

TOWN OF CANDIA  
NEW HAMPSHIRE

MAJOR SITE PLAN REGULATIONS

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## **SECTION I: ADMINISTRATIVE AUTHORITY**

### **ARTICLE 1.00 AUTHORITY, ADOPTION AND AMENDMENT:**

#### **1.01 Authority:**

The Candia Planning Board hereby adopts Site Plan Review Regulations as authorized and required by New Hampshire Revised Statutes Annotated Chapter 674:43 I, and pursuant to the authorization from the Town of Candia by vote at Town meeting on March 14, 1986 (Article 28).

#### **1.02 Title:**

These Regulations shall be known as the Town of Candia Major Site Plan Regulations, hereinafter referred to as "these Regulations".

#### **1.03 Validity:**

If any portion of these Regulations is found for any reason to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of these Regulations.

#### **1.04 Amendment:**

These Regulations may be amended whenever such action is deemed advisable by the Board following a duly noticed public hearing on the proposed amendment. All changes to these Regulations shall become effective when adopted and signed by the majority of the Planning Board members and filed with the Town Clerk and with the Board of Selectmen. The amendment shall be filed in a central location with the Office of State Planning.

#### **1.05 Prohibition of Construction Prior to Approval:**

No construction, change of use, land clearing, or building development shall be initiated until the final plan of the proposed site plan has been approved by the Board, as evidenced in the issuance of the Notice of Approval.

#### **1.06 Waiver Provision:**

Upon the written request of the Applicant, the Board may grant a relaxation of one or more of the provisions under these Regulations as it deems appropriate.

### **Article 2.00 Purpose, Scope and Compliance with Other Ordinances:**

#### **2.01 Purpose:**

The purpose of these Regulations is:

- A. To provide for the safe and attractive development of the site and to guard against such conditions as would involve danger or injury to health, safety or prosperity by reason of:
  - 1. Inadequate drainage or conditions conducive to the flooding of the subject property or that of another;
  - 2. Inadequate protection for the quality of groundwater;

3. Undesirable and preventable elements of pollution such as noise, smoke, soot, particulates or any other discharge into the environment which might prove harmful to person, structures or adjacent properties; and
  4. Inadequate provisions for fire safety, prevention and control.
- 
- B. To provide for the harmonious and aesthetically pleasing development of the municipality and its environs;
  - C. To provide for open spaces and green spaces of adequate proportions;
  - D. To provide the proper and coordination of streets, driveways and entrances within the subject site in relation to other existing or planned streets;
  - E. To provide suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access of fire fighting apparatus and equipment to buildings, and to be coordinated so as to develop a convenient system;
  - F. To require that plats showing new streets or narrowing or widening of such streets be submitted to the Planning Board for approval;
  - G. To require that the land indicated on the plats submitted to the Planning Board shall be of such character that it can be used for building purposes without danger to health;
  - H. To include such provisions as will create conditions favorable for health, safety, convenience, and prosperity; and
  - I. To require that appropriate support services and facilities are provided.

**2.02 Scope:**

The Planning Board shall review and approve or disapprove site plan review applications for initial development or change or expansion of use tracts for any non-residential use or for multifamily dwelling units whether or not such development includes a subdivision or re-subdivision of the site, or whether the proposed use includes the construction of a building.

**2.03 Compliance with Other Regulations and Ordinances:**

The Site Plan Review procedure shall in no way relieve the Applicant from compliance with Candia Zoning Ordinance, the Candia Subdivision Regulations, Earth Excavation Regulations or any other regulations or bylaw which pertains to the proposed development. No site plan shall be approved unless such plan complies with applicable local ordinances and regulations.

**2.04 Definitions:**

**Major Site Plan Review Regulations:** For the purpose of the meaning of the term used herein, it shall conform to the definitions found in Article III, of the Candia Zoning Ordinance and Article 20 of the Candia Subdivision Regulations.

**Board:** The word shall mean the Candia Planning Board.

**Performance Guarantee:** A security that may be accepted in lieu of a requirement that certain improvements be made before the Planning Board to approve the Site Plan, including cash passbook, irrevocable letters of credit, escrow agreements, and other similar collateral. All letters of credit must be automatically renewable.

### **2.05 Construction Standards:**

All site improvements, including roadways and parking areas, shall be constructed in conformance with the Candia Subdivision Regulations and the Town Building Code.

### **2.06 Change of Use Criteria:**

Change or expansion of use of a site: any multi family or nonresidential use which substantially differs from the previous use of a building or land. Any activity which in the opinion of the Building Inspector constitutes a change or expansion of use of a site may be subject to Planning Board approval under the Candia Site Plan Review Regulations. The Building Inspector shall be guided by consideration of the extent to which the proposal relates to any of the following types of circumstances, each of which is subject to site plan approval.

#### **Criteria:**

- A. Any increase in the size of an existing off-street parking area of 50% or more when associated with a multifamily or a nonresidential use;
- B. The creation of an off-street parking area on a site, except when the off-street parking area is associated with a single or two-family residential use;
- C. Any change in the number or size of access points or any change in the location of the driveway providing access to or from the adjoining highway when not covered by these Regulations; and
- D. Any occupancy for commercial, industrial or multifamily where prior use has been discontinued for two (2) years and where no prior site plan has been approved.

Change of one land use classification to another in accordance with the Standard Industrial Classification using the two-digit numerical code as a guideline.

### **2.07 National Flood Insurance Requirements:**

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

- A. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- B. The Planning Board shall require the Applicant to submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:
  - (i) All such proposals are consistent with the need to minimize flood damage;
  - (ii) All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage; and
  - (iii) Adequate drainage is provided so as to reduce exposure to flood hazards.

- C. The Planning Board shall require that all proposals for development located within the FEMA 100-year floodplain include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation). The Applicant shall provide a design with compensatory flood storage greater than or equal to pre-development conditions.

## **SECTION II: PROCEDURES AND SUBMISSION REQUIREMENTS**

### **Article 3.00 Procedure for Site Plan Review**

#### **3.01 Submission of Application:**

Submission of application and other information relevant to the site plan proposal shall be made through the Land Use Office. Inquiries for advice concerning procedures, requirements or the status of a particular application may be made to the assistant during regular office hours.

- A. The application shall include the names and street addresses of the Applicant and property Owner, name and business address of every Engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat, and all abutters as indicated in the Town records not more than five (5) days before the day of filing. Abutters shall also be identified on any plat submitted to the Board.

