

SITE PLAN REVIEW REGULATIONS
UNINCORPORATED PLACES - COÖS COUNTY, NEW HAMPSHIRE
As amended February 26, 2015

I. AUTHORITY

Pursuant to the authority vested in the Coös County Planning Board by the Commissioners of Coös County and the Coös County Delegation, the Planning Board adopts the following rules governing the review and approval or disapproval of site plans for nonresidential uses and multifamily uses. These regulations shall be entitled "Site Plan Review Regulations, Unincorporated Places, Coös County, New Hampshire".

II. PURPOSE AND SCOPE

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 developer from compliance with the Zoning Ordinances, Subdivision Regulations and 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 nonresidential and multifamily development, redevelopment, expansion (including additional use) and change of use, whether or not such development includes a subdivision or resubdivision of the site, and shall include manufactured home parks and condominium developments.

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, and before any site plan may be filed in the Office of the Registrar of Deeds of Coös County, 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 County's Master Plan, Zoning Ordinances, 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 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 the property records no more than five (5) days prior to filing the application.
- b. A check payable to Coös County to cover filing fees, mailing, advertising, recording and other costs provided in Article III Section H.
- c. Three 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 as a complete application only at a regularly scheduled public meeting after due notification to owner, applicant if different than the owner, abutters, easement holders, any professional whose seal appears on the plat, and the general public, of the date the completed application will be submitted to and reviewed 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 hearing 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.
6. 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 specific Unincorporated Places. 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.

E. Board Action on Completed Application

1. Within sixty-five (65) days of acceptance of the application as complete, and after a duly noticed public hearing as provided in Article III Section F, the Board shall approve, disapprove, or approve the application with conditions, subject to extension or waiver as provided in accordance with RSA 676:4.
2. Final approval of the Site Plan shall be certified by written endorsement on the Site Plan and signed by the Chairman or Clerk 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 Registrar of Deeds of Coös County. The applicant 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.
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 sixty-five (65) days of its acceptance, the applicant may obtain from the County Commissioners 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 County Commissioners shall certify on the application that the plat is approved pursuant to RSA 676:4 I (c) (1) unless during that period the Commissioners have identified in writing that the site plan does not comply with some specific provision of the site plan regulations or Zoning Ordinances.

F. Public Hearing

Prior to approval of a Site Plan, a public hearing shall be held as prescribed RSA 676:4, and notice to the applicant, easement holders, abutters and the public shall be given in accordance with Article III Section G. The 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 owner, applicant if not the owner, abutters, easement holders, and any professional whose seal appears on the plat, 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 appropriate public places in the County and publication 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, 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 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 the required filing fees.
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 final approval of the Site Plan.

IV. PERFORMANCE GUARANTY

A. 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 County Commissioners, 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.

B. 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 County an amount of money estimated by the Planning Board to fully compensate the County 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.

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 three (3) copies of blue or black line prints
 - d. Date, title, north point, scale
 - e. Name and address of developer, owner, and applicant if not the owner
 - f. Name, address and stamp of the Registered Professional Engineer and/or Registered Land Surveyor who prepared the plan.

B. Site Plan Requirements

1. Surveyed property lines showing bearings, distances, monuments, 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 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/recharge 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. A plan for long-term maintenance of the stormwater facilities must be included. Indicate plan for snow removal and storage.
12. A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of accesses 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, 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 buildings setbacks required by the Zoning Ordinances.
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 onsite sewage disposal only).
20. Copies of all applicable state approvals and permits and associated application material.
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. The cost of all such additional information will be paid by the applicant.

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. Improvements to existing streets, traffic access to the site, 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:
 - a. Off-street parking spaces shall be provided in accordance with the specifications set forth in this section whenever any new use is established or any existing use enlarged. Upon approval of the Planning Board, off-site parking may be utilized to fulfill some or all of the parking requirements when

provided within a distance appropriate to the proposed use and/or when a shuttle will be provided.

- b. Pervious surfaces and shared parking will be encouraged to reduce disturbance of natural vegetation and stormwater runoff.
- c. Minimum standards for parking lot construction are outlined in the following table. 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
Residential	SF and duplexes - greater of 3 spaces/unit or .8/bedroom
Multifamily dwellings	studio/1 bedroom 1 space/unit 2 bedrooms 1.6 spaces per unit 3 bedrooms 2.4 spaces per unit 4 bedrooms 3.2 spaces per unit + 0.5 for each bedroom above 4
Motels, hotels, guest houses and manufactured homes	1 space per unit
Commercial sporting camps	1 space per bedroom
Theatres, restaurants and churches	1 space per 3 seats
Community buildings, clubs and halls	1 space per 200 sq. ft. of principal use area
Wholesale, warehouse and manufacturing facilities	1 space for each employee on major shift or 1,000 sq. ft. of principal use, 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
Golf course/clubhouse	2 spaces per green + 1 per 200 sf clubhouse + 1 per 3 restaurant/lounge seats + 1 per driving range tee
Downhill ski area with base lodge	1 space per 9 persons/hour uphill capacity
Indoor recreation facility	1 space/150 Sf of gross floor area
Outdoor recreation facilities such as Nordic ski centers, motorized and nonmotorized trail accesses, and boating/fishing accesses	1 space per peak hour user, including adequate space for trailers and unloading if applicable

