

TOWN OF CARROLL, NEW HAMPSHIRE
SITE PLAN REVIEW REGULATIONS

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TOWN OF CARROLL

SITE PLAN REVIEW REGULATIONS

ARTICLE 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 and 44, the Carroll Planning Board adopts the following rules governing the review, and approval or disapproval, of site plans for nonresidential uses and multifamily dwellings. These regulations shall be entitled "Site Plan Review Regulations, Town of Carroll, New Hampshire."

ARTICLE 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 Plan Review procedure in no way relieves the owner from compliance with the Zoning Ordinance, Subdivision Regulations or any other ordinance or regulation 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 nonresidential or multifamily development, redevelopment, or expansion (including additional use or additional dwelling unit); or for a change from one such use to another; whether or not such development includes a subdivision or re-subdivision of the site; and shall include manufactured home parks.

ARTICLE III DEFINITIONS

The definitions contained in the Zoning Ordinance and Subdivision Regulations shall apply to the Site Plan Review Regulations, where applicable. The term "Board" when used herein shall refer to the Planning Board.

ARTICLE IV REVIEW PROCEDURE

4.01 General Procedure – When Site Plan Review is Required

Whenever any development of a site associated with a nonresidential use or multifamily dwelling 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 with the Coos County Registry of Deeds, the owner or his authorized agent shall apply for and secure approval of such proposed site development in accordance with the procedure contained herein.

A. Development Activities that are Exempt from Site Plan Review

Changes from one permitted nonresidential use to another, or from a nonresidential use allowed by special exception to a permitted use, do not require site plan review approval by the Planning Board provided the change in use does not involve any of the following:

- a. Increase in the number of dwelling units
- b. Increase in pedestrian or vehicular traffic
- c. Change in required parking
- d. Additions or reconfigured building footprint, height or mass
- e. Reconfigured entries or loading/unloading areas
- f. Additional or reconfigured exterior lighting
- g. Additional or relocated free-standing signs
- h. Increased impervious surface
- i. Reductions in landscaping or screening
- j. Changes to grade
- k. Additional or increased outdoor use areas such as for dining or recreation, including decks and patios
- l. Increases in delivery or service vehicles, or heavy equipment
- m. Significant change or increase in hours of operation
- n. Increase in noise or odor

All other required local and state approvals must be obtained, including a building permit.

B. Minor Site Plan Review

When development activities associated with a nonresidential use or multi-family development are limited to the following, Minor Site Plan procedures and application requirements, where provided, may be followed:

- a. Addition of free-standing solar panels or satellite dishes
- b. Changes in landscaping or screening not involving changes to grade
- c. Reconfigured, decreased, or increased parking, entries or loading/unloading areas, vehicular or pedestrian access, exterior lighting, or signs. Increases in parking by more than 5 spaces will be considered a major site plan application.
- d. Additional or increased outdoor use areas of no more than 500 sq. ft. such as for dining or recreation, including decks or patios
- e. Accessory structures of no more than 200 sq.ft.

4.02 Preliminary Consultation and Review

A. The applicant may appear at a regular meeting of the Planning Board to discuss a proposal in conceptual form and in general terms. Preliminary consultation is highly recommended as it can help prevent delays and redesign costs by making sure requirements are understood prior to preparing a final application. Such preliminary consultation shall be informal and directed towards:

1. Reviewing the basic concepts of the proposal;
2. Reviewing the proposal with regard to the Master Plan, Zoning Ordinance, and Subdivision Regulations, and;
3. Guiding the applicant relative to necessary state and local requirements.

B. 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.

4.03 Completed Application

- A. 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.
- B. 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 twenty-one days prior to a scheduled public meeting of the Planning Board in accordance with Section 4.04 of this Regulation together with the following:

- 1. The names and addresses of the owner(s), applicant(s) if different than owner, easement holders, any professional whose seal appears on the plan, and all abutters as indicated in Town records not more than five (5) days prior to the day of filing.
- 2. A check payable to the Town of Carroll to cover filing fees, mailing, advertising, recording, and other costs provided in Section 4.08.
- 3. Five paper print copies and a PDF of the Site Plan Layout in accordance with and accompanied by the information required in Article VI.

