

CITY OF PORTSMOUTH, NEW HAMPSHIRE
SITE PLAN REVIEW REGULATIONS



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SITE PLAN REVIEW REGULATIONS

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Article 1 Purpose and Applicability

Section 1.1 Purpose

The purposes of these Regulations are to:

- (a) Further the safe and orderly development of the City;
- (b) Promote sustainable design and development that supports long-term economic vitality and ecologic integrity;
- (c) Achieve a high-quality and sustainable site appearance that conserves and protects natural resource systems, helps to reduce infrastructure costs, and conserves energy;
- (d) Encourage site design techniques that protect water quality and natural hydrology, prevent increases in the quantity of stormwater runoff, and manage stormwater runoff at the source;
- (e) Protect abutters against hazards, unsightliness, and nuisances detrimental to property values;
- (f) Insure that development of land is appropriate for the public and private services and facilities available;
- (g) Insure that pedestrian, bicycle, and vehicular circulation can be accommodated in a safe manner;
- (h) Preserve and enhance the historic and cultural character of the community.

Section 1.2 Applicability

1.2.1 Uses Requiring Site Plan Approval

Site Plans shall be submitted for Site Plan Review for any development or redevelopment of land within the municipal boundaries that includes one or more of the following:

- (a) Residential development or redevelopment which, when completed, will have three (3) or more dwelling units regardless of whether the development involves a subdivision of land;
- (b) Nonresidential development or redevelopment including alterations, additions or extensions (including the addition of a drive-through facility),

or new nonresidential uses that increase the amount of required off-street parking by five (5) or more spaces;

- (c) The addition of five (5) or more parking spaces.

1.2.2 Exemption of Small Projects

The Planning Director may determine that a proposed development is exempt from Site Plan Review if it meets all of the following three criteria:

- (a) There is no increase in building height or gross floor area; and
- (b) There is no reduction in the setback of any structure or vehicular service area from any property line; and
- (c) Lot coverage by impervious surfaces does not increase by more than 500 square feet.

1.2.3 Determination of Developments of Regional Impact

1. The Planning Board shall make a determination as to whether the proposed development has the potential for regional impact.
2. In determining whether a project has regional impact, the Planning Board may consider, but is not limited to the consideration of, such factors as: the relative size or number of dwelling units compared to the existing housing stock, the proximity to the borders of a neighboring community, transportation networks, anticipated emissions or environmental impacts such as light, noise, smoke, odors, or particles, the proximity to aquifers or surface waters which transcend municipal boundaries, water demand, and shared facilities such as schools, wastewater treatment plants, and solid waste disposal facilities or other criteria as allowed under NH State Law.

1.2.4 Other Local, State, and Federal Requirements

1. These Site Plan Review Regulations in no way relieve a developer, agent or individual from compliance with the Zoning Ordinance, Subdivision Rules and Regulations, Building Codes, Historic District Commission, standard construction plans and specifications of the Department of Public Works, or any other local ordinance, regulation, or code that pertains to the proposed development.
2. The Site Plan Review Agreement shall not be executed until all other required municipal approvals have been granted.

Article 2 Application and Review Process

Section 2.1 Planning Board Responsibilities

The Planning Board and the Site Plan Review Technical Advisory Committee (TAC) are responsible for the review of all Site Plan Review applications.

Section 2.2 Site Plan Review Technical Advisory Committee

2.2.1 Committee Composition

A Site Plan Review Technical Advisory Committee (TAC) is hereby established to assist and advise the Planning Board in reviewing Site Plan Review applications. The TAC shall consist of eight (8) members as follows:

- (a) The Planning Director or a representative of the Planning Department as designated by the Director (either of whom shall act as Chair);
- (b) Two (2) representatives of the Planning Department as designated by the Director;
- (c) The Director of Public Works or a representative of the Department of Public Works as designated by the Director;
- (d) Two (2) representatives from the Divisions of the Department of Public Works as designated by the Director of Public Works;
- (e) The Chief Building Inspector or a representative of the Inspection Department as designated by the Chief Building Inspector;
- (f) A representative of the Fire Department as designated by the Fire Chief;

2.2.2 Technical Advisory Committee Responsibilities

The Site Plan Review Technical Advisory Committee (TAC) shall make recommendations to the Planning Board for approval or disapproval of all Site Plan Review applications.

Section 2.3 Technical Review and Assistance

- 1. The TAC or the Planning Board may request any additional information it deems necessary in order to find that the application satisfies the review standards.

2. The TAC or the Planning Board may request information or technical assistance from City staff, Boards, or Commissions, or from independent experts in any field. If the TAC or the Planning Board determines that it requires the assistance of independent consultants, the applicant shall agree in advance to fund or reimburse the City for all costs of engaging such consultants.
3. When the TAC or the Planning Board notifies the applicant of the need for technical assistance or additional information, then the time periods for review and approval of a Site Plan Review application shall be waived only upon written request by the applicant. In the event that such a request is not forthcoming, the Planning Board may deny the application.

Section 2.4 Preapplication Review

2.4.1 Preapplication Review – General

1. An applicant may request to meet with the Planning Board for preliminary nonbinding discussions of a proposal as provided herein. An applicant may request to meet with the Board for either Preliminary Conceptual Consultation or Design Review, or both. The preliminary conceptual consultation phase is mandatory for certain applications as stated in Section 2.4.2 below.
2. Discussions in the Preliminary Conceptual Consultation and Design Review Phases shall not bind either the applicant or the Board. Statements made by Planning Board members during either phase shall not be a basis for disqualifying said members or invalidating any action subsequently taken by the Board.
3. Preliminary review shall be separate and apart from formal consideration of an application for Site Plan Review, and the time limits for acting on a proposal shall not apply until a formal application has been submitted and has been determined by the Planning Board to be complete.

2.4.2 Preliminary Conceptual Consultation Phase

1. The applicant may request a meeting with the Planning Board to discuss a proposal in conceptual form. The preliminary conceptual consultation phase is mandatory for a site plan that meets any of the following criteria:
 - (a) Includes the construction of 30,000 square feet or more gross floor area;
 - (b) Includes the creation of 20 or more dwelling units;
 - (c) Includes the construction of more than one principal structure on a single parcel.

2. A request for preliminary conceptual consultation shall be submitted to the Planning Department at least 10 days prior to the date of a scheduled meeting of the Board, and shall be accompanied by 12 copies of any plans, sketches and other documents or exhibits to be discussed with the Board, along with digital copies of said documents and exhibits in Portable Document Format (PDF).
3. Preliminary conceptual consultation may occur only at formal meetings of the Planning Board. However, such discussions shall not be the subject of a public hearing, and formal notice of abutters and the public shall not be required.
4. Preliminary conceptual consultation shall be directed at review of the basic concept of the proposal and suggestions that might be of assistance in resolving problems with meeting requirements during final consideration. The Board and the applicant may discuss proposals in conceptual form only and in general terms such as the desirability of the proposed development type, scale, intensity and layout under the Master Plan.

2.4.3 Design Review Phase

1. The applicant may request to meet with the Board for nonbinding discussions of a potential application that involve more specific design and engineering details than in the preliminary conceptual consultation phase.
2. A request for design review shall be submitted to the Planning Department at least 14 days prior to the date of a scheduled meeting of the Board, and shall be accompanied by 12 copies of all plans and exhibits, along with digital copies of said documents and exhibits in Portable Document Format (PDF).
3. The request for design review shall include enough of the information listed in Section 2.5.3(1) and plans displaying enough of the information listed in Section 2.5.4(3) so that the Board is able to review the project. Detailed engineering of infrastructure and utilities are not required at the design review phase, but the information listed in Section 2.5.4(3) should be displayed in sufficient detail to enable the Board to understand the proposed project and identify potential issues and concerns.
4. At a regular meeting of the Planning Board, the Board shall determine if the request for design review includes sufficient information to allow the Board to understand the project and identify potential issues and concerns, and shall vote on whether to accept the request for design review and to schedule a public hearing. If the Board determines that the request does not describe the proposed project in sufficient detail, it shall notify the applicant of the specific deficiencies that need to be addressed.

5. Design review discussions shall take place in a public hearing at a regularly scheduled meeting of the Planning Board, after notice to abutters, holders of conservation, preservation, or agricultural preservation restrictions, and the general public as required by State statute.
6. At any public meeting of the Planning Board, the Board may determine that the design review process of an application has ended and shall inform the applicant in writing within 10 days of such determination.

Section 2.5 Application Requirements

2.5.1 Applicant

An application for Site Plan Review shall be submitted by the owner or lessee of the parcel or parcels, or by the holder of an option or other contract for purchase or lease of the property. If the applicant is not the current owner, the application shall include a copy of the lease, option or other contract, and a written letter from the current property owner.

2.5.2 Applicant Responsibilities

The applicant shall be responsible for fulfilling the following responsibilities before a Site Plan Review Agreement will be executed.

1. The applicant shall submit a completed application on a form entitled “Site Plan Review Application” to the Planning Department along with the application fee and ten (10) copies of the Site Plan (see section 2.5.4 for plan specifications) and supporting documents and studies for review by the TAC.
2. After review of the application by the TAC, the applicant shall submit twelve (12) copies of the Site Plan (see section 2.5.4 for plan specifications) to the Planning Department including any revisions as requested by the TAC and supporting documents and studies.
3. The application shall be fully executed and signed, and shall provide evidence of ownership or legal authorization to represent the landowner.
4. The application shall be complete as submitted and provide adequate information for evaluation of the proposed site development.
5. The applicant shall pay any application fees and costs of advertising and providing notice to abutters.