B. When the application is submitted copies of the plan shall be provided to the Police, Fire Dept., Building Inspector, and Road Agent for their review. A copy of the plan shall also be provided to the Town Engineer for review at the Applicant's expense. Copies to be given no later than thirty (30) days prior to the noticed hearing.

#### **3.02 Notice:**

Prior to holding a public hearing, the Board shall give notice as follows:

- A. The notice shall include a general description of the proposed site plan which is subject of the application, shall identify the land Owner and the site location, and shall state the date, time and place of the public hearing.
- B. A copy of the notice shall be sent to the Owners and abutters by certified mail.
- C. For the purpose of these Regulations in counting days, the day on which the notice is given and the day of the public hearing shall be excluded.
- D. Notice shall be mailed at least ten (10) days prior to the public hearing.
- E. Notice to the general public shall be given by one publication of a legal public notice in a newspaper as designated by the Board, at least ten (10) days prior to the public hearing, and in at least two (2) public places in the Town of Candia.
- F. The Applicant shall pay the noticing costs with submission of the site plan application.

#### **3.03 Filing Fees, Administrative Expenses and Other Costs Incurred by the Town and the Board:**

The Applicant shall pay the filing fees in advance according to the schedule of fees adopted by the Planning Board and placed on file at the Land Use Office. In addition, the Board may require the

Applicant to pay additional reasonable fees to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications (RSA 676:4 I(g) and 674:44). Such additional fees may also include legal expenses incurred by the Board.

**A. Fee Schedule:**

The following schedule of fees shall apply to all major site plan review applications:

1. Application Fee	\$200.00
2. Legal Notice Fee	\$100.00*
3. Abutters, Applicant, Owner, Engineer, Architect, Licensed Land Surveyor, Soil Scientist Notices (each)	\$11.64*
5. Engineering Review Fee	(as determined) <sup>1</sup>
6. Compliance Inspection Fee	(as determined) <sup>1</sup>
7. Fire Department review fee	\$0.10/square foot
8. Mylar Recording Fees: (22" x 34" sheet)	\$45.00 plus \$26.00 per sheet
L-chip recording fee	\$25.00

\* Subject to postal and noticing fee increases.

<sup>1</sup> Estimate provided for each project

**B. Prepayment of Plan Review and Compliance Inspection Fee:**

The site Owner or authorized agent shall deposit with the Land Use Office, an initial escrow deposit as determined by the Town’s Engineer to pay for the Town’s Engineer to perform a technical review of all Major Site Plan applications. Additional funds may be required, to be paid to cover additional professional Engineer reviews of the site plan documents and the necessary inspections which the Board deems reasonable and necessary to protect the general welfare of the Town. The Town Engineer will estimate the cost of the additional funds required for review and the Applicant will be responsible for any additional cost thereafter. Funds will be kept in an escrow account.

**C. Fire Department Review and Inspection Fee:**

A fee of \$0.10 (ten cents) per square foot of building area shall be assessed for fire department review of plans, drawings, and specifications, and for necessary inspections of all commercial, industrial, or multi-family structures of three or more dwelling units. A copy of the drawings shall be submitted to the Fire Department at the time of application. Fee payment shall be payable to the Town of Candia.

**Article 4.00 Submission Requirements**

**4.01 Number of Copies and Scale Required:**

The application for Site Plan Review shall be submitted with three (3) copies of the proposed site plan drawn at a minimum scale of 1-inch equals 20-feet. All plans must also be submitted electronically via e-mail or approved storage media in the portable document format (PDF) with a maximum file size of 10 MB.



**4.02 Certification of Plan Required:**

The site plan shall be prepared and certified by a civil Engineer licensed to practice in New Hampshire.

**4.03 Information Required to be Shown on the Plan:**

The site plan shall include the following information:

- A. A vicinity sketch showing the location of the site in relation to the surrounding public street system and zoning boundaries within 1,000-feet of the site boundary;
- B. The names and street addresses of Owner(s) of record and those of the abutting properties;
- C. The name, address and seal of the preparer of the plan;
- D. Certification by a New Hampshire licensed land surveyor of a currently valid boundary survey;
- E. The scale of the plan shall be at a minimum of one inch equals twenty feet (1" = 20'), and the plan shall include a north arrow and the date;
- F. A survey of the perimeter boundaries of the proposed use subject to site plan review, including compass bearings, distances and area in acres;
- G. Existing and proposed topography showing surface contours at intervals not in excess of 2-feet;
- H. The shape, size, height and location of all existing and proposed structures, including typical elevation views;
- I. The location of natural features such as rivers, streams, marshes, wetlands and any man-made feature such as existing dams, roads, stone walls, and structures. The plan shall indicate those natural and man-made features which are to be removed, retained or altered;
- J. The use of properties within 500-feet of the site boundary; roads, streets and driveways within 500-feet of the site boundary;
- K. Proposed streets, driveways, parking spaces and sidewalks, with indication of direction of travel and inside radii of all curves. The width of the traveled way of all streets, driveways and sidewalks, and the total number of all parking spaces shall be shown. Loading spaces, trash disposal facilities, and facilities used in connection with any structure on the site shall be shown;
- L. The size and location of all existing and proposed public and private utilities shall be shown on the plan. Public and private utilities shall be underground and shown on the plan;
- M. A plan for the proposed exterior lighting, pavement markings and signage;

- N. A proposed landscaping plan indicating plantings to be installed and natural cover to be retained. The plan shall specify in detail the size and types of shrubs, plants, caliper of trees, etc. Such plan shall also show the proposed landscaping and natural cover of the perimeter of the site including all trees greater than 6-inches in diameter, all groupings and types of trees, screens, fences, and natural cover to be retained within the area to be disturbed;
- O. The dimensional requirements, as per Table I, and the number of parking spaces under the Candia Zoning Ordinance. Typical parking space layout and location of dimensional requirements for areas of five (5) or more parking spaces, as per Exhibit I;
- P. All surface and subsurface storm drainage facilities, including all storm drainage facilities located within 100-feet of the property boundary or to the nearest downstream drainage system(s) off the parcel being developed;
- Q. An estimated timetable for construction and completion of buildings, improvements and landscaping;
- R. If the proposed development requires a special exception or variance from the Zoning Board of Adjustment, a copy of the approved minutes is to be made part of the site plan application;
- S. Proposed snow storage areas;
- T. The location of any fire suppression system as required by the Fire Dept. must be shown on the plans;
- U. A signature block for signing by seven (7) members of the Board;
- V. A vehicle turning movement plan with truck turning movements into, around and exiting the site without potentially impacting other vehicles or pedestrian traffic;
- W. A table summary of the area in square feet of the total lot area, existing impervious area, proposed impervious area, existing green space area, proposed green space area and proposed landscaping area with associated percentages for each land use area.

