Area Design Standards

A. Setbacks.

No loading space or bay in a Non-Residential District shall be located within fifty (50) feet of a Residential District boundary or within fifty (50) feet of the lot line of an abutting residential use within a Residential District. All bays shall be located at the side or rear of the building they are intended to serve. No loading space or bay in any District shall be located within ten (10) feet of any property line.

B. 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.

C. 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.

APPENDIX B - Recommended Plants for Semi-Opaque Screens

B.01 Applicability

Where vegetative screens are required by Site Plan Review Regulations, Subdivision Regulations, Zoning Ordinance, or conditions of approval of Planning Board, Zoning Board of Adjustment, appropriate plants, as shown on the following table of RECOMMENDED PLANTS FOR SEMI-OPAQUE SCREENS or approved alternate plants, shall be installed.

B.02 Care and Maintenance

Where plants are used as a semi-opaque screen, the property owner shall provide care and maintenance sufficient to ensure that all plants thrive. Diseased, dying, or dead plants shall be replaced such that the semi-opaque screening effect is achieved and maintained.

**TABLE OF
RECOMMENDED PLANTS FOR SEMI-OPAQUE SCREENS**

EVERGREEN SHRUBS						
NAME	HEIGHT in feet	SPREAD in feet	SUN	SOILS	GROWTH RATE	CULTURAL NOTES
Boxwood	6 - 12	5 - 6	Sun	Mod. Well Drained	Slow	Many varieties available; does not tolerate salt
Dwarf Alberta Spruce	3 - 6	2 - 4	Sun / Part	Mod. Poor / Well Drained	Slow	Cultivar of White Spruce
Drooping Leucophea	3 - 4	4 - 6	Part / Full Sun	Mod. Well Drained	Slow	Needs high moisture
Inkberry Holly	6 - 12	8 - 10	Part Sun / Shade	Mod. Well / Poorly Drained	Slow	Prefers acid soil. Needs high moisture
Fortunei Euonymus	2 - 12	2 - 3	Sun / Part	Mod. Well Drained	Moderate	Many varieties available
Globe Arborvitae	4 - 6	3 - 6	Sun	Mod. Well Drained	Moderate	Needs high moisture
Japanese Privet	6 - 10	6 - 8	Sun or Shade	Mod. Well Drained	Rapid	Adapts well to varied conditions
Juniper	4 - 20	4 - 8	Sun	Well Drained	Rapid	Many varieties available
Mountain Andromeda	4 - 6	4 - 8	Part / Full Sun	Well Drained	Slow	Needs high moisture
Mountain Laurel	4 - 15	6 - 8	Sun / Part	Mod. Well Drained	Slow	Prefers acid soils; attractive flowers
Rosebay Rhododendron	8 - 20	4 - 5	Part Shade	Mod. Well Drained	Moderate	Prefers acid soils; low maintenance
Yew	3 - 6	5 - 6	Part Sun / Shade	Mod. Well Drained	Slow	Many varieties available

RECOMMENDED PLANTS FOR SEMI-OPAQUE SCREENS

EVERGREEN TREES					
NAME	HEIGHT in feet	SUN	SOILS	GROWTH RATE	CULTURAL NOTES
Arborvitae	30 - 50	Sun / Part Shade	Well / Poorly Drained	Moderate	Tolerates wide range of conditions
Austrian Pine (BlackPine)	20 -40	Sun	Well Drained	Moderate	Tolerates salt & city conditions
Canadian Hemlock	75 -100	Part / Full Sun	Well / Poorly Drained	Slow / Moderate	Needs high moisture; low salt tolerance
Colorado Spruce	75 -100	Sun / Part Shade	Mod. Poor / Well Drained	Slow	Prefers acid soil. Don't mix with Douglas Fir
Douglas Fir	75 -100	Sun / Part Shade	Mod. Well Drained	Moderate	High wildlife value. Don't mix with Colorado Spruce
Eastern White Pine	75 -100	Sun / Part Shade	Mod. Poor / Well Drained	Moderate	Prefers acid soil. High wildlife value.
Japanese Black Pine	60- 80	Sun	Well Drained	Moderate	Tolerates salt
Norway Spruce	50 - 75	Sun	Mod. Well Drained	Moderate	Many cultivars available; attractive form
Red Cedar	50 - 75	Sun	Mod. / Poorly Drained	Slow	High wildlife value.
Red Pine	50 - 100	Sun	Mod. Well / Well Drained	Moderate	Tolerates droughty conditions.
Scotch Pine	30 - 60	Sun	Well Drained	Rapid / Moderate	Prefers acid soils; tolerates droughty conditions.
White Spruce	50 - 75	Sun / Part Shade	Mod. Poor / Well Drained	Slow	Prefers acid soil.