6. The applicant shall appear and present the Site Plan before the TAC and also at the public hearing before the Planning Board.
7. The applicant shall provide technical information and expertise sufficient for evaluation of the application. Such information shall be made available to the Planning Department at least seven (7) days in advance of any public hearing or scheduled Planning Board or TAC meeting at which the Site Plan will be discussed.
8. All application documents, plans, supporting documentation and other materials shall also be provided in digital Portable Document Format (PDF) on compact disc, DVD or flash drive. Digital files shall be complete and exact copies of the corresponding paper submittals (e.g., plans shall be at the same scale and sheet size as the paper copies). Applicants may submit additional digital files to assist in presentations at public hearings, but such additional digital files shall not be considered part of the application unless corresponding paper documents are also provided.

2.5.3 Site Plan Review Application Required Information

1. The following information shall be included with the Site Plan Review application:
 - (a) Detailed statement that lists and describes “green” building components and systems, including, but not limited to, whether the project is certifiable as demonstrated by a completed LEED (Leadership in Energy and Environmental Design) checklist. For example, building orientation, HVAC efficiencies, reductions in water usage, landscaping, source of building materials, production of on-site electricity, on-site rainwater recovery systems, energy efficient lighting, “cool” roof products, “green” refrigerant and plumbing systems, and energy efficient windows.
 - (b) Gross floor area and dimensions of all buildings and statement of uses and floor area for each floor.
 - (c) Tax map and lot number, and current zoning of all parcels under Site Plan Review.
 - (d) Owner’s name, address, telephone number, and signature. Name, address, and telephone number of applicant if different from owner.
 - (e) Names and addresses (including Tax Map and Lot number and zoning districts) of all direct abutting property owners (including properties located across abutting streets) and holders of existing conservation,

preservation or agricultural preservation restrictions affecting the subject property.

- (f) Names, addresses and telephone numbers of all professionals involved in the site plan design.
- (g) List of reference plans.
- (h) List of names and contact information of all public or private utilities servicing the site.

2. As part of final approval of the site plan by the Planning Board, the applicant shall submit the following.

(a) All local approvals, permits, easements and licenses required, including but not limited to:

- Waivers;
- Driveway permits;
- Special exceptions;
- Variances granted;
- Easements;
- Licenses.

(b) Any exhibits, data, reports or studies that may have been required as part of the approval process, including but not limited to:

- Calculations relating to stormwater runoff;
- Information on composition and quantity of water demand and wastewater generated;
- Information on air, water or land pollutants to be discharged, including standards, quantity, treatment and/or controls;
- Estimates of traffic generation and counts pre- and post-construction;
- Estimates of noise generation;
- A Stormwater Management and Erosion Control Plan;
- Endangered species and archaeological / historical studies;
- Wetland and water body (coastal and inland) delineations;
- Environmental impact studies.

(c) Amendments and any conditions for final Site Plan approval as modified from the original Site Plan Review application submittal. These should be annotated and highlighted on the final site plan in the index and on each affected plan sheet.

- (d) A document from each of the required private utility service providers indicating approval of the proposed site plan and indicating an ability to provide all required private utilities to the site.
- (e) A list of any required state and federal permit applications required for the project and the status of same.

2.5.4 Site Plan Specifications and Required Exhibits and Data

1. Plan sheets submitted as part of the Site Plan Review application process shall meet the following specifications:
 - (a) Full size plans shall not be larger than 22 inches by 34 inches with match lines as required, unless approved by the Planning Director;
 - (b) Scale: Not less than 1 inch = 60 feet and a graphic bar scale shall be included on all plans;
 - (c) GIS data should be referenced to the coordinate system New Hampshire State Plane, NAD83 (1996), with units in feet;
 - (d) Plans shall be drawn to scale and shall be prepared and stamped by a NH licensed civil engineer;
 - (e) Wetlands shall be delineated by a NH certified wetlands scientist and so stamped.
2. The following information is required on all sheets of the plan set submitted as part of the application process:
 - (a) Title (name of development project), north point, scale, legend;
 - (b) Date plans first submitted and the date and explanation of all revisions;
 - (c) Individual plan sheet title that clearly describes the information that is displayed;
 - (d) Source and date of data displayed on the plan;
 - (e) A note shall be provided on the Site Plan stating: “All conditions on this Plan shall remain in effect in perpetuity pursuant to the requirements of the Site Plan Review Regulations.”

3. Plans displaying the following information shall be submitted as part of the Site Plan Review application process. Where possible, the information on each plan should be grouped according to the review standards outlined in Articles 3 through 11 of these regulations.

(a) Existing Conditions

- Surveyed plan of the site showing existing natural and built features.
- Zoning boundaries.
- Wetland delineation, wetland function and value assessment (including vernal pools).
- Special Flood Hazard Areas (SFHA), the 100-year flood elevation line, and Base Flood Elevation (BFE) data, as required.

(b) Buildings and Structures

- Plan view of all buildings and/or structures indicating their use, size, dimensions, location and first floor elevation, footings, overhangs and snow dams.
- Elevations of building(s) indicating their height, massing, placement, materials, lighting and façade treatments.
- Total floor area.
- Number of usable floors.
- Gross floor area by floor and use.

(c) Access and Circulation

- The location and width of accessways within the site.
- The location of curbing, right-of-ways, edge of pavement and sidewalks.
- The location, type, size and design of proposed traffic signing and traffic signal equipment including conduits and pavement markings on and off-site.
- Names and layout of existing abutting streets (including paper streets).
- Driveway curb cuts for abutting properties and for any adjacent properties that front on public roads that provide access to the site.
- If a subdivision, then right-of-way lines and names of all proposed streets, accessways, lanes, right-of-ways or easements and licenses intended to be dedicated for public use.
- Use current AASHTO truck turning templates descriptions with the minimum vehicle allowed being a WB-50, unless otherwise approved by the TAC.

- (d) Parking and Loading
 - The location of off-street parking and loading areas with the layout of the parking spaces and landscaped areas and buffers.
 - Parking calculations showing number required and number provided.

- (e) Water Infrastructure
 - The size, type, and proposed location of water mains, shut-offs, hydrants, gate boxes, valves, and other water facilities with all necessary engineering data.
 - Location of water wells and monitoring wells including protective radii and reserve areas and distance to seasonal high water.

- (f) Sewer Infrastructure
 - The size, type and proposed location of sanitary sewage facilities with all necessary engineering data.

- (g) Utilities
 - The size, type, and location of all above ground and underground public service connections and private service connections; including gas lines, power lines, telephone lines, other communication lines and fire alarm connections.
 - Size, type, and location of generator pads, transformers, pad mounted condensers, and other electrical or mechanical bases or fixtures.

- (h) Solid Waste Facilities
 - The size, type, and location of solid waste disposal facilities.

- (i) Stormwater Management
 - The location, elevation, and layout of surface and subsurface stormwater drainage system features.

- (j) Outdoor Lighting
 - The type and placement of outdoor lighting fixtures for the exterior of the buildings, parking areas, and any other areas of the site, and photometric plan.

- (k) Landscaping
 - Landscaping plan identifying dimensions of the undisturbed area, existing vegetation, all vegetation to be retained, and measures used to protect natural features to be retained.
 - Location of any landscaping irrigation systems and water source.

- (l) Contours and Elevations
 - Existing and proposed contours (2-foot minimum) and finished grade elevations.
 - (m) Open Space
 - Type, extent, and location of existing and proposed open space.
 - (n) All easements, deed restrictions and non-public rights of ways.
 - (o) Location of snow storage areas and/or off-site snow removal provisions.
 - (p) Any other information that the TAC or the Planning Board may require in order to adequately evaluate the proposed development.
 - (q) For sites within a Character District or Civic District, the following additional information shall be included in the plan set:
 - Applicable building height standards (Zoning Ordinance, Sec. 10.5A21.20 and 10.5A43.30, and Regulating Plan) and proposed building height.
 - Applicable special requirements (Zoning Ordinance, Sec. 10.5A21.30 and Regulating Plan), if any, and demonstration of compliance.
 - Proposed building form and building type (Zoning Ordinance, Sec. 10.5A43).
 - Proposed community space, if applicable (Zoning Ordinance, Sec. 10.5A46).
4. For any of the Site Plan Review requirements, the applicant shall submit either the requested information or request a waiver.

Section 2.6 Referrals to City Departments

The Planning Director shall refer applications to other City departments as follows:

1. Applications that involve proposed food service establishments shall be referred to the Health Department.
2. Applications that involve the creation of new dwelling units shall be referred to the School Department

Section 2.7 Public Hearing

1. A public hearing by the TAC will be held for all Site Plan Review applications.
2. Within thirty (30) days of receipt of a recommendation from the TAC, the Planning Board shall place the application on its agenda for a public hearing.
3. In accordance with NH State Law, the following parties shall be given at least ten (10) days' notice of the public hearing at which Site Plan Review will occur:
 - (a) Direct abutters;
 - (b) Holders of conservation, preservation or agricultural preservation restrictions on the property.
4. The general public shall be notified by posting a copy of the written notice at least ten (10) days in advance of the public hearing at two public places and by printing a notice in a newspaper of general circulation.
5. The applicant shall post a notice at least ten (10) days in advance of the public hearing advertising the public hearing on the perimeter of the site where it can easily be viewed and readable from the immediate exterior of the site and shall maintain the notice until Site Plan approval is received.
6. Notices shall include a general description of the proposed development, the name of the applicant, the location of the property which is to be developed and the time, date and place of the meeting or public hearing.
7. When computing the period for notification, the day of mailing, posting or publication and the day of the meeting shall not be counted.
8. All costs of notice, whether mailed, posted or published, shall be paid by the applicant.
9. At the public hearing, any applicant, abutter, or individual may testify in person or in writing.
10. The Planning Board may deny an application for Site Plan Review without a public hearing, based upon failure of the applicant to supply information required by these regulations, failure to meet deadlines established by the Planning Board, or failure to pay costs of the notice or other fees required by the Planning Board.