4.04 Filing and Submission of Final Application

- A. The application shall be filed with the Board or its agent at least twenty-one (21) days prior to the scheduled public meeting of the Board.
- B. The application shall be formally submitted to and considered by the Board for completeness only at a regularly scheduled public meeting after due notification to owner(s), applicant(s) if different than owner, abutters, easement holders, any professional whose seal appears on the plan, and the general public, of the date the application will be submitted to and considered by the Board for acceptance as a complete application.
- C. An incomplete application filed by the applicant will not be formally accepted by the Board, nor will notices of a public hearing be mailed, posted, or published as provided under Section 4.07.

- D. 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:
 - 1. Abutters' identification and required information;
 - 2. Failure to pay costs of the notices or other costs and fees required by these regulations; or
 - 3. Failure to meet any reasonable deadline established by these regulations.
- E. The Board shall, at the next regular meeting or within 30 days following the delivery of the application, for which notice can be given, determine the completeness of a final submission.
- F. When an application is accepted by the Board as complete, the Board shall provide a receipt to the applicant indicating the date of formal acceptance.

4.05 Developments with Potential Regional Impact

Pursuant to RSA 36:56, upon receipt of an application for site plan review, the Board shall review it and determine whether or not the development, if approved, could reasonably be construed as having the potential for impact beyond the boundaries of the town of Carroll. This regional impact could result from a number of factors, such as, but not limited to, the following:

- A. Relative size or number of units compared with existing stock;
- B. Transportation networks;
- C. Proximity to the borders of a neighboring community;
- D. Anticipated emissions such as light, noise, smoke, odors or particles;
- E. Proximity to aquifers or surface waters which transcend municipal boundaries; and
- F. Shared facilities such as schools and solid waste disposal facilities.

Doubt concerning regional impact shall be resolved in a determination that the development has a potential regional impact. Upon determination that a proposed development has a potential regional impact, the Board shall afford the Regional Planning Commission and the affected municipalities the status of abutters for the limited purpose of providing notice and giving testimony. Within five (5) business days of

reaching a decision that a development has regional impact, the Board shall, by certified mail, furnish the Regional Planning Commission with copies of the minutes of the meeting at which the decision was made and copies of the initial project plan, and the affected municipalities with copies of the minutes of the meeting at which the decision was made. At least fourteen (14) days prior to the public hearing, the Board shall notify, by certified mail, all affected municipalities and the Regional Planning Commission of the date, time and place of the hearing and the right to testify concerning the development.

4.06 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, owner(s) if not applicant, easement holders, any professional whose seal appears on the plan, abutters and the public shall be given in accordance with Section 4.07. The Planning Board may hold a hearing on Site Plan Review in conjunction with a subdivision or conditional use permit hearing if required for a project. A hearing for Site Plan Review may be held jointly with a Board of Adjustment hearing for a Special Exception.

For Minor Site Plan applications, a public hearing may be held at the same meeting as the submission of the application, provided the application was accepted as a complete application by the Board.

4.07 Notices

- A. Notice of the submission of a completed application shall be given by the Board to the abutters, owner(s), applicant if not the owner, easement holders, and any professional whose seal appears on the plan, 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 a newspaper of general circulation. The notice shall give the date, time, and place of the Board meeting at which the application 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.
- B. For any public hearing on the completed application, the same notices as required for notice of submission of the completed application shall be given.

- C. For an application for a Minor Site Plan, the notice of the public hearing may be included in the same notice as the notice of submission, with language conveying that the public hearing will be held as noticed if the submission is accepted as complete by the Board.
- D. Additional notice is not 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.

4.08 Fees

- A. A completed application shall be accompanied by the required filing fee as provided by the town administrative office.
- B. 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 application without a public hearing.
- C. 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 pursuant to RSA 674:44 and 676:4-b.

4.09 Board Action on Completed Application

- A. After review of the completed application, and after a duly noticed public hearing as provided in Section 4.06, the Board shall grant a conditional approval, final approval or disapproval of the completed application within sixty-five (65) days after acceptance of the completed application, subject to extension from the Selectboard or waiver from the applicant as provided in accordance with RSA 676:4, as amended.
- B. In case of disapproval of any plans submitted, the grounds for such disapproval shall be adequately stated in the Board records and written notice given to the applicant.

