

TOWN OF CARROLL, NEW HAMPSHIRE  
SITE PLAN REVIEW REGULATIONS

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SITE PLAN REVIEW REGULATIONS  
FOR THE  
TOWN OF CARROLL

I. AUTHORITY

Pursuant to the authority vested in the Carroll Planning Board by the voters of the Town of Carroll in accordance with the provisions of New Hampshire Revised Statutes Annotated, 674:43, the Carroll Planning Board adopts the following rules governing the review, and approval or disapproval of site plans for the development or change or expansions of use of tracts for non-residential uses, for multi-family dwelling units other than one and two-family dwellings or for manufactured home parks, 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 Carroll, New Hampshire."

II. 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 which 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.

Site plan review is required for new development, for expansion of an existing non-residential or multi-family use, or for a change from one such use to another.

III. REVIEW PROCEDURE

A. General Procedure - 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; the developer or his authorized agent shall apply for and secure approval of such proposed site development in accordance with the following procedure.

**B. Preliminary Consultation and Review**

1. 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 of the proposal,
  - b. reviewing the proposal with regard to the Town Master Plan, Zoning Ordinance, the Subdivision Regulations and,
  - c. guiding the applicant relative to necessary state and local requirements.
2. 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.

**C. Completed Application**

1. 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.
2. 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 at least fifteen days prior to a scheduled public meeting of the planning board in accordance with Article III Section D together with the following:

- a. The names and addresses of the applicant and all abutters as indicated in Town records at least fifteen (15) days prior to a scheduled public meeting of the Planning Board.
- b. A check payable to the Board to cover filing fees, mailing, advertising, recording, and other costs provided in Article III Section H.
- c. Five paper print copies of the Site Plan Layout in accordance with and accompanied by the information required in Article V.

**D. Filing and Submission of Completed Application**

1. 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.
2. 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.
3. An incomplete application filed by the applicant will not be formally accepted by the Board, nor will notices of a public meeting be mailed, posted, or published as provided under Article III Section G.
4. Applications may be disapproved by the Board 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 Completed Application,
  - b. failure to pay costs of notices or other costs and fees required by these regulations, or
  - c. failure to meet any reasonable deadline established by these regulations.
5. When a completed application is accepted by the Board, the Board shall provide a receipt to the applicant indicating the date of formal acceptance.

**E. Board Action on Completed Application**

1. The Board shall consider the completed application within thirty (30) days of its submission. After review of the completed application, and after a duly noticed public hearing as provided in Article III Section F, the Board may grant a conditional approval, final approval or disapproval of the completed application within ninety (90) days after submission of the completed application, subject to extension or waiver as provided in accordance with RSA 676:4 (formerly 36:23).
2. Final 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. In case of disapproval of any plan submitted, the grounds for such

disapproval shall be adequately stated in the Board records and written notice given to the applicant.

3. If the Planning Board has not obtained an extension as provided in Article III Section E1, and has not taken action to approve or disapprove the completed application within (90) days of its acceptance, the applicant may obtain from the Selectman 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 RSA 676:4.

#### F. Public Hearing

Prior to approval of a Site Plan, a public hearing shall be held as prescribed by RSA 676:4, and notice to applicant and abutters and the public shall be given in accordance with Article III Section G. 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.

#### G. Notices

1. Notice of the submission of a completed application shall be given by the Board to the abutters and the applicant by certified mail, 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, and publicizing the hearing in the Coos County Democrat and the Littleton Courier. 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 subject of the application or of the item to be considered, and shall identify the applicant and location of the proposed site development.
2. 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.

## H. Fees

1. A completed application shall be accompanied by a filing fee of \$25.00.
2. All costs of notices, whether mailed, posted or published, shall be paid in advance by the applicant. Failure to pay costs shall constitute valid grounds for the Board to terminate further consideration and to disapprove the plat without a public hearing.
3. The Board may require special investigative studies, environmental assessments, traffic studies, economic impact studies, 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.

## IV. 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 performance bond, irrevocable letter of credit, or other type or types of security acceptable to the Selectmen, in an amount of money equal to the total of the cost of construction of all streets, utilities, and improvements, as specified in the approved Site Plan.

## V. SUBMISSION REQUIREMENTS

### A. General Requirements

1. Site plan with the following characteristics:
  - a. Maximum plan size: 22" x 34".
  - b. Suggested scale: 1"=40'.
  - c. Submit five (5) 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 Surveyor who prepared the plan (should the board require one).

### B. Site Plan Requirements

1. Surveyed property lines showing bearings, distances, monuments, and the lot area, 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.
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 plan 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 public 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 done.
14. Construction drawings including, but not limited to, pavements, walks, steps, curbing, and drainage structures.
15. The location of all building setbacks required by the Zoning Ordinance.
16. Location of zoning district boundaries.
17. The lot area and street 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. Visual and noise reduction barriers to adjacent properties, if applicable.
22. The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

## VI. GENERAL STANDARDS

In the review of any Site Plan conducted under these regulations, the Planning Board shall ascertain that adequate provisions have been made by the owner or his authorized agent for the following:



A. Improvement 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 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. Where a use is not indicated below, the Planning Board may establish parking standards on an individual basis as the public safety shall require. Minimum standards for parking lot construction are outlined in the following table:

USE	PARKING SPACES REQUIRED
Multi-family dwellings	1 1/2 spaces per unit
Motels, hotels, guest houses and mobile homes	1 space per unit
Theaters, restaurants, and churches	1 space per 3 seats
Community buildings, clubs, and halls	1 space per 200 ft. <sup>2</sup> of principal use area
Wholesale, warehouse, and manufacturing facilities	1 space per employee on major shift, or 1,000 ft. <sup>2</sup> of principal use area, whichever is greater
Retail Stores and services	1 space for each 150 ft. of gross floor area
Professional Offices	1 space for each 250 ft. of gross floor area

Adequate parking shall be provided for all commercial vehicles which 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 they 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 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. Provision shall be made for the site to be serviced by necessary utilities which may include water for fire and domestic use, sanitary sewer and electric.
  - G. Provisions shall be made for adequate and appropriate outdoor lighting.
  - H. Provision 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 the "Town of Carroll Road Design and Construction Standards."
  - 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.

## VII. DEFINITIONS

### A. 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 manufactured home parks.

### B. Zoning Ordinance and Subdivision Regulations

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

## VIII. WAIVER OF REQUIREMENTS

A. 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 Section V when, in the majority opinion of the Board, such provision(s) would be inappropriate or superfluous to informed evaluation of the site in question.

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

1. Literal enforcement of the regulation would create unnecessary hardship due to unique characteristics of the site in question, AND
2. Such waiver would not adversely compromise the purpose or intent of the regulation.

## IX. AMENDMENTS

Amendments to these Site Plan Review Regulations shall be made in the manner described in RSA 675:6. Amended 12/3/92

## X. 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.

XI. EFFECTIVE DATE

Original ordinance adopted on October 5, 1989

This ordinance, amended on December 3, 1992, shall take effect upon a vote by the Planning Board, filing of the Regulation with the Town Clerk, the Board of Selectman, and the Register of Deeds of Coss County.

Adopted on January 7, 1993

Signed,



Richard Adams, Chairperson

  
  
  
  