Section 2.8 Determination of Application Completeness

1. Upon submission of a formal application for Site Plan Review, the Planning Board shall hold a public hearing on the application, with notice to abutters and the public as required by State statute, and shall determine if the application is complete according to these Regulations and shall vote upon its acceptance.
2. If the Board determines that a submitted application is incomplete according to these Regulations, the Board shall notify the applicant of the determination in accordance with RSA 676:3, which shall describe the information, procedure, or other requirement necessary for the application to be complete.
3. Upon determination by the Board that a submitted application is complete according to these Regulations, the Board shall begin formal consideration and shall act to approve, conditionally approve, or disapprove within 65 days, subject to extension or waiver as provided by State statute.

Section 2.9 Evaluation Criteria

In order to grant site plan review approval, the TAC and the Planning Board shall find that the application satisfies evaluation criteria pursuant to NH State Law and listed herein. In making a finding, the TAC and the Planning Board shall consider all standards provided in Articles 3 through 11.

1. Compliance with all City Ordinances and Codes and these regulations.
2. Provision for the safe development, change or expansion of use of the site.
3. Adequate drainage and other mitigative measures to prevent flooding of the property or that of another.
4. Adequate protection for the quality of groundwater.
5. Adequate and reliable water supply sources.
6. Adequate and reliable sewage disposal facilities, lines, and connections.
7. Absence of undesirable and preventable elements of pollution such as smoke, soot, particulates, odor, wastewater, stormwater, sedimentation or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties.
8. Adequate provision for fire safety, prevention and control.

9. Adequate protection of natural features such as, but not limited to, wetlands.
10. Adequate protection of historical features on the site.
11. Adequate management of the volume and flow of traffic on the site and adequate traffic controls to protect public safety and prevent traffic congestion.
12. Adequate traffic controls and traffic management measures to prevent an unacceptable increase in safety hazards and traffic congestion off-site.
13. Adequate insulation from external noise sources.
14. Existing municipal solid waste disposal, police, emergency medical, and other municipal services and facilities adequate to handle any new demands on infrastructure or services created by the project.
15. Provision of usable and functional open spaces of adequate proportions, including needed recreational facilities that can reasonably be provided on the site.
16. Adequate layout and coordination of on-site accessways and sidewalks in relationship to off-site existing or planned streets, accessways, bicycle paths, and sidewalks.
17. Demonstration that the land indicated on plans submitted with the application shall be of such character that it can be used for building purposes without danger to health.
18. Adequate quantities, type or arrangement of landscaping and open space for the provision of visual, noise and air pollution buffers.
19. Compliance with applicable City approved design standards.

Section 2.10 Waiver Requests

1. When the Planning Board finds by a vote of six members that a waiver will not have the effect of nullifying the spirit and intent of the City's Master Plan or these regulations, it may grant a waiver.
2. In granting waivers the Planning Board may require such conditions as will in its judgment secure the objectives of the regulations.

Section 2.11 Approval Procedures

1. Recommendations of the TAC for approval shall require a majority of those present and voting. Five voting members shall constitute a quorum for the transaction of business.
2. Once the TAC has made a recommendation to the Planning Board and a public hearing has been held, final approval shall require a vote by the majority of those Planning Board members present and voting.
3. If the TAC or the Planning Board determines that the proposed site plan does not meet all of the applicable requirements, the TAC or the Planning Board shall vote to disapprove the plan.
4. The reasons for disapproval will be clearly stated in the Planning Board's records and shall be communicated to the applicant in writing.
5. Approval of the site plan shall not be effective until a site plan agreement has been signed (see Section 2.12) and the applicable sheets of the site plan have been recorded at the Rockingham County Registry of Deeds (see Section 2.13).

Section 2.12 Site Plan Review Agreement

1. A Site Plan Review Agreement to ensure the site is developed in accordance with the approved plan shall be drafted for all approved site plans. Terms and conditions of the Site Plan Review Agreement shall indicate any stipulation or condition which may be necessary to secure the public health, safety, and welfare and insure compliance with all of the ordinances of the City of Portsmouth, all applicable state and local regulations, and requirements of the Building Code to insure that all site development and construction is completed according to the Plan approved. A security shall be provided in a form and amount approved by the City.
2. The Site Plan Review Agreement shall be considered fully executed when the Agreement has been endorsed by the owner of the property and the Planning Director, and when the security has been approved by the City Attorney and placed on file with the Planning Department.

Section 2.13 Recording of Site Plans

1. An approved site plan shall be signed by the Planning Board Chairperson (or designee) and shall be recorded at the Rockingham County Registry of Deeds (RCRD). Site plans are not valid until recorded at the Registry of Deeds.

- (a) For the purpose of this requirement, only those sheets in the approved plan set which are intended to show the layout and arrangement of on-site vehicular and pedestrian circulation, off-street parking, and/or landscaping and screening shall typically be required to be recorded.
 - (b) Notwithstanding the above, the Planning Board may require the recording of additional plan sheets or supporting documentation if the Board determines that such recording is necessary to ensure continued compliance with the conditions shown on the plans. Examples include plans showing specific measures designed to protect wetlands or manage stormwater.
2. The applicant shall submit to the Planning Department the following:
- (a) Three (3) copies of the final site plan incorporating any changes that have been required as a condition of the Planning Board vote;
 - (b) One original Mylar of the sheets from the final site plan that are required to be recorded at the RCRD.
3. The plan sheet(s) submitted for recording shall include the following notes:
- “1. This Site Plan shall be recorded in the Rockingham County Registry of Deeds.
 - 2. All improvements shown on this Site Plan shall be constructed and maintained in accordance with the Plan by the property owner and all future property owners. No changes shall be made to this Site Plan without the express approval of the Portsmouth Planning Director.”
4. The plan sheet(s) showing landscaping and screening shall also include the following additional notes:
- “1. The property owner and all future property owners shall be responsible for the maintenance, repair and replacement of all required screening and landscape materials.
 - 2. All required plant materials shall be tended and maintained in a healthy growing condition, replaced when necessary, and kept free of refuse and debris. All required fences and walls shall be maintained in good repair.
 - 3. The property owner shall be responsible to remove and replace dead or diseased plant materials immediately with the same type, size and quantity of plant materials as originally installed, unless alternative plantings are requested, justified and approved by the Planning Board or Planning Director.”

5. An amended site plan shall be recorded at the RCRD as above, provided that in the case of a plan amendment that is granted approval by the Planning Director or TAC without a hearing before the Planning Board, the recording of a notice of approval shall be sufficient.
6. The applicant shall have the required site plans pre-approved by the Registry of Deeds prior to submitting mylars to the Planning Department for signature and recording.

Section 2.14 Approval Expiration and Extension

1. Site plan approval by the Planning Board shall expire unless used (obtain a Building/Change in Use Permit) within a period of one (1) year from the date granted.
2. The Planning Board may, for good cause shown, extend such period by as much as one (1) year if requested and acted upon prior to the expiration date.
3. If additional one (1) year extensions are requested, the owner will be required to have the previously approved plans reviewed by the TAC and the Planning Board. For this review the owner shall provide to the Planning Department the previously approved plans and supporting data.
4. Upon review of a request for an extension, the Planning Board shall have the authority to amend or deny a previously approved application. This review shall not require an application fee; however, the Planning Board and/or TAC may, if deemed necessary by either chair, conduct a public hearing at the owner's expense.
5. A time extension shall be granted if determined that no change has taken place that would materially affect the currently approved site plan in regard to:
 - (a) Traffic flow, volume, or congestion;
 - (b) Pedestrian safety;
 - (c) Drainage;
 - (d) Water availability;
 - (e) Sewer capacity;
 - (f) Design standards;
 - (g) Landscape elements; and
 - (h) Zoning compliance.
6. The Planning Board shall not deny a request for an extension without first having held a public hearing.

Section 2.15 Post Approval Procedures

2.15.1 Amendments

After approval of the site plan the owner may request, in writing, approval of minor amendments. The Planning Director may approve the amendment in writing or may require review by the TAC or the Planning Board.

2.15.2 Landscape Markings

Once a site plan has been approved and prior to the signing of the Site Plan Review Agreement, the applicant shall tag or otherwise identify at the site all vegetation and natural features to be retained as shown on the approved site plan.

2.15.3 Construction Management and Mitigation Plan

1. The Planning Board, as a condition of approval, may require a Construction Management and Mitigation Plan (CMMP). If such a plan is required, no site work is authorized nor shall work commence before the Plan has been accepted and approved as to content and form by the City.
2. If the Planning Board requires completion of a CMMP all activities on the site shall be in full compliance with the CMMP.

Section 2.16 Project Inspection and Completion

2.16.1 Compliance and Enforcement

During construction and upon completion of the project, the Planning Board may require routine inspections to insure compliance with the approved site plan. Such inspections shall be performed by an oversight engineer or other licensed professional.

2.16.2 Final Inspection

At the completion of the project, the applicant shall notify the Planning Director that the project is ready for final inspection.

2.16.3 As-Built Plan

1. At the completion of the project, the applicant shall submit to the Planning Director three (3) copies of an “as-built plan” which shall include all surface and subsurface features, easements, licenses, rights-of-way, and maintenance agreements. The plan shall be prepared and stamped by a New Hampshire licensed land surveyor.