#### **4.04 Additional Information Which May Be Required:**

The Planning Board may require an impact study such as municipal services, traffic, etc. or an environmental impact assessment, and / or additional information that it deems necessary in order to enforce the purpose of these Regulations. Such studies shall be undertaken at the expense of the Applicant for site plan review at no extra cost to the Town. The Planning Board or its designated agent shall review said studies. All costs shall be borne by the Applicant.

#### **4.05 Additional Required Information:**

The site plan application shall include the following information:

- A. A copy of all required State and Federal permits and permit applications.
- B. A drainage analysis and report, stamped by a professional Engineer licensed in the State of New Hampshire, with supporting drainage calculations that include the following:

- a. Pre and post development drainage calculations for the specified storm events.
- b. A narrative of the project with a summary table for all required storm events of the peak discharge rate for the off-site discharge points.
- c. Test pit data where detention basin or storm water systems are proposed.
- d. Riprap apron or other scour protection dissipation or stability calculations.
- e. NHDES BMP worksheets, when drainage and infiltration systems are utilized.
- f. A SWPP Plan.

## **Article 5.00 Action by the Board:**

### **A. Review Period**

1. In accordance with RSA 676:4 (c)(1) the Board shall act to approve, approve with modification, or disapprove the proposed site plan within sixty-five (65) days following the public hearing at which the application was deemed complete and accepted as presented, excepting that the Board may apply to the Board of Selectmen prior to the expiration of the sixty-five (65) day period for an extension of time not to exceed ninety (90) day period within which to act upon the application. The Applicant may consent to an extension of time for the Board to act beyond the initial sixty-five (65) day period on the condition that such consent shall be in writing and shall be made part of the Board's record.
2. Upon receipt of an application, the Board shall provide decision in writing within seven (7) business days regarding the completeness of the application. Should it be deemed by the Board that the submitted application is incomplete the application will be rejected by the Board and the Applicant shall then be required to submit all necessary information prior to the application being reconsidered for acceptance by the Planning Board. All additional fees associated with re-notifying abutters for the re-submittal of an incomplete application shall be borne by the Applicant.
3. Once a complete application has been provided to the Planning Board or its designee, the Town's Engineer will provide a cost estimate for the technical review of the submission. If the estimated amount is greater than the remaining completeness review deposit, the Applicant shall provide the additional balance to the Town to be held in escrow to pay for the technical review of the plans.
4. Technical reviews and associated review letters shall be provided to the Applicant by the Town within fourteen (14) days of the Town's receipt of the Town Engineer's technical review fee costs. Subsequent technical reviews and associated review letters shall be provided to the Applicant by the Town within seven (7) days of receipt of all revised or modified plans, reports, waivers or other submitted documents.
5. All revised or modified plans, reports, waivers or other documents shall be submitted to the Town a minimum of eleven (11) days prior to the meeting the Application is continued to.
6. An application shall be heard within thirty (30) days of the notification of a complete application by the Planning Board.

**B. Issuance of Decision**

1. The Planning Board shall notify the Applicant, in writing by means of an official Notice of Approval/ Disapproval signed by the Chairman, of its action on the final site plan. In the case of disapproval, the Board shall clearly set forth in the notice to the Applicant the reasons for its action with specific reference to the standards contained in these Regulations. The minutes of the meeting at which such vote is taken, including the Official Notice of Decision including all conditions of approval, shall be placed on file in the Board's office and shall be made available for public inspection within five (5) business days of such vote. Whenever a plat is recorded to memorialize an approval issued by the Board, the official Notice of Decision including all conditions of approval shall be recorded with or on the plat.
2. Upon approval of a major site plan application the Town's Engineer shall develop a construction cost estimate for the purpose of establishing a project completion surety. The Applicant or the Developer shall provide an acceptable form of surety in the amount determined prior to the commencement of construction.
3. Upon approval of a major site plan application the Town's Engineer shall develop a Compliance Monitoring fee estimate for the purpose of inspecting the work for compliance with the approved plans and Town regulations and standards. The Applicant or the Developer shall provide the estimated amount in escrow prior to the Planning Board signing the final plat plans.
4. Prior to the start of construction activities, the Developer shall provide a construction schedule and shall request and attend a pre-construction meeting with the Town Departments and the Town's Engineer.

**C. Failure to Act**

1. If the Board has not obtained an extension in accordance with RSA 676:4 (f) and has not approved or disapproved the plat within sixty-five (65) days from the date the plan was accepted as complete, the Applicant may seek relief in accordance with RSA 676:4 (c) (1) and (2).

**5.01 Acknowledgment of Receipt of Notice of Approval/ Disapproval:**

Notice shall be sent registered return receipt required. The Applicant shall acknowledge the receipt of the Notice and acceptance of all provisions set forth therein and shall return a signed copy of same to the Board for its records. Until such acknowledgment and acceptance has been filed with the Board, no further action shall be taken with regard to the final site plan. Failure to acknowledge receipt of said Notice and acceptance within ninety (90) days of mailing of this notice will cause approval to lapse.

**5.02 General Construction and Guidelines:****1. Prohibition:**

No construction, change of use, or building development shall be initiated until the Final Plan of the proposed site plan has been approved by the Board, as evidenced by the issuance of the Notice of Approval/ Disapproval and signing of plans.

**2. Period for Commencement of Construction and Completion of Work:**

The Applicant shall commence work on all required improvements within one (1) year from the date of acknowledgment of the Notice of Approval/ Disapproval.

Construction of all required improvements shall be completed within two (2) years of the date of acknowledgment unless a greater period shall be specified in the Notice of Approval/ Disapproval (RSA 674:44).

**5.03 Provisions of Guarantees of Performance:**

Before the Board signs the approved site plan, the Applicant may be required file a surety in an amount sufficient to cover the cost of all terms, conditions or other off-site improvements where applicable. This performance guarantee shall be estimated by the Town's Engineer and approved as to form and surety by the legal counsel of the Town of Candia, and conditioned on the completion of such improvements within two (2) years of the date of the performance guarantee unless released by a vote of the Board of Selectmen, by request of the Applicant. All documents evidencing or establishing the performance guarantee shall be prepared at the Applicant's expense.