- d. Where a use is not indicated in the table above, the Planning Board will establish parking standards on an individual basis as the public safety shall require.
 - e. 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 any oversized vehicles such as tour buses, trailers and ramps for loading and unloading, e.g., recreational equipment or livestock.
 - f. 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, 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, 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.
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 multifamily 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. The development shall be designed in a manner which will minimize and treat stormwater runoff and prevent erosion.
1. All stormwater management and erosion control measures in the plan shall adhere to the "New Hampshire Stormwater Manual," current edition, published by NHDES, to the extent practicable.
 2. The smallest practical area of land should be exposed at any one time during development.

3. 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.
 4. Where necessary, temporary vegetation and/or mulching and structural measures should be used to protect areas exposed during development.
 5. Provisions should be made to effectively accommodate the increased run-off caused by the changed soil and surface conditions during and after development.
 6. The permanent, final vegetation and structures should be installed as soon as practical in the development.
 7. The development plan should be fitted to the topography and soils so as to create the least erosion potential.
 8. Whenever feasible, natural vegetation should be retained and protected.
 9. 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.
 10. Flow volume and velocity shall not be increased nor water quality decreased at the property line.
- D. For sites indicated by FEMA Flood Insurance Rate Maps, NRCS soil maps, fluvial erosion hazard area mapping or other evidence as being located within the floodplain or fluvial erosion hazard area, provisions shall be made to minimize flood damage and exposure to flood hazards on and off site. Site specific study may be required to demonstrate such mapped areas are above the 100 floodplain and out of fluvial erosion hazard areas.
- 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. Provision shall be made for adequate and appropriate outdoor lighting. Lighting shall not exceed what is necessary, use the lowest wattage of lamp that is feasible, and must be aimed downward and shielded so as to protect dark skies, and to ensure that it does not direct light at any portion of the main traveled way of roadway, cause glare or impair the vision of drivers, or shine unwanted light outside the property perimeter.

1. Maximum Lamp Wattage and Required Luminaire or Lamp Shielding:

All lighting installations shall be designed and installed to be fully shielded (full cutoff), except as in exceptions below, and shall have a maximum lamp wattage of 250 watts HID (or lumen equivalent) for commercial lighting, 100 watts incandescent, and 26 watts compact fluorescent for residential lighting (or approximately 1,600 lumens). In residential areas, light should be shielded such that the lamp/bulb itself or the lamp/bulb image is not directly visible outside the property perimeter; the light fixture itself may be visible outside the property perimeter.

2. Lighting that is exempt from Article VI Section G1:

- a. Lighting for safety such as required in swimming pools and other water features, exit signs, and lighting for stairs and ramps.
- b. Holiday or other temporary lighting.
- c. Outdoor recreation facility lighting, however appropriate conditions will be required to minimize glare and unwanted light shining outside the property perimeter, and to restrict the lighting to appropriate times.
- d. Low voltage landscape lighting, but such lighting should be shielded in such a way as to eliminate glare and light shining outside the property perimeter.
- e. Security lighting controlled by sensors set to provide illumination for a maximum of fifteen (15) minutes.

3. Lighting for signs must also comply with the requirements of the Zoning Ordinances.

H. Provision shall be made for protection of natural features.

I. All developments shall meet the standards and requirements included in the County Zoning Ordinances and Subdivision Regulations.

J. Construction requirements shall be in accordance with the "Land Subdivision Regulations for the Unincorporated Places of Coos County, New Hampshire."

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

The definitions contained in the Zoning Ordinances 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 member, the Board may vote to waive, in whole or in part, any provision(s) of Article 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 these regulations 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; and
 - 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.

IX. ENFORCEMENT AND PENALTIES

- 1. Enforcement. These regulations shall be considered to be a part of each approved site plan. These regulations shall be enforced by the County Commissioners. The County Commissioners shall undertake such enforcement in a manner similar to that of enforcing the Zoning Ordinances, including the delegation of prosecution of specific enforcement actions to such other qualified individuals as may be appropriate from time to time.

If the Planning Board comes to possess any evidence that these regulations (or any ongoing conditions of a site plan approval) are being violated, the Planning Board shall forward such evidence to the County Commissioners for consideration of further enforcement

- 2. Penalties. 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.

X. AMENDMENTS

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

XI. 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.

XII. EFFECTIVE DATE

This ordinance shall take effect upon a vote by the Planning Board, filing of the Regulation with the Board of County Commissioners and the Registrar of Deeds of Coös County.

Adopted on 7/25/1991

Amended 2/13/2009

Amended 2/26/2015