2. At the completion of the project, the owner shall submit to the Planning Director documents showing all easements, licenses, rights-of-way, and maintenance agreements in a recordable format.
3. The applicant shall provide a digital version of the as-built plan. The purpose of the digital plan is to aid in updating the City's geographic information system (GIS). The City respects the copyright interests of the applicant's representatives and requires only factual, not expressive, data. The digital plan shall meet the requirements outlined in Attachment A.
4. The Planning Director may waive the requirement for an as-built plan.

2.16.4 Release of Performance Security

1. The Planning Director and City Attorney may order release of the performance security only after receipt of the Building Inspector's Certificate of Occupancy, the as-built plan, final inspection and any other additional reports required by the Planning Board.
2. If necessary, the Planning Director and City Attorney may order a partial release of the performance security, but no more than one partial release shall be permitted.

2.16.5 Long-Term Maintenance

The property owner shall maintain the property to comply with the approved site plan and shall fulfill all reporting requirements stipulated in the site plan review agreement.

Section 2.17 Exemption of Approved Site Plan from Changes in Land Use Regulations

1. Under State statute (RSA 674:39), approved site plans are protected from future changes in regulations and ordinances as follows:
 - (a) A site plan that has been approved by the Planning Board shall be exempt from all subsequent changes in site plan regulations and zoning ordinances (except those regulations and ordinances which expressly protect public health standards, such as water quality and sewage treatment requirements) for a period of 4 years after the date of approval of the site plan by the Planning Board, provided that:
 - (1) Active and substantial development or building has begun on the site by the owner or the owner's successor in interest in accordance with the approved plans within 12 months after the date of approval, or in accordance with the terms of the approval, and

any required site plan security is provided to the City at the time of commencement of such development; and

- (2) The development remains in full compliance with the public health regulations and ordinances of the City of Portsmouth; and
 - (3) At the time of approval, the site plan conforms to the site plan regulations and zoning ordinances then in effect at the site of such plan.
- (b) Once substantial completion of the improvements as shown on the site plans has occurred in compliance with the approved site plans or the terms of said approval, or unless otherwise stipulated by the Planning Board, no subsequent changes in these Site Plan Review Regulations or the Zoning Ordinance shall operate to affect such improvements.
2. In the absence of a specific finding by the Planning Board, the following terms are defined for the purpose of determining exempting a project from subsequent amendments to local land use regulations:
- (a) “Active and substantial development or building” shall mean the completion of all of the following in accordance with the approved plans:
 - (1) Installation and maintenance of erosion control measures; and
 - (2) Construction of all drainage improvements to service the development, including all detention/retention basins, treatment swales, pipes, underdrains, catch basins, etc.; and
 - (3) Construction of all roadways, accessways, etc. to a minimum of gravel base; and
 - (4) Construction and/or installation of all utilities ready for connection to proposed buildings and structures; and
 - (5) Construction of at least one building foundation or 20% of the total building foundations on the site, whichever is greater; and
 - (6) Review and approval of items (1) through (5) by the Department of Public Works or designated agent.

Site clearing, excavation or earth movement without completion of items (1) through (6) above shall not be considered “active and substantial development.” A plan approved in phases shall be subject to this definition only for the phase currently being developed.

2. “Substantial completion of the improvements as shown on the site plan” is defined as the establishment of all on-site and off-site improvements specified in the site plan approval, except for those improvements which are specifically deferred by recorded vote of the Planning Board prior to the

expiration of the four (4) year period specified in RSA 674:39. To the extent that the Planning Board calls a bond or other security for such improvements and the funds are paid to the City, substantial completion of the improvements in the subdivision shall be deemed to have occurred.

Article 3 Vehicular Circulation Standards

Section 3.1 General Provisions

1. All site development shall be designed and constructed to consider the safety, interests and convenience of all users – drivers, bicyclists, transit users and pedestrians of all ages and abilities.
2. All site plans shall portray the design of every element of vehicular circulation that provides access in and around the site, unless otherwise specified. The Planning Board may require that work involving areas of special sensitivity or significance be conducted by a traffic engineer licensed in New Hampshire.

Section 3.2 Off-Site Impacts

1. The applicant is responsible for assessing the impact of the proposed development on traffic patterns and vehicular circulation systems. The TAC and/or the Planning Board may require that a traffic study be performed and that a technical expert may be hired to review any traffic analysis performed by the applicant.
2. A traffic impact analysis shall be prepared by a professional engineer licensed in New Hampshire and experienced and qualified in traffic engineering, and shall contain the following information:
 - (a) Existing traffic conditions on streets and intersections adjacent to the site, including daily and peak-hour traffic volumes, seasonally adjusted as determined by the TAC;
 - (b) Projected traffic conditions on adjacent streets for the design year of occupancy and for the tenth year following occupancy or such longer period as the TAC or Planning Board determines applicable based on the scale of the project;
 - (c) Projected impacts of the proposed development including:
 - total daily and peak-hour traffic entering and exiting the site
 - turning movements
 - estimates of induced vs. pass-by trips;
 - (d) A proposed plan to mitigate the projected impacts of the development.
3. Projects shall be designed to maintain, and where possible enhance, the quality of vehicular, bicycle and pedestrian circulation and safety on affected public streets.

4. The applicant shall provide traffic signal equipment, traffic signs, travel lanes, pavement widening, markings, sidewalks, and other improvements to existing streets upon determination by the Planning Board that the specific improvements are necessary for safe handling of traffic generated by the proposed development.
5. Projects having access onto congested public streets may be required to eliminate certain turning movements as determined necessary and practical by the Planning Board.

Section 3.3 General Accessway and Driveway Design

3.3.1 General Requirements

1. The internal network of accessways and driveways shall:
 - (a) Provide for the safe, efficient and orderly movement of all modes of transportation, including vehicles, public transit, bikes and pedestrians;
 - (b) Be designed to meet, but not exceed, the needs of the present and projected population served by the site, and;
 - (c) Be designed to respect natural features and topography.
2. Accessways shall be designed based on the anticipated role within the project site of the accessway as defined by AASHTO road classifications and/or approved by the Planning Board.
3. A driveway permit from the Department of Public Works shall be required for all existing and new driveways accessing a street.

3.3.2 Accessway and Driveway Design and Location

1. Accessways and driveways shall, where practical, have an all-season safe sight distance (according to AASHTO standards) in both directions along the public street. Where only a lesser sight distance is obtainable, no more than one accessway per single parcel shall be allowed.
2. Accessways and driveways shall be located no closer than fifty (50) feet to the curb line of an intersecting street.
3. Driveways shall be limited to one per lot.

3.3.3 Travel Lanes

Where multiple travel lanes are required, planted medians (designed in accordance with the landscaping standards in Article 6 herein) may be required at the discretion of the Planning Board to reduce the visual impact of pavement.

3.3.4 Shared Access

Shared driveways are encouraged and may be permitted between adjacent lots. In such cases, a joint access easement between the property owners may be required.

Section 3.4 Curbing

Granite curbing shall be installed per the Department of Public Works specifications in all of the following situations:

- (a) Where accessways and driveways meet public streets;
- (b) Where curbing is necessary to channelize surface drainage; and
- (c) Where otherwise required by the Planning Board.

Section 3.5 Traffic Calming and Connections

1. Internal accessway networks shall be designed to optimize public safety.
2. Traffic measures shall be implemented to support the overall interconnectedness and coherence of the City's public street system.

Section 3.6 Drive-Through Facilities

3.6.1 Site Access and Circulation Standards

1. The internal entrance into the drive-through lane shall not conflict with the general access to the site.
2. The distance from any transaction window to the site exit shall be a minimum of sixty (60) feet.
3. Where a turn in the drive-through lane is required between a transaction window and the site exit, the distance from the transaction window to the beginning of the turn shall be a minimum of forty (40) feet with an internal minimum turning radius of seventeen (17) feet.

3.6.2 Stacking Lanes and Spaces

1. Stacking lanes shall be provided to prevent circulation congestion and conflicts, both within the site and on adjacent public streets. Stacking lanes shall be designed to separate drive-through traffic from other vehicular and pedestrian circulation.
2. Stacking lanes shall not conflict with or impede vehicular or pedestrian circulation within the site, access into or out of parking spaces, or access into buildings; and shall not interfere with required loading and trash storage areas.
3. Stacking lanes shall be at least 10 feet wide and stacking spaces shall be at least 20 feet in length.
4. The applicant must demonstrate that the number of stacking lanes and spaces proposed are sufficient for the intended use.
5. A bypass lane at least 11 feet wide shall be provided in order to permit vehicles to exit the site without using the drive-through lane(s).
6. Stacking lanes (not including bypass lanes) shall be set back 15 feet from the property line fronting on any public way, 15 feet from any side or rear property lines which abut non-residential properties, and 20 feet from any side or rear property lines which abut residential property.
7. Stacking lanes shall be integrated with the onsite circulation pattern, and shall not enter directly from a public right-of-way.
8. Stacking lanes shall be distinguished from traffic aisles, other stacking lanes and parking areas with striping, curbing, landscaping or the use of alternative paving materials or medians.
9. The intersection of stacking lanes and walk-in customer access shall be a minimum of fifty (50) feet from site entrances and exits and from transaction windows. Said intersections shall be provided with crosswalks delineated by patterned or contrasting paving and striping and shall include warning signage aimed at both the pedestrian and vehicle.

3.6.3 Traffic Impact Study

A traffic impact analysis conforming to the standards in Section 3.2 shall be submitted with any site plan review application containing a drive-through facility.

