

SITE PLAN REVIEW

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AUTHORITY



Pursuant to the authority vested in the Lisbon Planning Board by the voters of the Town of Lisbon in accordance with the provisions of Chapter 36, Section 19-a New Hampshire Revised Statutes Annotated, 1955, the Lisbon Planning Board adopts the following rules governing the review, and approval or disapproval of site plans for the development of tracts for non-residential uses, for multi-family dwellings other than one and two family dwellings, for mobile home parks, or for condominium developments, whether or not such development includes a subdivision or re-subdivision of the site. These regulations shall be entitled "Site Plan Review Regulations, Town of Lisbon, New Hampshire.

### PURPOSE

The purpose of the Site Plan Review procedure is to protect the public health, safety and welfare; to protect property values; to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to avoid unnecessary and adverse impacts on neighboring property and uses; and to guide the character of development.

The Site Review Procedure in no way relieves the developer from compliance with the Zoning Ordinance, Subdivision Regulations or any other ordinance that pertains to the proposed development. No site plan will be approved until it complies in all respects to any and all pertinent ordinances and regulations.

A development shall be considered exempt from these regulations if there is no change of use, there is no expansion of use, and it meets the requirements under the Zoning Ordinance.

### ARTICLE I

#### **REVIEW PROCEDURE**

- 1.01 When Site Plan Review is Required.** Whenever any development of a site regulated by this regulation is proposed; before any construction, land clearing or building development is begun; before any permit for the erection of any building or authorization for development on such site shall be granted; and before any site plan may be filed in the Office of the Register of Deeds of Grafton County, the developer or his authorized agent shall apply for and secure approval of such proposed site development in accordance with the following procedure.
- 1.02 Preliminary Consultation and Review.** The applicant may appear at a regular meeting of the Planning Board to discuss a



proposal in conceptual form and in general terms. Such preliminary consultation shall be informal and directed toward:

- a. Reviewing the basic concepts and proposal
- b. Reviewing the proposal with regard to the Town Master Plan, Zoning Ordinance, and Subdivision Regulations
- c. Guiding the applicant relative to necessary state and local requirements

Preliminary consultation and review shall not bind the applicant or the Board. No discussions beyond the conceptual and general review shall take place without identification of and notice to abutters and the general public as described hereinafter.

**1.03 Completed Application.** A completed application sufficient to invoke jurisdiction of the Board, must include sufficient information to allow the Board to proceed with consideration and to make an informed decision.

The following shall be required for and shall constitute a completed application: An application for Site Plan Approval properly filled out and executed by the applicant and filed with the Board in accordance with Article I Section 1.04 together with the following:

- a. The names and addresses of the applicant and all abutters as indicated in Town records not more than five (5) days before the day of filing.
- b. A check payable to the Board to cover filing fees, mailing, advertising, recording, and other costs provided in Article I Section 1.08.
- c. Three paper print copies of the Site Plan Layout in accordance with and accompanied by the information required in Article 3.

**1.04 Filing and submission of Completed Application.** The completed application shall be filed with the Board or its agent at least fifteen (15) days prior to a scheduled public meeting of the Board.

The completed application shall be formally submitted to and accepted by the Board only at a regularly scheduled public meeting after due notification to applicants, abutters, and the general public of the date the completed application will be submitted and received by the Board.



The Board will not formally accept an incomplete application filed by the applicant, nor will notices of a public meeting be mailed, posted, or published as provided under Article 1 Section 7.

The Board may disapprove applications without public hearing on grounds of failure of the applicant to supply information required by these regulations, including:

- a. Abutters identification and information required for Preliminary Layout
- b. Failure to pay costs of notices or other costs and fees required by these regulations
- c. Failure to meet any reasonable deadline established by these regulations

When the Board accepts a completed application, the Board shall provide a receipt to the applicant indicating the date of formal acceptance.