- C. If the Planning Board has not obtained an extension or waiver as provided in Section 4.09.A, and has not taken action to approve or disapprove the completed application within sixty-five (65) days of its acceptance, the applicant may obtain from the Selectman an order directing the Board to act within thirty (30) days. If the Board does not act on the application within that thirty (30) day time period, then within forty (40) days within issuance of the order, the Selectboard shall certify on the application that the plan is approved pursuant to RSA 676:4 I (c) (1) unless during that period the Selectboard has identified in writing that the site plan does not comply with some specific provision of the Site Plan Regulations or Zoning Ordinance.

ARTICLE V FINAL PLAN APPROVAL

5.01 Notice of Action

The Board shall notify the applicant, by notice in writing signed by the Chair, of its actions on the Final Plan. The Notice of Action shall also be on file with the meeting minutes within five (5) business days of the vote and available for public inspection. In the case of disapproval, the grounds for such disapproval shall be set forth in the Notice. In the case of approval, the Notice shall set forth the following as applicable:

1. The language of any deed restrictions, covenants or articles of association submitted by the applicant and accepted by the Board.
2. Any waivers granted by the Board from the requirements of these regulations.
3. Conditions of approval, if any, such as:
 - i. Requirements for off-site improvements.
 - ii. Any conditions required prior to signing and recording the final plan (conditions precedent), for example, approval of the fire chief, required state and local permits.
 - iii. Any conditions of approval that must appear on the final plan, e.g., long-responsibility for maintenance of roads, stormwater and other utilities and facilities, restrictions on the use of the property, or safeguards that must be observed during development of the property or once the project is in use (conditions subsequent).
 - iv. A description of land, if any, to be dedicated to widen existing streets or accomplish some other purpose.
 - v. Requirements regarding utilities.

4. A statement that all improvements required by the Planning Board shall be completed and constructed at the sole expense of the applicant or the successors and assigns of the applicant.
5. A reference to the security to be provided by the applicant as guarantee of performance in construction of the required improvements.
6. A statement of responsibility for possible damage to existing streets during construction.
7. All agreements, if any, between the applicant and Board concerning matters not required by these regulations, but to be performed by the applicant.
8. Criteria established by the Board for determining “active and substantial development” and “substantial completion” pursuant to RSA 674:39 Five-Year Exemption.

Unless all of the above information appears on the final plan to be signed and recorded, the Notice of Action shall be recorded at the Coos County Registry of Deeds along with the final plan.

5.02 Performance Guaranty

As a condition precedent to approval of any Site Plan, the applicant shall file with the Board a performance bond, an irrevocable letter of credit, or other type or types of security acceptable to the Selectman, 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.

The Board may waive the requirement to post bond or provide other forms of security, and grant approval of the Site Plan on conditions acceptable to the Board and applicant.

5.03 Inspection Fees

Where so required by the Planning Board, prior to the approval endorsement of the Planning Board on the final plan, the applicant shall pay the Town an amount of money estimated by the Planning Board to fully compensate the Town for all inspections and testing charges deemed necessary by the Planning Board relating to such improvements required as conditions of approval. All inspection and testing shall conform in quality and quantity to accepted engineering and construction practices.

5.04 Recording

Upon final approval, the applicant shall supply two mylars and three paper prints of the approved plan showing any conditions of approval. Final approval of the site plan shall be certified by written endorsement on the final plan by the Planning Board Chair. The Board or its agent shall transmit a mylar copy of the Site Plan with such approval endorsed in writing therein to the Register of Deeds of Coos County within thirty days. The applicant shall be responsible for the payment of all recording fees.

5.05 Approval of Minor Site Plans

Documentation of approval of Minor Site Plans may be limited to the meeting minutes and the signature of the Planning Board Chair on any submitted drawings, maps or other materials showing the details of the approved development activity.

ARTICLE VI SUBMISSION REQUIREMENTS

6.01 General Requirements

Site Plan shall have the following characteristics:

1. Maximum plan size: 22"x 34".
2. Suggested scale: 1"= 40'.
3. Submit five (5) copies of blue or black line prints.
4. Date, title, north point, scale.
5. Name and address of developer, applicant and owner(s) if not the applicant.
6. Name, address, and the stamp of the Licensed Professional Engineer and/or Licensed Land Surveyor who prepared the plan (should the Board require one), as well as the name and address of any other professional person responsible for preparation of the plans presented to the Board.

