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**SITE PLAN REVIEW REGULATIONS FOR
NONRESIDENTIAL DEVELOPMENT
TOWN OF HANCOCK, NEW HAMPSHIRE**

I. AUTHORITY

Pursuant to the authority vested in the Town of Hancock Planning Board voted on at the March 14, 1987 Town Meeting in accordance with the provisions of New Hampshire Revised Statutes Annotated (RSA) Chapter 674: Sections 43 and 44, the Town of Hancock Planning Board adopts the following regulations governing the review of nonresidential site plans and multi-family developments in excess of two (2) units, whether or not such development include a subdivision of the site. These regulations shall be entitled "Site Plan Review Regulations, Town of Hancock, New Hampshire."

Whenever any nonresidential or multi-family development is proposed to be made, the developing owner shall apply to and receive approval from the Planning Board for such development in conformity with these regulations.

II. PURPOSE

The purpose of the Site Review Procedure is to protect the public health, safety and welfare; to promote balanced growth; to promote the timing of development to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; and to guide the character of development and to ensure compliance with zoning ordinances and subdivision regulations.

These regulations apply to any and all new developments, additions and/or alterations of nonresidential or multi-family residential units that change the outward appearance of the building(s) and to require the expenditure of more than five thousand dollars (\$5,000) in material and labor, or which substantially changes the use of an existing building.

The construction of a residential single or two-family dwelling shall not be covered by this regulation.

III. DEFINITIONS

Definitions described in *Article III* of the Zoning Ordinance and in *Section III* of the Subdivision Regulations will apply unless specified within.

IV. PROCEDURES

All applications for nonresidential site plan review shall be made in writing on the forms provided by the Planning Board, by the owner of the property, or his agent as designated in writing by the owner, and shall be accompanied by the payment to the Town of Hancock of the current application fee.

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1. The completed application for site plan review, together with the documentation required in these regulations shall be submitted to the Planning Board at least twenty (20) days prior to a scheduled public meeting of the Board.
2. Notice to the applicant, abutters, and the general public will be given by the Board at the applicant's expense as provided in *Section IV.B.* of the Subdivision Regulations.
3. No site plan shall be approved or disapproved by the Planning Board without holding a hearing thereon. The Board may continue the hearing to a specified date as necessary. All abutters and the applicant shall be notified of said hearing by certified mail with return receipt requested, stating the time and place of said hearing, not less than ten (10) days before the date fixed thereof. An application deemed incomplete of these regulations may be disapproved without public hearing.
4. Prior to formal application an owner or his authorized agent may request an informal review of the site plan by the Planning Board to determine its compliance with the Town requirements.
5. If the Board should vote to disapprove, the owner or his agent shall be notified in writing and the specific causes of disapproval shall be noted.
6. One copy of the approved site plan shall be included in the application for a building permit.

V. SUBMISSION REQUIREMENTS

When the owner of the property or his authorized agent makes formal application for site plan review, his application shall contain:

- A. All exhibits and data as required in *Section VI.*
- B. A fully executed and signed copy of the application for site plan review.
- C. List of current names, addresses, and lot numbers of all abutters as defined by the Town of Hancock Subdivision Regulations.
- D. Application fee (payable to the Town of Hancock).
- E. A site plan which shall meet all of the following requirements:
 1. Sheet size, 22" x 34" maximum.
 2. Scale; sufficient to allow review of the items listed under the preceding general standards, but at not more than 50' to the inch for that portion of the total tract of land being proposed for development.

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3. Match lines when needed.