3.6.4 Noise Reduction

Sound pressure levels created by devices in the drive-through facility, including but not limited to speakers, shall comply with the standards for noise control in the Zoning Ordinance. Methods of communicating to patrons that do not require the use of speakers shall be used where feasible or where required by the Planning Board.

3.6.5 Screening

1. Drive-through lanes, stacking spaces and bypass lanes that would be visible from a public right-of-way or from land in a Residential or Mixed Residential zoning district shall be screened from view to at least three feet above grade.
2. Screening shall be with brick or stone walls, berms, or equivalent structures approved by the Planning Board. Walls, berms and other screening structures shall be supplemented by plantings such as shrubs and trees.
3. Notwithstanding the above, drive-through facilities need not be screened from a public right-of-way if (a) the right-of-way is more than 100 feet from the drive-through facility and (b) the Planning Board determines that existing or proposed topography or landscaping will provide adequate visual relief and prevention of glare.

Section 3.7 Loading and Service Areas

3.7.1 Location

1. Loading and services areas shall not be located between the front property line and any building or structure nor in the required side yard or rear yard areas.
2. No off-street loading or maneuvering areas shall be nearer than 100 feet to any adjoining Residential or Mixed Residential Zoning Districts.
3. All such areas shall be screened in accordance with Article 6 of these regulations.
4. No off-street loading areas shall be a part of an area used to satisfy the off-street parking requirements of the Zoning Ordinance.

3.7.2 Design Standards

Loading areas and accessways to loading areas shall have a durable surface (whether pervious or impervious) that meets the load bearing capacity of the

project, minimizes dust, material tracking and erosion, and facilitates snow removal.

Section 3.8 Fire Lanes

1. Fire lanes shall be provided in accordance with the City's Emergency Lanes Ordinance.
2. Fire lanes may be required to be within 30 feet of a building if deemed necessary by the TAC. A minimum of 5 foot wide unobstructed pathway shall be provided through all barriers, including rows of parked cars.
3. Fire lane and access easements shall be provided to serve all buildings and any areas deemed necessary for emergency vehicle access.
4. Required "NO PARKING FIRE LANE" signs shall be 12 inches wide and 18 inches high. Signs shall be painted on a white background with letters and borders in red, using not less than 2 inches lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six (6) feet, six (6) inches above finished grade. Signs shall be spaced not more than one hundred (100) feet apart. Signs may be installed on permanent buildings or walls or as approved by the TAC.
5. Pavement marking lines shall be painted in red traffic paint, six (6) inches in width to show the boundaries of the fire lane. The words "NO PARKING FIRE LANE" shall appear in four (4) inch white letters at 25 feet intervals on the red border markings along both sides of the fire lanes.
6. Curb marking shall be painted in red traffic paint from the top seam of the curb to a point even with the driving surface. The words "NO PARKING FIRE LANE" shall appear in four (4) inch white letters at 25 feet intervals along the curb(s).
7. All fire lanes shall be maintained and kept in a good state of repair at all times by the owner.

Section 3.9 Mass Transit Facilities

Mass transit facilities shall be incorporated at the discretion of the Planning Board based on future transit system needs. Transit routes, access points and shelter locations shall be addressed along major streets or accessways within and on the perimeter of such projects. Transit facilities shall be provided in a manner to make transit an attractive mode of travel for both employees and patrons.

Article 4 Parking Area Standards

Section 4.1 Parking Provision

The number of parking spaces required, parking facility setbacks, and location of parking facilities shall be in accordance with the off street parking standards in the Zoning Ordinance.

Section 4.2 Requirements for Accessible Parking for the Physically Disabled

1. Specially designated parking spaces for the physically disabled shall be located closest to the designated accessible primary entrance(s).
2. If possible, these shall be located so that physically disabled persons do not have to cross vehicular travel lanes.
3. Ramps required as a means of egress leading from specially designated parking spaces for the physically disabled in parking lots shall be in conformity with Building Code.
4. Parking for the physically disabled shall comply at a minimum with the standards provided by *Accessible and Usable Buildings & Facilities* (ICC/ANSI A117.1 latest edition).

Section 4.3 Off-Street Parking Space Design and Layout

In addition to the requirements of the Zoning Ordinance, the following design standards shall apply.

1. Every effort shall be made to use pervious parking and pathway surfaces as an alternative to impervious asphalt or concrete for overflow parking areas, except in cases where it is determined that a traditional impervious parking lot with engineered stormwater systems renders greater protection of surface and groundwater resources than pervious pavement.
2. When provided, motorcycle parking pads shall be concrete.

Article 5 Pedestrian and Bicycle Circulation

Section 5.1 General Provisions

1. The site plan shall provide for a system of pedestrian or bicycle paths, or a combination of both, as appropriate to the type and scale of development. This system shall connect the major building entrances/exits, parking areas and any existing or proposed sidewalks within or adjacent to the project.
2. Any paths shall be located within the lot lines of the site, unless it is determined by the Planning Board that it would be more appropriate to locate these in the public right of way.
3. The system shall also be designed to link the project with residential, recreational, commercial facilities, schools, bus stops and existing bicycle or pedestrian facilities in the neighborhood.
4. The system shall minimize conflicts between pedestrians, bicycles and motor vehicles.

Section 5.2 Sidewalks and Pedestrian Pathways

5.2.1 Accessibility

Sidewalks and pedestrian pathways shall be easily accessible to all users, whatever their level of physical ability, and comply at a minimum with the standards provided by *Accessible and Usable Buildings & Facilities* (ICC/ANSI A117.1, latest edition).

5.2.2 Travel Width

The sidewalk or pedestrian pathway shall be at least five (5) feet wide. If anticipated pedestrian volumes warrant, the Planning Board may require a wider pathway.

5.2.3 Continuity

1. A sidewalk or pedestrian pathway shall connect destinations and shall not require pedestrians to travel out of their way unnecessarily.
2. Pedestrian areas shall be clearly distinguished from vehicular and bicycle traffic areas through the use of paving materials, landscaping buffers, or other means.

5.2.4 Location

At a minimum, sidewalks shall be located along the front of the site, along the front of buildings, and shall connect to building entrances.

5.2.5 Pedestrian Amenities

1. Sidewalks and pedestrian pathways longer than 500 feet shall provide areas for standing and sitting and may include pedestrian amenities such as benches, tables, shade trees or grassy areas.
2. Such pedestrian areas shall be a minimum of 100 square feet in area and shall be provided at regular intervals of 300 feet along the sidewalk or pedestrian pathway.

5.2.6 Surfacing Materials

Any off-site improvements to public sidewalks that are required as part of the project shall use surfacing materials specified by the Planning Board.

Section 5.3 Bicycle Facilities

5.3.1 General

1. Bicycle facilities (including routes and racks) may be combined with pedestrian facilities when designed according to shared path standards of AASHTO, but not on City sidewalks.
2. Bicycle facilities shall be designed in accordance with AASHTO, Guide for the Development of Bicycle Facilities, as amended.

5.3.2 Bicycle Routes

Bicycle routes may be required by the Planning Board in the form of a separate off-street path or on-street marked bicycle lanes.

5.3.3 Bicycle Racks

Bicycle racks, when required by the Planning Board, shall meet the following requirements:

- (a) All racks shall be located in a convenient and secure location.
- (b) Where bicycle racks are placed near trees, trees shall be protected with tree guards to prevent the securing of bicycles to trees.

- (c) All racks shall be designed to allow the frame and one wheel to be locked to the rack with a high security, U-shaped shackle lock if both wheels are left on the bicycle.
- (d) All racks shall be securely anchored to a durable, hard paved (preferably concrete) permanent surface.

Article 6 Landscaping and Screening Standards

Section 6.1 General Provisions

Landscaping shall be provided that:

- (a) Defines areas for pedestrian and vehicular circulation;
- (b) Breaks up the mass of buildings and impervious areas;
- (c) Incorporates existing native vegetation and other natural features into the site design;
- (d) Micromanages and controls stormwater at its source to minimize off-site impacts;
- (e) Conserves water and reduces outside water use on the site;
- (f) Provides buffers between incompatible land-uses or sites;
- (g) Softens architectural and structural materials;
- (h) Minimizes the introduction of pollutants to the environment.

Section 6.2 Landscaping Plan

1. A landscaping plan shall be submitted with each application for Site Plan Review showing:
 - (a) Existing and proposed vegetation including trees, shrubs and plant beds including all vegetation that shall be retained as required by the Planning Board;
 - (b) Dimensions of undisturbed areas and measures that shall be used to protect during construction existing natural features that are to be retained;
 - (c) Location of all utilities above ground and below ground and related easements;
 - (d) Required front, side, and rear yards.
2. A plant schedule shall accompany the plan that includes the following information:
 - (a) Botanical and common names;

- (b) Planting size and size at maturity;
- (c) Quantity;
- (d) Growth habits (branching, crown spread, root spread);
- (e) Tolerance to urban conditions including road salt, soil; compaction, drought, heat, and air pollution;
- (f) Planting requirements.