6.02 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 sight 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. Man-made 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 streets 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 sewerage facilities and provision for future expansion of sewerage and water facilities, or, for on-site facilities, all distances from existing water and sewerage 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 including all proposed exterior lighting fixtures, including those associated with buildings, landscaping, signs and parking areas; proposed mounting height of all exterior lighting fixtures; the aiming points for any remote lighting fixtures; and a designation of which lighting fixtures are considered necessary for safety or security purposes.

11. Proposed signs (advertising and instructional) to be located on the site.
12. A stormwater management plan providing adequate detail to demonstrate compliance with the appropriate applicable best management practices identified in Volumes 1, 2 and 3 of the ***New Hampshire Stormwater Manual***, current edition, published by NHDES. This shall include, for example, a storm drainage plan, including plans for retention and slow release of stormwater 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, as well as the date and source for precipitation data. A plan for long-term maintenance of the stormwater facilities must be included.
13. Plan for snow removal indicating location of snow storage.
14. 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.
15. 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. Include estimated trip generation volumes and basis for calculation. The width of the streets, driveways, and sidewalks, and the total number of parking spaces shall be shown, along with the calculations used to determine the required number of spaces. In addition, loading spaces and facilities associated with the structures on the site shall be done.
16. Construction drawings including, but not limited to, pavements, walks, steps, curbing, and drainage structures.
17. The location of all building setbacks required by the Zoning Ordinance.
18. The lot area and street frontage.
19. The location of all existing and proposed deed restrictions, easements, covenants, etc.

20. A soils classification map, together with descriptive information for each type of soil (required for on-site sewerage disposal only).
21. The location of wetlands, poorly drained soils, soils subject to flooding, flood hazard areas, mapped fluvial erosion hazard areas.
22. Visual and noise reduction barriers to adjacent properties, if applicable.
23. Copies of all applicable state approvals and permits and associated application material.
24. The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein. The cost of all such additional information shall be paid by the applicant.

6.03 Minor Site Plan Application Requirements

In lieu of the requirements listed in Section 6.01 and 6.02, an applicant for a Minor Site Plan may submit 5 copies of a self-prepared drawing illustrating the proposed alterations. Size can be from 8.5 in. x 11 in. to 24 in. x 36 in. Drawings must contain an approximate scale, and arrow indicating the general direction of north. The site plan must be drawn reasonably to scale and contain enough detail to enable the Board to determine compliance with these regulations. Setbacks must be indicated, along with features surrounding the proposed alteration sufficient to provide the Board with an understanding of the context of the proposed alteration. The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

ARTICLE VII NATIONAL FLOOD INSURANCE REQUIREMENTS

For site plans that involve land designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP):

- A. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State Law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

- B. The Planning Board shall require that all proposals for developments greater than 50 lots or 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).
- C. The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:
 - 1. All such proposals are consistent with the need to minimize flood damage;
 - 2. All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
 - 3. Adequate drainage is provided so as to reduce exposure to flood hazards.

ARTICLE VIII STANDARDS

In a 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:

8.01 Standards and Requirements

All development shall meet all of the standards and requirements included in the Town of Carroll Zoning Ordinance and Subdivision Regulations.

8.02 Safety of Vehicles and Pedestrians

Improvement to existing streets, traffic access to the site from streets, on-site vehicular and pedestrian circulation, parking, loading facilities, and emergency vehicle access, shall all be designed to ensure the safety of vehicles and pedestrians. Signal devices, access management, and/or traffic calming strategies shall be included if necessitated because of increased traffic generated by the development.

8.03 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 spaces, whether outdoor or in a garage, shall be ten (10) feet wide by twenty (20) feet long unless designated for specific parking uses requiring a smaller or larger size.

With adequate availability documented, and approval of the Planning Board, parking provided by public lot or other off-site parking, may be utilized in lieu of on-site parking to fulfill some or all of the parking requirements when provided within a distance appropriate to the proposed use but not exceeding 400 feet.

Minimum standards for parking lot construction are outlined in the following table. Where a use is not indicated below, the Planning Board may establish parking standards on an individual basis as the public safety shall require. Pervious surfaces and shared parking will be encouraged to reduce disturbance of natural vegetation and increased stormwater runoff. The parking plan shall include adequate documentation to support the proposed number and size of spaces. Requests for a reduction in the parking requirements must be accompanied by a technically adequate parking analysis.