4. Original on mylar in permanent ink to be retained by the Planning Board at its option and three (3) prints of each plan sheet (blue and black line) and showing the following:

- a. Name and address of owner of record, developer, and designer/engineer.
- b. Names of all abutting property owners.
- c. Sketch map showing general location of the site within the Town.
- d. Boundary of the entire parcel and any abutting property held in single ownership regardless of whether all or part is being developed at this time.
- e. The bearing and distances of all property lines and the sources of this information.
- f. Zoning classifications(s) of the property and the location of zoning district boundaries if the property is located in two or more zoning districts.
- g. Soil types and locations of soil boundaries as certified by the Soil Survey of Hillsborough County, New Hampshire, Western Part, or by a registered engineer or land surveyor specifically approved by the Planning Board.
- h. Topographical plan with contour lines at two (2) foot vertical intervals. Benchmark from USGS datum.
- i. Show all easements and rights of way.
- j. Be signed by a licensed land surveyor or licensed professional engineer.

VI. REQUIRED EXHIBITS AND DATE

The following items are required:

- A. Sketch of site showing existing natural features including water courses and water bodies, trees and other vegetation, topographical features, any other features which should be considered in the site design process.
- B. Plan of all buildings both existing and/or proposed, as well as those within 200 feet of the site, with their type, size, location (set backs), and elevation of first floor plan indicated.
- C. An elevation view of all buildings both existing and/or proposed, as well as those within 200 feet of the site, indicating their height, bulk, and surface treatment.
- D. Location of off-street parking and loading spaces with a layout of the parking indicated.

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- E. The location, width, curbing, and type of access ways and egress ways, plus existing and proposed streets within and around proposed site.
- F. The size and proposed location of water supply and all distances from existing water on the site and on abutting properties to a distance of 200 feet.
- G. The type, method and location of solid waster disposal.
- H. The location, elevation, any layout of catch basin and other existing and proposed drainage ways, drainage easements, drainage structures, and water bodies, (use engineering data as to sizing). (For details, see Subdivision Regulations, *Sections VI and VII*).
- I. Include drawings, details, and specifications for proposed flood hazard prevention measures and structures and for proposed storm water retention basins. (For details, see Subdivision Regulations, *Sections VI and VII*).
- J. Existing and proposed contours and finished grade elevations – contours shall be no greater than 2-foot intervals.
- K. The type, extent, and location of existing and proposed landscaping and open space areas indication what existing landscaping and open space areas will be retained.
- L. The location, size, and design of proposed signs and other advertising or instructional devices. (external).
- M. The size and location of all public services connections – gas, power, telephone, fire alarm, overhead or underground.
- N. The location and type of lighting for all outdoor facilities.
- O. In the event new roads or streets are proposed, detailed construction plans and specifications shall be required.
- P. Show erosion/sediment control measures both during construction and any permanent controls to remain after construction.
- Q. Plans for snow removal and storage.
- R. Surveyed property lines showing their deflection angles, bearings and distances along property lines and monument types and locations.
- S. If a subdivision, all subdivision regulations shall apply.

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T. Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development for Site Review.

VII. GENERAL STANDARDS

A. Design of development should fit the existing natural and manmade environments with the least stress:

1. Site preparation is to be conducted with minimal disturbance to existing vegetation. Stripped topsoil is to be piled and reused on the site where needed. A minimum of four (4) inches of topsoil is to be placed on the disturbed area to provide for suitable landscaping and erosion control.

2. Each development shall employ sufficient use of landscaping to enhance the appearance of that development and to effect a blend with adjacent areas so that the visual character of the community may be preserved. Landscape treatment may consist of natural, undisturbed vegetation or features, ground cover, shrubs, or trees as appropriate. Fences, retaining walls and other types of screening may be used.

3. Grading and filling must be conducted to minimize the alteration of surface and subsurface drainage to, toward or across abutting properties, unless written consent of the abutting owner is obtained.

B. Appropriate buffers are to be maintained or installed to provide privacy and noise reduction to residential areas abutting nonresidential sites:

1. A defined buffer strip (100 feet*, minimum) must be maintained between use and residential properties. The buffer strip between nonresidential and residential properties must contain vegetation which will screen nonresidential use from sight from residential area during winter months.