Section 6.3 General Requirements

1. Areas not occupied by buildings or other structures, parking, loading, and accessways shall be landscaped to provide visual relief from expanses of paving and buildings while providing shade and stormwater management benefits.
2. At a minimum, all yards, setbacks, and areas of open space as required by the Zoning Ordinance shall retain existing natural features or be landscaped as required herein.
3. Landscaped areas shall consist of a combination of grass, flowers, vines, groundcovers, trees and/or shrubs. All planting areas shall be landscaped with a combination of climate tolerant plant material and protective groundcover. Bare soil is not permitted.
4. Natural features, existing healthy mature trees, and other existing vegetation shall be identified on the landscaping plan and shall be retained when required by the Planning Board.
5. Existing invasive plant species shall be removed and destroyed if required by the Planning Board. Applicants shall refer to the *Prohibited Invasive Plant Species List* maintained by the NH Department of Agriculture.
6. No loam or other topsoil shall be removed from the site as part of site development. Topsoil shall be appropriately stockpiled and stabilized for redistribution within new planting areas.
7. Existing topography shall be maintained unless otherwise permitted by the Planning Board.
8. Any areas disturbed during construction that will not be occupied by buildings or other structures, parking, loading, and accessways shall be

replaced with a minimum of 6 inches of suitable topsoil and then shall be replanted according to the requirements herein.

9. Plant material and landscape maintenance procedures that incorporate water conservation techniques are preferred.
10. All local and state requirements for yards and sight distance shall take precedence for selection and placement of landscaping features, as applicable.
11. No plantings shall be placed where they may impede or interfere with existing or proposed sewer, water, natural gas lines, or power lines.
12. The front yard landscaping area may contain any of the following:
 - (a) Public utility easements and open surface drainage easements that do not occupy more than thirty (30) percent of the required landscaped area. Such areas should be planted with perennials or groundcover so as not to interfere with utility connections;
 - (b) Underground utility connections and transformers, provided that they do not encroach more than five (5) feet into the required landscaped area. Such equipment shall be landscaped to soften the visual impact.
13. Wherever appropriate, applicants shall incorporate Low Impact Development (LID) design practices and technologies in all aspects of the site's landscaping.

Section 6.4 Planting Requirements

The purpose of planting requirements is to enhance the long-term survival prospects of the plant materials used in site landscaping. These standards are also meant to ensure that the benefits of site landscaping (buffering, aesthetic enhancement, erosion control, etc.) are realized as early after planting as possible. The following standards for planting requirements shall apply.

- (a) Planting holes for trees shall be at least two to three times the width of the root ball and shall be no deeper than the root ball.
- (b) Shrubs shall have a planting hole three to five times the width of the root ball and shall not be deeper than the root ball itself.
- (c) Evergreen trees shall be fully branched with a minimum 5-foot height at the time of planting.

- (d) Deciduous trees shall be fully branched and a minimum size of 2 inches in caliper at the time of planting
- (e) Shrubs shall be fully branched with a minimum of 2½ feet height at planting.
- (f) Existing landscaping, trees and planting materials to be retained shall be protected with a snow fence or other durable method as necessary during construction to avoid damage to root zones as well as above ground vegetation.
- (g) When appropriate for trees placed within sidewalks, tree grates shall be used to prevent excessive soil compaction and to add interest to the pavement. Tree grates shall be fabricated of a strong, durable material, installed flush with grade, and provide an expandable center opening to allow for continued tree growth.
- (h) Where applicable, tree guards shall be installed to protect the base of the tree from street activity.
- (i) Tree wells over 6 inches deep or other landscape features that have the potential to present a falling hazard to the public shall have grates, fences or other protective measures installed.
- (j) All trees where required shall be welled and protected against change of grade.

Section 6.5 Plant Selection

1. All proposed plantings shall be appropriate for the soils, weather and environmental conditions of the site. Particular attention shall be paid to tolerance to potential road salt and other deicing treatments.
2. Plant materials shall be of specimen quality conforming to the American Standards for Nursery Stock and shall be guaranteed for at least two growing seasons.
3. Plants on the *Prohibited Invasive Plant Species List* maintained by the NH Department of Agriculture shall not be planted.
4. Trees shall be selected for growing habits that are appropriate for the location. Consideration shall be given to crown height and canopy spread at maturity so as not to interfere with buildings, structures, pedestrian and bicycle facilities, or other site features.

Section 6.6 Landscaped Areas

1. Side slopes for all landscaped areas shall not exceed thirty-three (33) percent (3:1 slope), and shall be appropriately stabilized with vegetation.
2. Within parking areas, landscaped islands shall be provided between adjacent rows of parking and between groups of parking spaces with the goal of breaking up large contiguously paved areas.
3. Landscaped islands shall be a minimum of nine (9) feet wide or as necessary to provide adequate room for growth and so as not to interfere with access to vehicles, lines of sight, pedestrian travel, or the long-term health of the vegetation.
4. Landscaped areas shall consist of a combination of large and small trees, shrubs, perennial and/or annual flowers, and groundcover.
5. Landscaped areas shall be designed with a variety of plant species that provide seasonal variety.
6. Landscaping around building entrances, near parking spaces, and along pedestrian and bicycle ways shall not interfere or block line of sight, restrict travel, or present a hazard to personal property.
7. Any landscaping located within the safe site distance of a driveway entryway, as defined by AASHTO standards, shall be no more than 3 feet at mature height.
8. Areas between trees and shrubs shall be planted with groundcover spaced to cover the area within 3 years. Areas of exposed bare soil shall be avoided. Mulch shall not be considered a groundcover.
9. Pedestrian pathways made of permeable materials are encouraged where landscaping areas are of a size and shape to accommodate pedestrian passage.
10. Low Impact Development techniques such as rain gardens, bioretention areas, and tree boxes and other stormwater management landscaping techniques may be incorporated into landscaped areas and may replace required landscaping components as approved by the Planning Board.

Section 6.7 Landscaping Along Public Rights of Way

1. Where feasible or as required by the Planning Board, street trees may be planted along public rights-of-way with the goal of providing a tree-lined street.

2. Trees shall be spaced at a minimum of 1 tree per 30 lineal feet or farther apart if necessary to accommodate the mature crown spread of the tree. Trees shall not interfere with buildings, overhead utilities, pedestrian travel, or access to on-street parking spaces.
3. In the Gateway District, the front yard shall include a landscaped buffer strip with a depth of at least one-third of the distance between the street right-of-way and any building, and extending across the width of the lot except for driveways, sidewalks and bicycle paths. The buffer strip shall be in addition to the street trees required herein, and shall include a combination of trees and lower-level elements such as shrubs, hedges, fences, planted berms, or brick or stone walls.

Section 6.8 Perimeter Landscaping

1. Parking areas shall be landscaped on the perimeter in order to soften the visual impact of the parking area while maintaining clear sight lines.
2. Landscaping between nonresidential uses is intended to provide visual relief from pavement. It may, however, encourage passage between nonresidential properties by (a) providing five (5) foot wide pedestrian pathways through landscaping elements at locations suitable for safe pedestrian circulation and (b) using landscaping materials that allow a clear sight line between properties at a height of three (3) feet.
3. A minimum nine (9) foot-wide landscaped buffer, including shade trees, between the street or accessway pavement and the sidewalk or pedestrian pathway shall be provided where adequate public right of way exists.

Section 6.9 Screening

1. Where nonresidential uses and/or off-street parking facilities abut a residential zone the perimeter shall be screened to provide physical and visual separation between uses.
2. Natural screening shall consist of evergreen shrubs/trees planted in a line to form a continuous screen and growing to a height of 6 feet within 3 years. The remaining portion of the screening area shall consist of large and small trees, grass, flower beds, or other vegetative groundcover planted to fully cover the ground surface of the area within 3 years.
3. A 6-foot high fence or masonry wall may be substituted for natural screening if approved by the Planning Board. The wall or fence shall be placed on the exterior side of any landscaping.

4. All sites shall incorporate screening measures to prevent the headlights of vehicles from shining on adjoining residential areas.
5. All mechanical installations and equipment, solid waste collection equipment, pump stations, and outdoor storage shall be screened or softened with landscaping that is appropriate for the location.

Section 6.10 Maintenance and Replacement of Landscaping and Screening

1. The property owner shall be responsible for the maintenance, repair, and replacement of all required screening and landscaping materials.
2. All required plant materials shall be tended and maintained in a healthy growing condition, replaced when necessary, and kept free of refuse and debris. All required fences and walls shall be maintained in good repair.
3. The property owner will remove and replace dead or diseased plant materials immediately with the same type, size and quantity of plant materials as originally installed, unless alternative plantings are requested, justified, and approved by the Planning Board.

Section 6.11 Irrigation

1. Irrigation should be minimized to the extent possible through use of native drought tolerant species and the use of landscaping that does not require permanent irrigation systems.
2. When irrigation is necessary to support the establishment and/or maintenance of landscaped areas smart controllers shall be used that limit irrigation during the day and during rain events.
3. Where appropriate, additional water conservation features including trickle and drip lines, rain barrels, cisterns or other water harvesting elements shall be used.
4. Applicants are encouraged to use recycled water for irrigation provided the harvesting and circulation systems and water quality meet the requirements of the City's Utility Ordinance and state standards.
5. Irrigation systems shall be installed and operated in accordance with the City's Utility Ordinance.

Section 6.12 Innovative Landscaping Practices

6.12.1 Green Roofs

Applicants are encouraged to use roofing materials that have a Solar Reflective Index (SRI) of at least 29 (greater for roofs with a slope of 2:12 or more) or install vegetated roofs.

6.12.2 Solar Orientation

Applicants are encouraged to incorporate landscaping techniques that help reduce energy consumption for heating and cooling of buildings on the site. Trees should be planted in order to provide shade on buildings and parking lots in the warm seasons and to allow solar heat during the cool seasons.

Article 7 Water Resources Standards

Section 7.1 Low Impact Development (LID)

Applicants shall incorporate Low Impact Development (LID) design practices and techniques in all aspects of the site's development.