USE	PARKING SPACES REQUIRED
Multi-family dwellings	1 ½ spaces per unit
Motels, hotels, guest houses and mobile homes in parks	1 space per unit, plus one per two peak hour employees
Theaters, restaurants, and churches	1 space per 3 seats
Community buildings, clubs, and halls	1 space per 200 ft of principal use area
Wholesale, warehouse, and manufacturing facilities	1 space per employee on major shift or 1,000 ft of principal use area, whichever is greater
Retail stores and services	1 space for each 250 ft. of gross floor area
Professional offices	1 space for each 250 ft of gross floor area

USE	PARKING SPACES REQUIRED
Financial Institution	1 space per 200 sq ft gross floor area
Day Care	1 space per 8 supervised adults or children plus 1 per peak hour employee
Indoor recreation, health club	1 space per 150 sq ft gross floor area
Hospital, Nursing Home	1 space per 4 beds, plus 1 space per day shift staff
Museum, cultural	1 space per 300 sq ft gross floor area, plus one per two staff
Research Facility	1 space per 600 sq ft gross floor area
School	Elementary and Jr. High – 1 space per 1.5 employee High school – 1 space per 1.5 employees plus 1 per 25 students
Service station	1 space per 150 sq ft gross floor area

1. The parking plan shall demonstrate adequate parking for the number and type of vehicles which are expected as part of the operation of the facility, including all commercial vehicles, any oversized vehicles such as tour buses, trailer and ramps for loading and unloading, e.g., recreation equipment or livestock.
2. Site plan applications may include provision for events or other uses that are expected to occur no more than twelve times per year and no more than twice in any given month. In these cases, adequate temporary parking areas must be indicated as part of the site plan application. These parking areas may include a combination of areas on premises, or off premises with the owner's written permission. In the case of off-premises, documentation of the means of passage of event participants from the parking area to the premises shall be required, e.g., sidewalk or other pedestrian way, or shuttle bus.
3. In the event the need for parking exceeds projections, and the excess number, size or type of vehicles leads to unsafe conditions in the judgment of the Planning Board, or to parking on roadsides in locations other than legally designated parking spaces, the owner shall be required as a condition of approval to submit an application for an amendment to the approved site plan showing how the additional parking will be provided. In some cases, such as when a reduction from the required parking identified in the table above has been permitted, the applicant will be required to show a reserve area on the plan which will be set aside for the construction of additional parking if needed in the future.

4. Parking lots/spaces shall be in compliance with the most recent standards published by the Department of Justice pursuant to the Americans with Disabilities Act.
5. Off-street loading facilities shall be provided for all institutional, commercial, and industrial uses. These facilities shall be located so that the delivery vehicles maneuver and park outside of the street right-of-way.

8.04 Landscaping

Landscaping and screening shall be provided with regard to the impact on the adjacent properties, the public highway and the site itself.

- A. Large parking areas (over three double rows) shall be landscaped. Signs shall be properly placed and shall be in accordance with the Zoning Ordinance.
- B. Buffer zones are required for all nonresidential and multifamily uses to the extent they are necessary to reduce noise, and for visual considerations or other impacts. A minimum buffer zone of five feet shall be maintained; a wider buffer zone may be required to reduce noise, for visual considerations, or where impact of development is not compatible with abutting uses.

8.05 Stormwater

The development shall be designed in a manner which will minimize and treat stormwater runoff and prevent erosion consistent with the following:

1. Storm drainage of the site shall be designed for at least the 25 year storm and, if the existing drainage system to which the site drainage system will be connected is inadequate, provision shall be made for retention and gradual release of stormwater in order to meet the minimum of the 25 year storm demand.
2. All stormwater management and erosion control measures in the plan shall adhere to Volumes 1, 2 and 3 of the ***New Hampshire Stormwater Manual***, current edition, published by NHDES, to the extent practicable.
3. The smallest practical area of land should be exposed at any one time during development.

4. When land is exposed during development, the exposure should be kept to the shortest practical period of time. Land should not be left exposed during the winter months.
5. Where necessary, temporary vegetation and/or mulching and structural measures should be used to protect areas exposed during development.
6. Provisions should be made to effectively accommodate the increased run-off caused by the changed soil and surface conditions during and after development.
7. The permanent, final vegetation and structures should be installed as soon as practical in the development.
8. The development plan should be fitted to the topography and soils so as to create the least erosion potential.
9. Whenever feasible, natural vegetation should be retained and protected.
10. The applicant shall bear final responsibility for the installation, construction, and establishment of provisions for ongoing maintenance of all stormwater and erosion control measures required by the Planning Board. Final approval will not be granted until the plan and a mechanism for ensuring ongoing maintenance are approved by the Planning Board.
11. Flow volume, velocity, and pollutant loading, including, but not limited to, sediments, total suspended solids (TSS), phosphorus, nitrogen, metals, pathogens, dissolved substances, floatable debris, and oil and other petroleum products, shall not be higher at the property line post- development when compared with pre-development conditions.