**1.05 Board Action on Completed Application.** The Board shall consider the completed application within thirty (30) days of its submission. After review of the completed application, and after duly noticed public hearing as provided in Article 1 Section 6, the Board may grant a conditional approval or final approval of the completed application within ninety (90) days after submission of the completed application, subject to extension or waiver as provided in accordance with Section 23, Chapter 36 NH RSA 1955 as amended.

Approval of the Site Plan shall be certified by written endorsement on the Site Plan and signed by the Chairman or Secretary of the Board. The board or its agent shall transmit a copy of the Site Plan with such approval endorsed in writing therein to the Register of Deeds of Grafton County. The developer shall be responsible for the payment of all recording fees. In case of disapproval of any plan submitted, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and written notice given to the applicant.

If the Planning Board has not obtained an extension as provided in Article I Section 1.05, and has not taken action to approve the completed application within ninety (90) days of its acceptance, the applicant may obtain from the Selectmen an order directing the Board to act within fifteen (15) days. Failure of the Board to act upon such order of the Selectmen shall constitute grounds for the applicant to petition the Superior Court as provided in Section 23, Chapter 36 NH RSA 1955, as amended.



- 1.06 Public Hearing.** Prior to approval of a Site Plan, a public hearing may be held at the request of the applicant, an abutter, or the Planning Board, as prescribed by RSA 36:23-1, and notice to applicant and abutters and the public shall be given in accordance with Article I Section 1.07. The public hearing shall be held within ninety (90) days after submission of the completed application. The Planning Board may hold a hearing on Site Plan review in conjunction with a subdivision hearing if both are required for a project. A hearing for Site Plan Review by the Planning Board may be held at the same time and place that the Board of Adjustment holds a hearing for a Special Exception for the project.
- 1.07 Notices.** Notice of the submission of a completed application shall be given by the Board to the abutters and the applicant by certified mail, return receipt requested, mailed at least ten (10) days prior to the submission, and to the public at the same time by posting in at least two public places in the town, or publication in a newspaper of general circulation. The notice shall give the date, time, and place of the Board meeting at which the application or other item(s) will be formally submitted to the Board, and shall include a general description of the proposal which is the subject of the application or of the item to be considered, and shall identify the applicant and location of the proposed site development.

For any public hearing on the completed application, the same notices as required for notice of submission of the completed application shall be given. If the notice of public hearing has been included in the notice of submission or any prior notice, additional notice of the public hearing is not required, nor shall additional notice be required of any adjourned session of a hearing with proper notice if the date, time and place of the adjourned session was made known at the prior hearing.

- 1.08 Fees.** A filing fee of \$25.00 shall accompany a completed application.

The applicant, whether mailed, posted or published, shall pay all costs of notices, in advance. Failure to pay costs shall constitute valid grounds for the Board to terminate further consideration and to disapprove the plan without a public hearing.

The Board may require special investigative studies, environmental assessments, traffic studies, economic impact studies, and a legal review of documents, administrative expenses, and other matters necessary to make an informed decision. The cost of such studies and investigations shall be paid by the applicant prior to the approval or disapproval of the Site Plan.



A Site Plan Review Fee is not required when the Site Plan application is carried out in conjunction with a subdivision application.

## ARTICLE II

**PERFORMANCE GUARANTY.** As a condition precedent to approval of any Site Plan, the developer shall file with the Board before approval of the Site Plan a certified check payable to the Town of Lisbon or a faithful performance bond running to the town, and issued by a surety company acceptable to the selectmen, in an amount of money equal to the total cost of construction of all streets, utilities, and improvements, as specified in the Site Plan, or such other surety acceptable to the selectmen.

The Board may waive the requirement to post bond or other surety and grant approval of the Site Plan on condition(s) acceptable to the Board and the developer.