Section 7.2 Water Quality Protection

1. Water bodies, watercourses, and wetlands shall be preserved in their existing condition whenever possible.
2. All regulated substances shall be stored, transported, disposed or transferred in accordance with the rules for Best Management Practices for Groundwater Protection of the New Hampshire Department of Environmental Services (NH DES).
3. The proposed site development and use shall not adversely impact either the quality or quantity of groundwater available to surrounding properties or to public water supply systems.
4. For any on-site water system supplying 20,000 gallons per day (gpd) or more, evidence presented by a qualified hydrologist shall be sufficient to reasonably conclude that there will be no adverse effect on other public or private groundwater sources.
5. The development shall meet all applicable federal, state, and City regulations, statutes, ordinances, and standards regarding protection of water quality.

Section 7.3 Wellhead Protection Areas

1. The application for Site Plan Review shall indicate whether the proposed development is located in a wellhead protection or aquifer protection area, and such determination shall be approved by the Director of the Department of Public Works.
2. If the proposed development is determined to be located in a wellhead or aquifer protection area, the Planning Board may:
 - (a) Require upgradient and downgradient U.S. EPA-type monitoring wells that are installed under the direction of a NH certified professional hydrogeologist;

- (b) Require that a first round of pre-construction samples be collected and analyzed and the results submitted to the Department of Public Works;
 - (c) Determine that continued monitoring is necessary per the recommendation of the Department of Public Works;
 - (d) Require an easement to access the monitoring wells in order to take future samples;
 - (e) Require annual sampling of constituents of concern as determined by the Department of Public Works.
3. Within a wellhead protection area no more than twenty percent (20%) of a single lot or building site shall be rendered impervious to groundwater infiltration.

Section 7.4 Stormwater Management

[7.4.1 Basic Criteria]*

- 1. Adequate provisions shall be made for the collection, treatment and/or disposal of all stormwater that runs off the site.
- 2. In addition to the requirements of this Article, all developments subject to Site Plan Review shall comply with the City's Regulation of Discharges into the Stormwater Drainage System Ordinance.
- 3. The applicant shall submit documentation demonstrating how stormwater treatment devices shall be maintained.

7.4.2 Best Management Practices

All developments subject to Site Plan Review, regardless of the area of disturbance, shall use an array of best management practices to reduce and cleanse stormwater runoff, including but not limited to the following:

- 1. Where vegetated areas are used to control and treat stormwater, such areas shall be planted with appropriate non-invasive groundcover, shrubs and/or other plantings sufficient to prevent soil erosion and to promote proper treatment of stormwater.
- 2. Site development shall comply with the requirements of the Flood Plain District as regulated by the Zoning Ordinance.

* Heading inserted administratively.

3. Salt storage areas shall be covered in order to ensure protection and prevent runoff. Salt storage is prohibited within 250 feet of an inland wetland or within a wellhead protection area unless completely covered and contained in a structure.
4. Snow storage areas shall be located such that no direct discharges to receiving waters are possible from the storage site. Runoff from snow storage areas shall enter treatment areas to remove suspended solids and other contaminants before being discharged to receiving waters or preferably be allowed to infiltrate into the groundwater.
5. Every effort shall be made to retain stormwater on the site using the natural or existing flow patterns of the site.
6. Efforts shall be made to utilize methods that intercept, treat, and infiltrate runoff throughout the site including, but not limited to, infiltration trenches, drainfields, dry wells, bioretention areas, level spreaders, filter strips, wetlands, vegetated swales, gravel wetlands, rain gardens, and tree boxes.
7. Applicants shall demonstrate why on-site infiltration approaches are not possible or adequate before proposing the use of conventional systems that rely on collection and conveyance to remove runoff from the site.
8. Measures shall be taken to control the post-development peak rate of runoff so that it does not exceed pre-development runoff for the 2, 10, 25, and 50-year, 24-hour storm event.
9. The applicant shall demonstrate that on- and off-site downstream channel or system capacity is sufficient to carry the stormwater run-off volume and flow without adverse effects, such as flooding and erosion of stream banks and shoreland areas.
10. Where runoff cannot be contained within the site, priority shall be given to preserving natural or existing drainage systems including perennial and intermittent streams, wetlands, swales, and drainage ditches for conveyance of runoff leaving the project area.
11. For a storm event of ½ inch or less, the applicant shall demonstrate that stormwater management practices will remove contaminants from the stormwater runoff that leaves the site. The use of oil and grit traps in manholes, on-site vegetated waterways, and vegetated buffer strips along waterways and drainage swales, and the reduction in use of deicing salts and fertilizers may be required by the Planning Board.

12. Design of the on-site stormwater drainage systems shall provide for the disposal of stormwater without damage to streets and accessways, adjacent properties, downstream properties, soils and vegetation and without ponding or flooding except in areas designed for such stormwater storage.
13. The design of the on-site stormwater drainage systems shall not increase or impede existing flows.
14. Whenever practical, native vegetation (not including invasive species) shall be retained, protected or supplemented. Any removal of vegetation shall be done in a manner that minimizes soil erosion.
15. Appropriate erosion and sediment control measures shall be installed prior to any soil disturbance.
16. The area of disturbance shall be kept to a minimum. Disturbed areas remaining idle for more than 30 days shall be stabilized.
17. Measures shall be taken to control erosion within the project area. Sediment in stormwater runoff water shall be trapped and retained within the project area using approved measures. Wetland areas and surface waters shall be protected from sediment.
18. Runoff shall be diverted away from disturbed areas where feasible or carried non-erosively through the project area. Integrity of downstream drainage systems shall be maintained.
19. All temporary erosion and sediment control measures shall be removed after final site stabilization. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized within 30 days unless conditions dictate otherwise.
20. All projects of such magnitude as to require a stormwater permit from the NH DES shall comply with the standards of the NH DES with respect to the export of total suspended solids and/or nutrients such as phosphorous and nitrogen. If the project does not require a stormwater permit from the NH DES, it shall be designed to minimize the export of phosphorous from the site to the extent reasonable with the proposed use and the characteristics of the site.
21. Off-site disposal and transport of stormwater runoff shall not overburden the City's storm drainage system. If the system is inadequate to handle the disposal and transport, the applicant may upgrade the system at no cost to the City. All improvements shall comply with the requirements of the City's Ordinance for Regulation of Discharges into Storm Water Drainage System.

22. Soil compaction on site shall be minimized by using the smallest (lightest) equipment possible and minimizing travel over areas that will be revegetated or used to infiltrate stormwater (e.g., bioretention areas).
23. When it is not possible to minimize soil compaction due to site limitations, post construction mitigation measures shall be taken to maximize infiltration rates on soils as suitable for the uses intended.

7.4.3 Impervious Surfaces

1. All applications shall minimize the area of impervious surfaces, and address the potential negative impact of impervious surfaces on surface and groundwater resources.
2. Maximum effective impervious surface cover that contributes to stormwater leaving the site shall be minimized to the maximum extent feasible. Applicants shall provide a calculation of the maximum effective impervious surface as a percentage of the site.
3. For purposes of these regulations, the total impervious area of a lot or site is defined as the total area of impervious parking lots, accessways, driveways, roof area, decks, paved walkways, sidewalks, and any concrete, stone, brick, asphalt or compacted gravel surface.
4. Impervious surfaces may be disconnected from the stormwater drainage network to reduce the total effective impervious surface cover through such techniques as infiltration or sheet flow over pervious area.

7.4.4 Stormwater Management and Erosion Control Plan

1. The applicant shall submit a Stormwater Management and Erosion Control Plan.
2. The plan shall be in compliance with the EPA Phase II Stormwater Rules, as amended.
3. Stormwater Management and Erosion Control Plans shall meet the following requirements and / or show the following information:
 - (a) Design calculations for all temporary and permanent stormwater best management practice (BMP) measures.
 - (b) A proposed schedule for the inspection and maintenance of all BMPs, and a mechanism for this to continue in perpetuity.

- (c) Identification of all permanent control measures and responsibility for continued maintenance.
 - (d) Drainage report with calculations showing volume, peak discharge, and velocity of present and future runoff.
 - (e) When detention structures are planned to reduce future condition peak discharge the soil cover complex method shall be used to compute the runoff volume and peak discharge for designing the structure.
4. The Planning Board shall approve the Stormwater Management and Erosion Control Plan if it complies with the requirements and objectives of these regulations. Such approval shall be a component of the overall subdivision or site plan approval. If disapproved, the Planning Board shall furnish the applicant with a list of plan deficiencies and procedures for filing a revised plan.
 5. Any Stormwater Management and Erosion Control Plan prepared under these regulations may be reviewed by a qualified professional consultant, as determined to be appropriate by the Planning Board.
 6. The Stormwater and Erosion Control Plan shall include proposed alternatives to or minimizing of salt applications for snow and ice removal.

7.4.5 Responsibility for Installation and Construction

1. The applicant shall bear final responsibility for the installation, construction, inspection and disposition of all stormwater management and erosion control measures required by the provisions of these regulations.
2. Installation of stormwater management and erosion control measures shall be overseen by a qualified engineer and the Planning Board may require independent review and oversight.

Article 8 Utilities Standards

Section 8.1 General Provisions.

1. The development shall be provided with all utilities to adequately meet the anticipated use of the project.
2. All new and relocated wires, conduits, and cables shall be located underground.
3. All electrical and mechanical devices including transformers, telecommunications devices, equipment switching boxes, generators, and other utility cabinets shall be located within buildings when possible or hidden from street and pedestrian areas with landscaping or architectural screens when located outside according to the requirements of Article 6.
4. Temporary overhead power and telephone lines are permitted during construction only.
5. Utility equipment for private development shall not be built in public rights of way.