8.06 Sites within Floodplain

For sites within the floodplain and fluvial erosion hazard areas, provision shall be made to minimize flood damage and exposure to flood hazards on and off the site.

8.07 Snow Storage

Provision shall be made for snow storage during winter months.

8.08 Servicing of Utilities

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. Connections to town water shall comply with the ***Carroll Water Use Regulations***.

8.09 Outdoor Lighting

Provision shall be made for adequate and appropriate outdoor lighting. Outdoor lighting shall be in accordance with the Zoning Ordinance.

8.10 Natural Features

Provision shall be made for protection of natural features.

8.11 Fire Protection

All site plans shall meet the approval of the Twin Mountain Fire Department, documented by the Fire Chief or designee, relative to emergency access and fire prevention, protection, and water supply.

8.12 Construction Standards

Construction requirements shall be in accordance with the ***NHDOT Standard Specification for Road and Bridge Construction***, as amended, including Supplemental Specifications if any, and the Town of Carroll, Subdivision Regulations. Where alternative construction specifications are given, the Planning Board shall determine which shall be applicable.

8.13 Regulations are Minimum Standards

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 IX WAIVER OF REQUIREMENTS

9.01 Waiver of Application Requirement

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

9.02 Waiver of Standards

Pursuant to RSA 674:44 III.(e), upon written request by the applicant, the Board may vote to waive, in whole or in part, any provision(s) of Article VIII Standards, when, in the majority opinion of the Board:

1. Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or
2. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

The basis for any waiver granted shall be recorded in the minutes of the Planning Board.

ARTICLE X ENFORCEMENT AND PENALTIES

These regulations shall be considered to be a part of each approved site plan. These regulations shall be enforced by the Selectboard. The Selectboard shall undertake such enforcement in a manner similar to that of enforcing the Zoning Ordinance, including the delegation of prosecution of specific enforcement actions to such other qualified individuals as may be appropriate from time to time. Any and all penalties available to the appropriate enforcement official per RSA 676:15-18, as amended, are hereby incorporated into these regulations by reference.

ARTICLE XI APPEALS

Any person aggrieved by any decision of the Planning Board concerning site plan review may appeal within 30 days as provided in RSA 677:15.

ARTICLE XII AMENDMENTS

Amendment to these Site Plan Review Regulations shall be made in the manner described in RSA 675:6.

Amended May 8, 2018

ARTICLE XIII 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 XIV EFFECTIVE DATE


Original Regulations adopted on October 5, 1989.

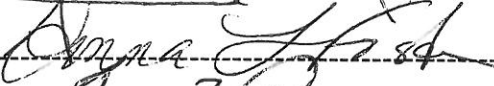
These amended Site Plan Review Regulations shall take effect upon a vote by the Planning Board, and the filing of the amended Regulations with the Town Clerk.

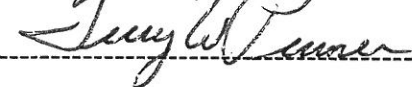
We the undersigned members of the Town of Carroll Planning Board do hereby certify that these Site Plan Review Regulations were adopted as amended on May 8, 2018 pursuant to RSA 675:6.



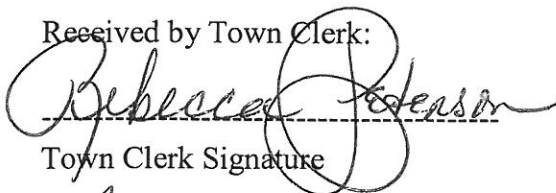




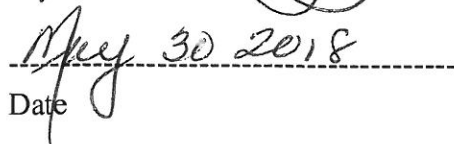




Received by Town Clerk:



Town Clerk Signature



Date