## ARTICLE III

### **SUBMISSION REQUIREMENTS.**

**3.01 General requirements.** Site Plan with the following characteristics:

- a. Maximum plan size: 22" X 34"
- b. Suggested scale: 1" = 40'
- c. Submit three (3) copies of blue or black line prints
- d. Date, title, north point, scale
- e. Name and address of developer and applicant.
- f. Name, address, and stamp of the Registered Professional Engineer and/or Registered Land

**3.02 Site Plan Requirements.** The following items shall be included:

1. Surveyed property lines showing bearings, distances, monuments, and lot areas, and names of all abutters.
2. Existing and proposed grades, drainage systems and structures, with topographic contours at intervals not exceeding 2 feet with spot elevations where grade is less than 5 percent, otherwise not exceeding 5 foot contour intervals.
3. The location of all buildings within 50 feet of site lines of existing abutting streets, and the location of all intersecting roads or driveways



within 200 feet, together with an identification of the use of abutting properties.

4. Natural features such as streams, marshes, lakes or ponds, types of vegetation, and ledge outcrops. Manmade features such as, but not limited to, existing roads, structures, and landscaping. Such map shall indicate which of such features are to be retained and which are to be removed or altered.
5. A vicinity sketch (suggested scale 1" equals 400') showing the location of the site in relation to the surrounding public street system. The zoning districts and boundaries for the site and up to 1,000 feet from the site shall be shown. One hundred year flood elevation line shall be included where applicable.
6. The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet. (Required for on-site water and sewage facilities only.)
7. The size and location of existing and proposed public and private utilities and utility connections, with all necessary engineering data. Include provisions for fire protection.
8. The shape, size, height, and location of the proposed structures, including expansion of existing buildings.
9. The location, type, and size of all proposed landscaping and screening.
10. Exterior lighting plans and proposed signs (advertising and instructional) to be located on the site.
11. A storm drainage plan, including plans for retention and slow release of storm water where necessary, including the location, elevation and site of all catch basins, dry wells, drainage ditches, swales, culverts, retention basins, and storm sewers. Indicate direction of flow through the use of arrows. Show the engineering calculations used to determine drainage requirements. Plan for snow removal and storage should be indicated.



12. A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access and egress, and proposed changes to existing streets, sidewalks or curbs, including any traffic control devices or signs necessary in conjunction with the site development plan.
13. Proposed streets with street names, driveways, parking spaces, sidewalks, with indication of direction of travel for one way streets and drives, and inside radii of all curves. The width of streets, driveways, and sidewalks, and the total number of parking spaces shall be shown. In addition, loading spaces and facilities associated with the structures on the site shall be shown.
14. Construction drawings including, but not limited to, pavements, walks, steps, curbs, and drainage structures.
15. The location of all building setbacks required by the Zoning Ordinance.
16. Location of zoning district boundaries including wetlands and flood plain.
17. The lot area, street frontage, and zoning requirements for minimum lot size and frontage.
18. The location of all existing and proposed deed restrictions, easements, covenants, etc.
19. A soils classification map, together with descriptive information for each type of soil (required for on-site sewage disposal only.)
20. Copies of all applicable state approvals and permits.
21. The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

#### ARTICLE IV

**GENERAL STANDARDS.** In review of any Site Plan conducted under these regulations, the Planning Board shall ascertain that the owner or his authorized agent for the following has made adequate provisions:

- A. Improvements to existing streets, traffic access to the site from town streets, on-site vehicular and pedestrian circulation, parking, loading facilities, emergency vehicle access, shall all be designed to ensure the safety of vehicles



Minimum aisle width

One Way	18 feet
Two Way	24 feet

Adequate parking shall be provided for all commercial vehicles that are required for the ordinary operation of the facility.

2. Off-street loading facilities shall be provided for all institutional, commercial, and industrial uses. These facilities shall be located so that delivery vehicles are parked outside of the street right-of-way.
- B. Landscaping and screening shall be provided with regard to the impact on the adjacent properties, the public highway and the site itself.
1. Large parking areas (over three double rows) shall be landscaped. Signs shall be properly placed.
  2. Buffer zones are required for all commercial, industrial, and multi-family uses to the extent that are necessary to reduce noise, and for visual considerations. A minimum buffer zone of five feet shall be maintained; a wider buffer zone may be required where impact of development is not compatible with abutting uses.
- C. Storm drainage of the site shall be designed for at least a 25 year flood and, if the existing drainage system to which the site drainage system will be connected is inadequate, provisions shall be made for retention and gradual release of storm water in order to meet the minimum 25 year flood demand.
- D. For sites within the flood plain, provisions shall be made to minimize flood damage and exposure to flood hazards on and off site in accordance with the Zoning Ordinance.
- E. Provision shall be made for snow storage during winter months.
- F. Provisions shall be made for the site to be serviced by necessary utilities that may include water for fire and domestic use, sanitary sewer, electric, and gas.
- G. Provisions shall be made for adequate and appropriate outdoor lighting.
- H. Provisions shall be made for protection of natural features.
- I. All developments shall meet the standards and requirements included in the town zoning ordinance and subdivision regulations.