Section 8.2 Water Supply and Distribution System

1. Where a public water supply is reasonably accessible or required because of groundwater pollution problems, the development shall be provided with a complete water distribution system, including a connection for each legally subdivided lot in accordance with the City Utility Ordinance.
2. Adequacy of public water supply will be determined using existing DPW hydraulic models and studies.
3. Fire hydrants shall be located within five hundred (500) feet of a building (distance measured as usable, not as straight line).
4. Fire hydrants shall be served by a minimum 8 inch main.
5. Fire hydrant flow tests shall yield flow determined adequate for the project by the TAC.
6. The size, flow rate, and pressure of water mains serving the project shall comply with the City Utility Ordinance.

Section 8.3 Sanitary Sewers

All sewage disposal systems shall be designed, constructed and operated in conformance with the NH DES requirements in a manner that will prevent the spread of disease and illness; prevent the pollution of the municipality's brooks, streams, ponds, lakes, and groundwater table; and assure an adequate supply of potable and palatable water for human consumption.

8.3.1 Sewerage System

Existing sewer mains or lines into which the project will connect shall be capable of transporting estimated sewage generated in accordance with the City's Sewer Use Ordinance.

8.3.2 On-site Sewage Disposal System Design

In cases where connection to City sewer systems is not required, on-site sewage disposal systems shall meet NH DES rules and regulations. If required, the City may also conduct an independent review of the on-site disposal system design.

8.3.3 Design and Installation

1. All waste disposal systems shall be designed and installed in accordance with the rules, regulations and design criteria adopted by the NH DES and with the City's Utility Construction Manual.
2. Where an on-site sewage disposal system is proposed, the application shall list the types of uses for which the proposed system is designed.

8.3.4 Fats, Oil and Grease Controls

Measures for the treatment and disposal of fats, oils and greases shall conform to the City's Sewer Use Ordinance.

Section 8.4 Other Utilities

Preliminary approval from the applicable utility company for all other utility services including but not limited to electric, telephone, cable TV, and gas shall be secured prior to approval by TAC. Approvals shall be documented on site plans as appropriate.

Section 8.5 Oversize and Off-Site Improvements

The Planning Board may require that utilities for the proposed site plan be designed oversized, and/or with additional conduits or extensions provided within the public right-of-way, to serve nearby land that is an integral part of the neighborhood service or drainage area.

Article 9 On-Site Waste Storage and Disposal Standards

Section 9.1 Waste Accumulation

Except as otherwise allowed by City ordinances, owners and managers of every property shall be responsible for maintaining all open areas free of improperly stored solid or liquid waste accumulations.

Section 9.2 Storage Containers

1. Every property shall be supplied with adequate solid, semi-liquid, and liquid waste storage containers. These containers shall be provided by the owner of the property, construction company or by contract with a commercial hauler.
2. All solid waste storage containers shall be resistant to insect or animal entry. Liquid waste may only be stored in tanks designed for the particular waste type.
3. Containers will be constructed with rust and impact resistant materials and will be equipped with tight-fitting covers. Containers shall have an appropriate child safe design and be secure from unauthorized access after business hours (locked). The property owner is responsible for maintaining containers in a neat, clean, sanitary, and leak-free condition.
4. All containers for regulated substances shall meet all applicable federal, state, and local standards.

Section 9.3 Location and Disposal

1. The owner of a property shall insure that the contents of all waste containers are to be emptied or removed for disposal as necessary to prevent nuisance odors and public safety hazards.
2. An appropriate location shall be provided for permanent placement of waste and recycling containers.
3. An appropriate location for temporary placement of waste and recycling containers for collection purposes shall be indicated on all site plans. Such locations shall provide for the safe, accessible and convenient placement of storage containers that do not interfere or impede daily operations and uses on the site or neighboring properties. Such locations shall provide adequate accommodation for access by waste collection and disposal vehicles so as not to damage sidewalks or other City property.

4. Dumpsters and other large exterior waste containers shall be located at service entrances and at the rear of buildings.
5. Dumpster or other waste container pads shall be a minimum of 20 feet from any property line or yard.
6. Dumpster or other waste container pads shall be a minimum of 20 feet from any inlet for stormwater collection.
7. The effluent from any stormwater pipe that drains the area where a dumpster or other waste storage container is located shall traverse a minimum of 50 feet of vegetated area before reaching the banks of the watercourse itself.
8. When a dumpster or other waste storage container pad is adjacent to a watercourse, a minimum landscaped area of 50 feet shall be maintained between the pad and the bank of the watercourse.
9. Recycling shall comply with the City's Solid Waste, Yard Waste and Recycling Ordinance.
10. Permanent and temporary storage locations for all waste and recycling containers shall provide access for waste removal vehicles without damage to sidewalks or other City property.

Section 9.4 Flammable and Combustible Liquids.

All flammable and combustible liquids shall be contained and stored in accordance with the National Fire Protection Association's standards and the International Fire Code. Location of all flammable, combustible and hazardous material storage shall be provided to the Fire Department along with a copy of all required Material Safety Data Sheets (MSDS) prior to Fire Department approval.

Section 9.5 Screening

Screening of on-site waste storage and disposal equipment shall be provided as required in Article 6, of these regulations.

Article 10 Outdoor Lighting

Section 10.1 General Provisions

All projects submitted for Site Plan Review shall provide dark sky friendly outdoor lighting according to these regulations in order to:

- (a) Permit reasonable uses of outdoor lighting for night-time safety, utility, security, productivity, enjoyment and commerce;
- (b) Minimize glare, obtrusive light, and artificial sky glow by limiting outdoor lighting that is misdirected, excessive, or unnecessary;
- (c) Conserve energy and resources to the greatest extent possible.

Section 10.2 Compliance with Zoning Ordinance

All projects shall comply with the outdoor lighting dark sky friendly standards provided in the Zoning Ordinance.

Section 10.3 Lighting Plan

1. When a proposed project includes outdoor lighting, the Site Plan shall include a lighting plan which shall show:
 - (a) The location on the site where outdoor lighting fixtures (both pole and mounted) will be installed.
 - (b) Scaled plans indicating the location of outdoor lighting fixtures on the site, the height of each fixture, the types of outdoor lighting proposed, and the level of wattage and initial lumens for all light sources.
 - (c) A description of the outdoor lighting fixtures including but not limited to manufacturer's catalog descriptions and drawings. The required plans and descriptions shall be sufficiently complete to enable the Planning Board to readily determine compliance with the requirements of this regulation.
 - (d) A photometric (iso-lux) plan indicating levels of illumination, in foot candles, at ground level.
2. The maintained horizontal illuminance standards set by the Illuminating Engineering Society of North America (IESNA) shall be observed.

3. Should any outdoor light fixture, or the type of light source therein, be changed after the building permit has been issued an amended site plan approval shall be required.

Section 10.4 Lamps

1. Lamp types shall be selected for optimum color rendering as measured by their color rendering index (CRI), as listed by the lamp manufacturer.
2. Lamps with a color rendering index lower than 50 are not permitted. This requirement shall not apply to decorative lighting which may include colored lamps, such as holiday lighting.
3. Commercial lighting shall meet minimum IESNA illumination levels while not exceeding IESNA uniformity ratios and average illuminance recommendations.

Article 11 Radio Communications Standards

Section 11.1 Site Survey

1. When necessary to provide emergency response communication to the site and at the request of the police or fire department, the applicant shall have a site survey conducted by a radio communications carrier approved by the City's Communications Division. The radio communications carrier must be familiar and conversant with the police and fire radio configuration.
2. If the site survey indicates that it is necessary to install a signal repeater either on or near the proposed project, those costs shall be the responsibility of the property owner.
3. The property owner shall be responsible to pay for the site survey whether or not the survey indicates a repeater is necessary.
4. The owner shall coordinate with the supervisor of radio communications for the City.

Attachment A: Digital As-Built Plan Requirements

1. The digital plan must show the same features as the hardcopy plan, including, but not limited to, structures, utilities, property lines, and survey monuments. Text items, such as titles and dimensions, are allowed but not required.
2. The file format must be either AutoCAD DWG, AutoCAD DXF, or an ESRI format. The plan must be in a single digital file with no external reference (“XREF”).
3. The plan must be created in model space, with drawing units of U.S. survey feet. The north rotation must be 0°. New Hampshire state plane coordinates, NAD83 (1996), are preferred.
4. The features must be in the CAD layers and a list of layers shall be provided. Features that do not have a layer specified in this list must be in a separate, unique layer and identified in accompanying documentation. The City will provide a template CAD file upon request.
5. When creating line features that would represent polygons in a GIS, such as property lines and building footprints, the CAD user must snap end points of lines together and must make sure polygons close. All line features must be of a continuous line-type, such that each individual line/pipe feature (i.e. each segment) is only broken at the ends where a node/structure is located. Straight lines must be represented by only the beginning and ending x- and y-coordinate points.
6. All point features shall be entered using standard point/node symbols.
7. When choosing reference features, the applicant must begin at the top of the list. For example, manhole covers may only be used if no hydrants or valves are available. The reference features should be as far from each other as practical. If suitable features are not available within 750 feet (by survey traverse) of the project area, then the applicant shall, at the discretion of the Planning Director, either use alternative features or omit the features. The following reference features are allowed: survey control monuments with horizontal accuracy of at least FGDC Second Order, Class II, including City monuments; fire hydrant spindles, water main valves, and sewer force main valves; sewer or drain manhole cover centers; catch basin centers.
8. The digital plan must be accompanied by electronic documentation, such as a text file, containing the following information: the name of the applicant and the preparer of the plan; the name and version of the CAD software used to create the plan; the project address and/or parcel number.