**A. Reduction of Security:**

The surety may be reduced by the Board of Selectmen, in conjunction with the Road Agent and the Town's Engineer, during the course of construction, in such amounts as deemed to be in the best interest of the Town, and that the remaining surety shall be sufficient to complete all remaining construction and provide adequate retainage. When necessary, the Town's Engineer shall submit a compliance inspection report to the Board of Selectmen; also, the Applicant shall provide an updated construction completion schedule prior to the Selectmen partially releasing the surety in the stages corresponding with completion of construction or compliance inspection report.

**B. Release of Bond:**

90% of the secured surety may be released when the Selectmen, in conjunction with the Road Agent and the Town's Engineer, are satisfied that the Applicant has complied with all the requirements as set forth in the approved final site plan. The decision to release the surety will be based upon an assessment of the plans, the proposed construction activities and the final status of work completed. The Selectmen shall notify the Planning Board when all conditions of the surety have been met and shall have the authority to release the bond.

The Board of Selectmen shall retain 10% of the total of the original surety and all interest earned to guarantee correction of latent defects, potential damage from erosion and sedimentation, not to exceed one (1) year.

The performance bond shall not be released until all proposed work and repair activities have been satisfactorily completed for the period of one (1) year.

**C. Retainage Release:**

One (1) year after satisfactory completion of all corrective action or improvements as determined by the Town or their designated agent.

**D. Enforcement of Bond:**

If the Applicant has not complied within two (2) years of the date of the approved final site plan, the Town may enforce the Town's rights by using the funds from the posted surety. In the event

that the Town is required to enforce the performance guarantee, the Town shall be entitled to have reasonable Attorney's fees paid by the Applicant.

**5.04 Modification of Design Improvements:**

If, at any time before or during the construction of the proposed improvements to the site, the Applicant determines that unforeseen conditions make it necessary or desirable to modify the location or design of any of the required improvements or installation, the Board may authorize such modifications without further public hearing upon determination of the Board, and in consultation with the Town's Engineer, that the proposed modifications do not significantly impact the original proposal.

**5.05 Compliance Inspection Fee:**

Prior to construction, the Applicant shall pay to the Town of Candia an amount of money estimated by the Board of Selectmen to fully defray the cost of all compliance inspections deemed necessary by the Town's Engineer. The Applicant shall be responsible for notifying the Board of Selectmen or the Town's Engineer upon completion of the proposed improvements for the purpose of evaluating compliance with the proposed site plan.

**5.06 Correction Of Deficiencies:**

If it is determined that any of the required improvements have not been completed in accordance with the plans and specifications as filed by the Applicant and as required by the Town, the Selectmen or its Town's Engineer shall notify the Applicant in writing of any such deficiencies. The Applicant shall rectify all deficiencies at the expense of the Applicant. If the Applicant does not substantially rectify all deficiencies within a reasonable time as determined by the Town, the Town shall take all necessary actions to protect and preserve the Town's rights and interests including suspension or revocation of site plan approval.

**5.07 Guarantee of Installation of Improvements:**

For a period of one (1) year after satisfactory completion of all improvements or one year after the satisfactory correction of all deficiencies as described above, whichever occurs last, if the Selectmen or its Town's Engineer determines that the improvements have failed for any reason or do not meet the specifications as filed by the Applicant and as required by the Town, the Selectmen shall notify the Applicant in writing of such failure and the Applicant shall rectify all failures at the expense of the Applicant. If the Applicant does not substantially rectify all deficiencies within a reasonable time as determined by the Town, the Selectmen shall take all necessary action to protect and preserve the Town's interests.

**6.00 Notice of Site Plan Approval:**

A Notice of Site Plan Approval shall be issued by the Planning Board to the Building Inspector under the Site Plan Review Regulations when the Applicant has complied with all requirements of the Site Plan Review Regulations. The Applicant shall not use or occupy the site until the Notice of Site Plan Approval has been issued. The Building Inspector shall not issue a Certificate of Occupancy under the Town Building Code as provided in RSA 676:13 for any building on a site plan that does not comply with the Site Plan Review Regulations **or** the approved site plan. Any requirement of the Site Plan Review Regulations to be performed in the future that have been bonded under Article 5 will satisfy the conditions for the Notice of Site Plan Approval.

**7.00 Development of Regional Impact:**

A. Purpose:

1. Provide timely notice to potentially affected municipalities concerning proposed developments which are likely to have impacts beyond the boundaries of the Town of Candia.
2. Provide opportunities for the regional planning commission and the potentially affected municipalities to furnish timely input to the Town of Candia.
3. Encourage the Town of Candia to consider the interests of other potentially affected municipalities.

B. Definitions:

Fulfill the statutory Definition – Any development which the Planning Board determines could reasonably be expected to impact on a neighboring municipality, because of factors such as, but not limited to, the following:

- a. Relative size or number of dwelling units as compared with existing stock.
- b. Proximity to the borders of a neighboring community.
- c. Transportation networks.
- d. Anticipated emissions such as light, noise, smoke, odors, or particles.
- e. Proximity to aquifers or surface waters which transcend municipal boundaries.
- f. Shared facilities such as schools and solid waste disposal facilities.

C. Review Required:

Review Required: The Candia Planning Board, upon receipt of an application for subdivision, shall review it promptly and determine whether or not the development, if approved, reasonably could be construed as having the potential for regional impact. Doubt concerning regional impact shall be resolved in a determination that the development has a potential regional impact.

D. Procedure:

- a. Upon determination that a proposed development has a potential regional impact, the Candia Planning Board shall afford the regional planning commission and the affected municipalities the status of abutters as defined in RSA 672:3 for the limited purpose of providing notice and giving testimony.
- b. Not more than five (5) business days after reaching a decision regarding a development of regional impact, the Candia Planning Board shall, by certified mail, furnish the regional planning commission and the affected municipalities with copies of the minutes of the meeting at which the decision was made. The Candia Planning Board shall, at the same time, submit an initial set of plans to the regional planning commission, the cost of which shall be borne by the Applicant.
- c. At least fourteen (14) days prior to public hearing, the Candia Planning Board shall notify, by certified mail, all affected municipalities and the regional planning commission of the date, time, and place of the hearing and their right to testify concerning the development.
- d. Notwithstanding the foregoing, when the building inspector determines that a use or structure proposed in a building permit application will have the potential for regional

impact and no such determination has previously been made by another local land use Board, he or she shall notify the local governing body. The building inspector shall also notify by certified mail the regional planning commission and the affected municipalities, who shall be provided thirty (30) days to submit comment to the local governing body and the building inspector prior to the issuance of the building permit.

E. Applicability:

The provisions of this section shall supersede any contrary or inconsistent provisions of local land use regulations enacted under RSA 155-E and RSA 674.