2. Security fencing may not be within a buffer strip or set-back requirement.

C. Screening must be provided as follows:

1. Storage areas must be fenced or screened from on-site or adjoining parking and neighboring properties.

2. Litter (garbage) collection areas must be screened.

D. Parking, Loading and Pedestrian Safety:

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1. Sufficient off-street parking must be provided for the anticipated use to accommodate both employees and customers so that no parking is forced onto public streets.

* The number of feet depending largely on the density of development in the area.

2. Sufficient off-street loading and/or unloading space must be provided, including off-street areas for maneuvering of anticipated trucks or other vehicles. Maneuvers for parking and/or loading or unloading must not take place from a public street.

3. Access, parking, and loading areas are to be constructed so as to minimize dust, erosion, and runoff conditions that would have a detrimental effect on abutting or neighboring properties or streets:

a. Permeable pavement may be used which might reduce the need for installation of drainage facilities to accommodate runoff; however,

b. The Board may require that access, parking, and loading areas be conventionally paved if appropriate or necessary.

4. Sidewalks may be required for pedestrian traffic to provide connection between the main entrances of business, housing, or industrial establishments and parking areas. In the event that pedestrian shoppers or employees are reasonably anticipated, provision shall be made therefore by sidewalks running from the street line to the establishments. All such sidewalks shall be at least six (6) inches above grade and protected by curbing.

E. Erosion and Sedimentation Plan shall comply with *Section VII* of the Subdivision Regulations.

F. Illumination

1. Outdoor lighting shall not glare on abutting properties or on public highways or streets.

2. Indirect lighting should be used on signs advertising goods or services offered on the premises. Moving, fluttering, blinking, or flashing lights or signs are not permitted.

3. Outdoor lighting is restricted to that which is necessary for advertising as specified in Items 1 and 2 and security of the development.

G. Access to Public Streets:

1. Access to public streets will meet the requirements of the New Hampshire Department of Public Works and Highways and/or the Town as adopted and amended.

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2. Water supply and sewage disposal systems must be sized to adequately meet the needs of the proposed use under the regulations of the New Hampshire Water Supply and Pollution Control Commission and/or the Town of Hancock Subdivision Regulations. In areas not currently served by public sewers, it shall be the responsibility of the developer or his agent to provide adequate information to prove that the area of the lot is adequate to permit the installation and operation of an individual sewage disposal system (septic tank and leach field). The developer shall be required to provide the necessary percolation tests and submit such tests together with the proposed plan to the State of New Hampshire Water Supply and Pollution Control Commission for its consideration and approval. Such approval must be obtained before site plan approval can be given.

H. Flood Hazard Areas:

1. Site plans for both nonresidential development and multi-family units, other than one and two family dwellings, will be reviewed to determine whether the proposed dwelling will be reasonably safe from flooding.

I. The Town engineer, or in the absence of a town engineer, a registered engineer hired by the Town shall inspect all site improvements. The developer shall pay the cost of the Board's employment of said engineer and the cost of any inspection(s) and test(s) deemed necessary by the Board or the engineer. A letter certifying the developer's concurrence with the employment of said engineer shall be filed with the Board as part of the site plan review.

J. Where strict conformity to the Site Plan Review Regulations would cause undue hardship or injustice to the owner of the land, a site plan substantially in conformity with the Site Plan Review Regulations may be approved by the Board, provided that the spirit of the Site Plan Review Regulations and public convenience and welfare will not be adversely affected.

K. The Planning Board may require that a performance bond, in an amount to be determined by the Planning Board, in the form of a passbook savings deposit or a bond, be deposited by the developer and held by the Town until the Town is satisfied that all conditions of the site plan approval and any other pertinent zoning ordinance(s), subdivision regulation(s), and building regulation(s) have been met. The bond may be released in part when the project is substantially completed.

L. For the purpose of enforcement of restrictions or conditions created by the site plan review, a copy of the Site Plan Map, with Planning Board approval, shall be submitted to the Selectmen or their agent who has the authority to issue a building permit. Should the approval be subject to conditions not apparent on the face of the map, such conditions shall be recorded as well with reference made to such recording on the face of the map.