- J. Construction requirements shall be in accordance with "Standard Specification for Road and Bridge Construction" as published by the State of New Hampshire Department of Public Works and Highways. Where alternative construction specifications are given, the Planning Board shall determine which shall be applicable.
- K. The Planning Board may set more stringent requirements with respect to any of the foregoing specifications if conditions warrant such action in the opinion of the Board. Topography and natural features of the site, as well as the density of development, are examples of such conditions.

## ARTICLE V

### **DEFINITIONS.**

**5.01 Development.** A development means the construction of improvements on a tract or tracts of land for non-residential use or use for multi-family units, other than one and two family dwellings, to include mobile home parks or condominiums.

**5.02 Zoning Ordinance and Subdivision Regulations.** The definitions contained in the Zoning Ordinance and the Subdivision Regulations shall apply to the Site Plan Review Regulations, where applicable.

## ARTICLE VI

**WAIVER OF REQUIREMENTS.** Upon written request by the applicant, or upon the motion of any regular member, the Board may vote to waive, in whole or in part, any provision(s) of Article III when, in the majority opinion of the Board, such provisions(s) would be inappropriate or superfluous to inform evaluation of the site in question.

Upon written request by the applicant, the Board may vote to waive, in whole or in part, any provision(s) of Article IV when, in the majority opinion of the Board:

- a. Literal enforcement of the regulation would create unnecessary hardship due to unique characteristics of the site in questions, and
  - b. Such waiver would not adversely compromise the purpose or intent of the regulation.
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## ARTICLE VII

**AMENDMENTS.** Amendments to these Site Plan Review Regulations shall be made in the same manner in which amendments to Subdivision Regulations are made.

## ARTICLE VIII

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

## ARTICLE IX

**EFFECTIVE DATE.** This ordinance shall take effect upon a vote by the Planning Board, and filing of the Regulation with the Town Clerk, and the Board of Selectmen.



and pedestrians. Signal devices shall be included if necessitated because of increased traffic generated by the development.

1. **Parking Space Requirements.** Off-street parking spaces shall be provided in any district in accordance with the specifications set forth in this section whenever any new use is established or any existing use enlarged. Parking provided by public lots in lieu of on-site parking may be utilized to fulfill some or all of the parking requirements when provided within a distance appropriate to the proposed use but not exceeding 400 feet, upon approval of the Planning Board. Minimum standards for parking lot construction are outlined in the following tables:

<b>USE</b>	<b>PARKING SPACES REQUIRED</b>
Lodging house, hotel/motel	1 for each lodging unit and 1 per 3 employees
Residential	2 per dwelling unit
Church and school	1 per 3 seats in principal Assembly room
Private club or lodge	1 per 4 members
Theater	1 per 3 seats
Hospital, nursing and Convalescent home	1 per 3 beds, and 1 for each 3 employees on the day shift
Professional office, Business service, and Medical clinic	1 for every 250 square feet of gross area
Retail business and Personal services establishment	1 for every 200 square feet of gross area
Shopping center	1 for every 150 square feet of gross area
Eating and drinking establishment	1 for every 3 seats
Industrial	1 for each 1.25 production Employees in the largest shift; 1 space for each 1.75 non- production employees; and 1 space for each customer or visitor and executive parking need as required, all based on the highest expected employee occupancy.
Minimum parking space	9 feet by 18 feet