### **SECTION III: STANDARDS AND REQUIREMENTS FOR SITE DEVELOPMENT**

#### **8.00 Site Standard Requirements:**

The Planning Board shall approve the proposed site plan upon determination that the following requirements have been met:

#### **8.01 General Requirements:**

- A. The site shall be of such character that it can be demonstrated that it can be used safely without excessive grades, inadequate drainage or other hazardous condition.
- B. The proposed site plan shall provide for safe and attractive development of the site and guard against such conditions as would involve danger to health, safety or property by undesirable and preventable elements of pollution. The plan shall provide that:
  1. Smoke, soot, particulates and other discharge into the air shall not exceed levels established under the State Ambient Air Quality Standards; and
  2. Noise and vibration at property boundaries shall not exceed levels at determined to be harmful to health and welfare under regulations adopted by the Environmental Protection Agency under 42 USC Chapter 65, "Noise Control".

#### **8.02 Site Characteristics:**

The development shall conform to the extent appropriate to the natural topography of the site. Site clearing shall be kept at a minimum required for the construction of buildings and improvements, taking into consideration the need for pedestrian and vehicular safety and the need for light and air. Provisions shall be made for the protection of natural features and natural cover shall be retained to the extent possible and reasonable. Landscaping and screening shall be provided with regard to adjacent properties, the public highways and within site, including interior landscaping of parking areas.

#### **8.03 Construction Standards:**

Any proposed site improvements including roadways and parking areas, shall be constructed in conformance with the Candia Subdivision Regulations, State of New Hampshire Standard Specifications for Road and Bridge Construction and the Town Building Code.

- A. Driveway and Parking Areas: All driveway and parking areas shall be topped with a minimum 3-inch thick bituminous asphalt on an engineered sub-base.



1. All driveway access locations shall be approved by the New Hampshire Department of Transportation (hereinafter "NHDOT") or the Town of Candia, as applicable. Such written approvals shall be provided to the Board and the location shall be shown on the plan.
  2. Turning movements shall be provided for a WB-67 vehicle demonstrating that a delivery vehicle can access, maneuver and exit the site without impacting other motorists or pedestrians.
  3. An area designated and striped for delivery vehicles.
  4. The minimum pavement slope shall be 1% with a maximum pavement slope of 4% for parking areas and parking aisles.
  5. All stormwater collected by closed drainage system shall travel a maximum of 300-feet prior to entering a stormwater system.
- B. Treatment of the Disturbed Areas: All disturbed areas shall be covered upon completion with an approved finish treatment of grass, asphalt, concrete or other materials as approved by the Planning Board.
- C. Seeding and Mulching: Disturbed areas shall be prepared and seeded in conformance with Candia's Subdivision Regulation Standards regarding topsoil, seeding, fertilizer and mulching.
- D. Lighting: Soft lighting of the building exterior will be permitted provided the light source is not visible and that it complements the architecture. The lighting shall not draw inordinate attention to the building. Parking lot, service areas, pedestrian walkways and roadway lighting shall be provided by free standing fixtures with cut off light sources to assure that the source will not constitute a hazard to adjacent properties, or to street or highway driving from glare. The material and the colors of the light fixtures will be evaluated by the Board in terms of their compatibility with the architecture and natural site characteristics.
1. All Site Plans submitted to the Planning Board shall include a lighting plan, prepared and sealed by a professional Engineer with expertise in lighting design, which shows all the exterior lighting to be installed as part of the proposed development.
  2. The lighting plan shall contain:
    - a. Details of the lighting fixtures proposed to illuminate all buildings, signs, roadways, service areas, landscaping, parking and pedestrian areas, including the location, height, make, model, lamp type, and wattage of each outdoor fixture.
    - b. Specifications and illustrations of all proposed lighting fixtures including pole heights, height of luminaire photometric data, Color Rendering Index of all lamps and any other necessary descriptive information.
    - c. Maximum pole mounted light fixture height shall be 16-feet, as measured from the ground to the top of the fixture.
    - d. Photometric diagram that shows horizontal illumination levels at ground level on the site from all externally visible lighting sources, including existing sources, to show the amount of illumination that will be provided and that the standards for lighting maximum and uniformity set by the Illuminating Engineering Society of North America (IESNA)

will not be exceeded. Foot candle measurements shall be ground level and measured over any 10-foot interval.

3. Proposed lighting shall meet the following criteria:
  - a. Poles and fixtures shall be proportionate to the buildings and spaces they are illuminating and designed with good engineering practices.
  - b. Lighting shall not trespass on to adjacent properties or create dangerous conditions due to glare on adjacent roadways.
  - c. Where commercial or industrial zones abut residential uses the light levels at the edge of the commercial or industrial property shall be reduced to a maximum 0.1 horizontal and vertical foot candles.
  - d. Parking lot and sidewalk lighting shall provide a minimum 0.2 horizontal foot candles with an average uniformity ratio of 4:1 and a minimum color ratio index of 50.
  
- E. Signage: Pursuant to Article 8.01 of the Candia Zoning Ordinance, an approved application for sign permit from the Building Inspector will be required as part of the site plan proposal. Signs may be illuminated by continuous white light from sources placed so they will not constitute a hazard to street or highway driving from glare. The following standards shall be observed:
  1. Size: maximum 40 square feet
  2. Height: maximum 10 feet
  3. Base: wood and / or stone masonry
  4. Setback: minimum of 10 feet
  
- F. Flashing Signs: No flashing or animated signs having visible or moving parts or intermittent lighting intended to create a visual effect are permitted (Section 8.04 of the Candia Zoning Ordinance).
  
- G. Architectural Renderings: The Applicant shall provide the Planning Board with all architectural renderings including side elevations, landscaping plans and planting schedules and proposed signage.

### **Commercial and Industrial Architectural Design Standards:**

#### **Purpose and Intent**

The purpose of this document is to provide development and renovation standards for commercial, industrial and institutional structures that shall ensure architecturally consistent and aesthetically pleasing structures styled to complement the traditional New England heritage of Candia. These standards are not intended to restrict innovation or variety. They are intended to support and encourage property development as envisioned by the Candia Master Plan.

#### **Procedure and Requirements**

All Applicants are required to review these standards early in the design process that they understand the expectations of the Candia community and avoid any design efforts that may decidedly contradict these standards.

All proposed designs for new and renovated commercial, industrial and institutional structures will be evaluated against these standards as part of the Candia Planning Board site plan review.

Site plan applications for commercial, industrial or institutional structures shall include renderings of the front, sides and rear elevations. The principal rendering of the structure shall be in color. Plans shall include all of the pertinent external architectural detailing such as:

- a) Dimensional information;
- b) Window sizing and detailing;
- c) Materials of construction;
- d) Location and identification of all externally fixed mechanical and communication systems;
- e) External detailing such as stairways, balconies, and chimneys, cupolas, etc.;
- f) Lighting plans;
- g) Signage design and location sighting; and
- h) Landscape design;

### **Architectural Design Considerations**

#### 1. Foundation

- a) Visual exposure of foundation walls should be kept to a minimum.

#### 2. Exterior Walls

- a) Materials providing a traditional New England appearance are the preferred materials for any sides exposed to public view. Traditional stone or architectural block may be substituted when necessary. Cement, masonry block and metal paneling are strongly discouraged and may be cause for rejection of the application.
- b) The façade of structures larger than 15,000-square feet shall minimize the impact of long, unbroken planes and increase visual interest.
- c) Façades greater than 100-feet in length shall include plane projections or recesses.

#### 3. Windows

- a) Large plate glass windows are discouraged unless broken by mullions or muttons.
- b) Mirrored glass or brightly colored panels are discouraged.
- c) Display windows shall be sized appropriately to the overall structure and in keeping with traditional New England style architecture.

#### 4. Roofs

- a) Whenever possible roofs shall have a minimum pitch of 3:12 to avoid warehouse style flat roof construction.
- b) Where flat roofs are unavoidable due to building size, architectural devices such as false facades shall be incorporated to conceal the flat expanse. Whenever possible eaves should extend more than 18-inches beyond all walls.
- c) Roofing materials should provide for three dimensional textures. Wood shingles, asphalt shingles and traditional standing-seam metal roofs are encouraged.
- d) Long, unbroken expanses of roof shall be avoided through the use of dormers, cupolas, chimneys and varied ridgelines. Multiple roof planes of the same pitch are encouraged.

- e) All rooftop mounted mechanical or communication systems shall be located so that they are not easily visible from pedestrian level. If necessary, architectural screening should be provided to minimize any negative visual impact.
5. Colors, Detailing, and Treatments
- a) Colors shall reflect a traditional New England palette.
  - b) Neon tubing in all forms and internally lighted signs are unacceptable.
  - c) Detail features should provide visual interest and pedestrian scale. Ground floor facades should provide display windows, arcades, entry areas, awnings, or other such features along a minimum of 40% of their length.
6. Styling
- a) Efforts should be made to re-use existing structures particularly if they have historical significance within the community.
  - b) Traditional New England styling is preferred. Colonial construction details such as gabled roofs, hip roofs, dormers, and window treatments are encouraged.
7. Site Planning
- a) Development should be pedestrian-friendly. Benches, bike racks, and the like are strongly encouraged. Walkways and sidewalks should be provided to connect places for foot travel.
  - b) All lighting should be minimized to the extent necessary for security and should be designed to guarantee a maximum of dark skies. Fixtures should be pleasing to the eye, obscure the light point source and be shielded for minimum of glare. Lighting shall not impact driving safety or spill out onto residentially-zoned properties.
  - c) Trees and shrubs of various sizes should be used to soften all man-made features, particularly parking areas. Natural areas should be preserved wherever possible to provide a rural feel. The standards require developers maximize green space. Topography of all green areas shall be kept natural wherever possible and artificial leveling should be minimized.
- H. **Sidewalks and Cross Walks** shall comply with Americans for Disability Act (ADA) standards and shall be constructed in accordance with the NHDOT's most recently amended Specifications. Pedestrian crossings and crosswalks of Town roadways shall be approved by the Road Agent. The crosswalk shall be marked to be visible by both the pedestrian and vehicle driver. Crossings are encouraged at street corners and mid-block, or 100-150-feet apart in areas of pedestrian activity. New sidewalks and crossings shall be linked and connected to existing walkways and bicycle paths.
- I. **Parking spaces** shall be of adequate size and number in accordance with Candia's Zoning Ordinance, and shall be physically delineated by granite curbing so as to protect adjacent pedestrians.
- J. **Handicap Accessibility** shall be provided in accordance with State and Federal ADA requirements. The provided number of handicap accessible vehicle and handicap accessible van spaces shall be in addition to the required parking for the designated use.

**8.04 Coordination of Streets, Parking, Loading and Safety:**

- A. The public highways providing access to the site shall be sufficient and adequate for the safety of vehicles, pedestrians and bicycles. This requirement includes not only the public highways on which the site fronts, but also public highways which constitute the main traffic arteries which must be utilized by traffic to and from the site.
- B. The traffic pattern on and at the site shall be coordinated so to comprise a safe and convenient system. All new commercial and industrial buildings must provide fire lanes to be built in accordance with Fire Dept. specifications (copy of which can be obtained from the Land use office). Access to all sides of the building is required. All driveway entrances must be built to accommodate access as specified by the Fire Department. Fire lanes at existing buildings shall be approved at the discretion of the Fire Chief.
- C. When deemed necessary, traffic signal devices may be required and be provided at the developer's expense.
- D. All loading areas shall be designed so as not to interfere with other planned vehicular and pedestrian traffic on the site, and so as to provide adequate space and facilities.
- E. All new commercial, industrial buildings, multi-family structures of three (3) or more dwelling units, and existing buildings that have a change of use shall have a monitored fire alarm system and a Knox Box. A Knox Box application may be obtained by contacting the Fire Department.

All buildings shall have the street address in numbers a minimum of 4-inches high with a contrasting background and posted on a minimum 4-inch by 4-inch post or mailbox within 10-feet of the roadway. The street address shall be obtained from the Fire Department prior to obtaining a building permit and be posted prior to the commencement of any construction activity. Temporary markers shall be allowed with prior approval of the Fire Department.

All Fire Department requirements must be completed prior to issuance of any certificate of occupancy.

**8.05 Screening**

Storage areas, waste collection areas, and service areas shall be fenced and screened from on-site areas and from neighboring properties. Sites adjacent to the residential district shall be adequately screened with a landscaping buffer that includes plantings of live trees, shrubs, bushes, etc. approved in advance by the Planning Board through its Town's Engineer.

- A. Existing vegetation will not satisfy the requirement of providing a vegetative screen between the proposed development and the residential district.
- B. At a minimum, the planting shall consist of trees 6-feet in height 2-inch caliper planted at intervals of 10-feet on center. Non-evergreen plantings may be included to supplement evergreen planting, but not to take the place of evergreen plantings.
- C. An earthen berm, wall or fence of location, height, design, and material approved by the Planning Board may be substituted for any portion of the required planting and/or buffer area

requirements. All plants in the buffer area shall be permanently maintained by the Owner\occupant so as to maintain a dense screen year-round.

- D. A landscaped area shall be provided along the perimeter of all parking area, except where the parking area is functionally integrated with adjoining parking areas on abutting lots. The landscaped area shall have a minimum dimension of 4-feet, shall be planted with grass, mulch or shrubs, and shall include at least one (1) deciduous tree of not less than 2-inch caliper, at least 6-feet in height for every 50-feet along the perimeter of the parking area.
- E. When the proposed use of a site presents the potential for obtrusive sound or noise pollution to adjoining lots, appropriate sound buffering shall be incorporated into the site design. The use of walls, berms, fencing, dense plantings, or a combination thereof may be required.
  - a. No person shall emit noise beyond the boundaries of his/her premises exceeding the levels stated herein and applicable to adjacent residential, commercial or industrial zones:
    - i. Industrial 62 dBA
    - ii. Commercial 55 dBA
    - iii. Residential/day 55 dBA
    - iv. Residential/night 45 dBA
  - b. These conditions shall be exempt from the noise ordinance standards:
    - i. Natural phenomena
    - ii. Any bell or chime from any building clock, school, or church;
    - iii. Any siren, whistle, or bell lawfully used by emergency vehicles or any other alarm; systems used in an emergency situation;
    - iv. Warning devices required by OSHA or other state or federal safety regulations;
    - v. Farming equipment or farming activity;
    - vi. Noise generated by any construction equipment which is operated between the hours of 7:00 AM and 6:00 PM on weekdays.

#### **8.06 Storm Water Management:**

The following standards shall be applied in planning for the proposed stormwater management:

- A. Rainfall Intensity – Rainfall intensities (24 hour) for Candia shall be established using Cornell Universities Extreme Precipitation rates for New York and New England a copy of the extreme rainfall events for the modelled storms shall be provided as part of the drainage report.
- B. All runoff, erosion, and sediment control measures and the design of all drainage structures and systems shall meet the design standards and specifications set forth in these Regulations or in the current “Manual on Drainage Design for Highways” published by the NHDOT and the most recent New Hampshire Department of Environmental Services Alteration of Terrain manuals.
- C. All private drainage systems are to be maintained as necessary and minimally on a bi-annual basis. Upon request, written records verifying compliance with this requirement shall be provided to the Town. A note requiring this annual report must appear on the recorded cover sheet and site plan.

- D. No LID drainage structures (i.e. rain gardens, bio-retention basins, underground infiltration systems, etc.) shall be installed within the Town right-of-way or in any drainage easements to be maintained by the Town.
- E. On all projects requiring United States Environmental Protection Agency SWPPP Plan and NOI Permit, the Applicants must provide copies of the SWPPP inspection reports to the Town and the Town's Consulting Engineer within three (3) days of each site inspection and resulting report.
- F. All drainage computations and related submissions shall be certified by a Professional Engineer
- G. The design shall not direct concentrated flows across property lines where the flows were not concentrated in the existing conditions.
- H. The drainage design shall model the pre- and post-development 2-year, 10-year, 25-year, 50-year and 100-year storm events for the site using the rainfall intensities described in Section 8.06 (A). The design shall demonstrate no increase of runoff at any point on abutting properties for any of the modeled events. The entire event shall be modeled and the hydrograph for each structure shall be provided.
- I. The drainage system shall be sized as follows:
  - a. Closed Drainage System = 25-Year storm event, with no overtopping in the 50-year storm.
  - b. Open Drainage System = 50-Year storm event
  - c. Cross-Culverts Connecting Wetlands or outletting to a Wetland = 100-Year storm event
  - d. Detention Ponds = 100-Year storm event with 1' freeboard to the top of the berm
  - e. Box Culverts or Bridges = 100-Year with zero surcharge
  - f. Scour Protection Measures= 50-Year storm event
- J. Pipes and culverts shall not be surcharged during the design storm event. Outlet control structures (relating to detention ponds only) may be surcharged. Culverts shall be placed to accommodate natural drainage courses.
- K. Acceptable pipe material for roadway drainage systems and driveway culverts is: Reinforced Concrete Pipe (RCP),
- L. Stormwater shall not be impounded adjacent to roadways. The 100-Year Detention Pond elevation shall be designed to be a minimum of 10-feet from the edge of the right-of-way or otherwise a minimum of 25-feet from the edge of pavement.
- M. Maximum flow velocity in any pipe during the 25-year storm shall be 10 fps. When the computed outlet pipe velocity is in excess of 10 fps, additional outlet protection shall be employed. The minimum allowable flow velocity in a pipe or culvert during a 2-year storm event is 2 fps.

- N. Maximum flow velocity in a vegetated channel is 3.5 fps during the 25-year storm event. Maximum flow velocity in a rock lined channel is 6 fps during the 25-year storm event. These swales shall be analyzed for stability during this storm event.
- O. All culverts, including driveway culverts, shall be constructed with end treatments (flared end section, headwalls, etc.).
- P. A ditch or swale shall have a minimum 6-inches of loam and seed and a minimum slope of 1.0 percent, except for treatment swales which shall have a minimum slope of 0.5 percent.
- Q. Minimum pipe diameter in a closed drainage system is 12-inches. Minimum pipe diameter in an open drainage system is 15-inches.
- R. Standard roadway catch basin grates shall be limited to a design inlet flow of 2 CFS unless manufacturer's data (based on transverse and longitudinal slopes) indicates greater capacity at a gutter line depth of 2-inches.
- S. When two different diameter culverts enter one basin, the pipe crown elevations shall be matched.
- T. The compatibility of grate capacity, pipe capacity and design flow must be considered in closed drainage system design.
- U. Test pits or borings in the roadway cut sections shall be taken, as required or ordered by the Town's Engineer, to locate the Seasonal High Water Table (SHWT) and determine the need for underdrain pipe. This pipe shall be perforated PVC or HDPE with a minimum diameter of 6-inches, placed 1-foot outside the edge of pavement at a centerline depth of 4-feet.
- V. The Applicant shall provide the following information in the drainage report/analysis with adequate description of the drainage system features. Submission shall include pre- and post-drainage plans with catchments (area, slope, length and flow path) and other drainage system components clearly identified.
  - 1. **Infiltration Basins:** Elevations, incremental storage capacity, stage-discharge relationship, areas, critical depth, flood elevation, inflows, outflows, outlet information.
  - 2. **Pipes and Culverts:** Inlet and outlet inverts, base flows, material, slope, length, dimensions, roughness, restrictions, and special conditions.
  - 3. **Channels:** Inlet and outlet inverts, base flows, stability, construction and lining, slope, length, dimensions, roughness, restrictions, and special conditions.
  - 4. **Catchments:** Also known as "subcatchments." Slope, average length, changes in flow modes, soils, CN, condition, time of concentration, area, rainfall information, description of specific location.
  - 5. Modeling should include the entire storm event with a minimum time of twenty-four (24) hours.



**W. Detention/Retention Ponds**

1. Both retention and detention ponds shall provide a minimum of 1-foot of freeboard at peak elevation during the 100-year storm event.
2. Detention and retention ponds shall be provided with an emergency overflow with an invert at the peak elevation of the 100-year storm event preferably provided as part of the outlet control structure. Overflow weirs are permitted if designed with erosion protection for the 100-year storm event.
3. Slopes shall have 6-inches of loam and be fully grassed. Permanent fencing (4-foot minimum) and a locking gating (minimum 12-foot width) shall be required if the pond permanently retains more than 12-inches of water or the peak depth (measured from the invert of lowest outlet to the invert of the emergency overflow) is greater than 6-feet.
4. Slopes and contouring are critical to a drainage system. Maximum slopes, directly relating to the construction of ponds, swales, or diversions, and cut slopes intercepting the estimated seasonal high water table, shall be limited to 3:1 unless the design Engineer provides a geotechnical evaluation showing that steeper slopes are stable and sustainable in a saturated and surcharged condition. The evaluation shall examine all failure modes and provide calculations with supporting documentation based on individual soil types, compaction requirements, surcharge loads, and moisture content. Other methods providing additional structural support and stability to a proposed slope may be approved by the Board on a case-by-case basis.
5. Stamp test pit logs and percolation rates shall be taken at the proposed depth and shall be provided in the drainage report when infiltration is being considered as part of the drainage system design. When infiltration is included as part of the drainage calculations the Applicant shall also demonstrate that the proposed drainage system(s) are sized appropriately for no infiltration.

**8.07 Groundwater Protection:**

The quality of groundwater is defined in RSA 485.C: 2 shall not be adversely affected by the proposed development. The design Engineer of record shall certify that the proposed development does not violate the rules and regulations of Chapter 485:3 (c) Groundwater Protection Act with regard to groundwater and shall meet the following requirements:

**A. Groundwater Pollution Monitoring Devices:**

Any proposed or expanded site with the potential for contaminate leaching shall have provision for suitably designed and approved monitoring wells installed around the perimeter of the site. Said design and installation shall be approved by the Planning Board through its Town's Engineer at the expense of the Applicant.

**B. Surface Drainage Control Measures:**

Any proposed or expanded site with the potential for surface run off degradation shall have provision for the containment and diversion of surface water runoff to suitable and approved

catchment facilities. Said design and construction to be approved by Planning Board through its Town's Engineer at the expense of the Applicant.

**C. Disclosure**

Any application for site plan review which involves the proposed receiving, handling, storing or processing of any regulated substance (as defined by RSA 339-A:2) shall disclose this information as part of the application submission. Copies of all appropriate state permits as required by the NH DES for the proposed use shall be submitted to the Town of Candia Health Officer and Candia Fire Department as part of the site plan application. Site plan applications which involve property contaminated by hazardous or toxic materials (as defined by RSA 339-A:2) shall disclose such information as part of the application. If the Planning Board finds that a potential health risk or an environmental threat exists from a previous use or existing use of the site, then the Planning Board shall require that any environmental assessment that has been completed and submitted to NH DES shall be submitted to and reviewed by the Town Health Officer (or 3rd party consultant of Board's choice at Applicant's expense) prior to any Planning Board action.

**8.08 Utilities and Fire Protection:**

**A. Utilities:**

Provisions shall be made for the site to be serviced by underground utilities which may include water for fire and domestic use, sanitary sewer, electrical, gas, telephone and cable.

**B. Fire Protection:**

All new multi-family structures of three or more dwelling units, commercial and industrial buildings constructed in the Town of Candia shall have provisions for fire protection system in accordance with the latest version of the NH State Fire Code and NFPA#1142. Options include but are not limited to a cistern, fire pond or approved building sprinkler system.

1. As determined by the Fire Chief, in conjunction with the Town's Engineer and based on current NFPA and IBC Building code Standards.
2. Cost based on Engineer's estimate.

The volume of the cistern water supply shall be based on the formula used by the NH State Fire Marshall Office with the minimum supply consisting of a 30,000-gallon, 30 year warranty, fiberglass cistern, which the property Owner shall be responsible for maintaining access to at all times. Actual water supply requirements will be determined by the use, type of construction and the fire load inside the building. The cost basis for this contribution shall be as estimated by the Town's engineering consultant.

Sprinkler systems shall be designed and installed in accordance with NFPA Standard 13 for commercial and industrial buildings and NFPA Standard 13R for multi-family structures. The fire department may, at the discretion of the Chief, require the developer to contribute the cost for the installation of the Fire Chief's recommended fire protection system to the Town of Candia Water Supply Capital Reserve Fund if it is determined that this option will improve the overall fire protection of the Town.

1. Existing commercial property will be required to conform to this requirement when a proposed expansion exceeding 50% of the existing square footage occurs.

2. A letter from the Fire Chief and the Police Chief regarding safety issues is required. A copy of the plan shall be submitted to these agencies at least thirty (30) days prior to any public hearings, to allow their recommendations to be part of the hearing process.

#### **8.09 Disposition of Excavated Waste:**

All excavated waste including but not limited to: boulders, rubble and debris, shall be removed from the site unless the Planning Board authorizes otherwise. The exception is if boulders are proposed for lands.

#### **8.10 Solid Waste Disposal Plan:**

Provisions for the disposal of solid waste in conformance with Candia Recycling Center Regulations shall be evidenced and submitted prior to final plan approval. Said plan shall include the following information:

- A. Description of the solid waste to be generated by the site;
- B. Description of the on-site solid waste storage facilities;
- C. A removal schedule showing volume and frequency; and
- D. A statement acknowledging the conditions imposed by the Candia Recycling Center Regulations and the method by which the site will conform with those conditions.

#### **8.11 Erosion and Sedimentation Control Plan:**

Erosion and Sedimentation Control Plans shall be submitted in conformance with the Candia Subdivision Regulations.

#### **8.12 Impervious Cover:**

The area of the site to be finished with impervious cover shall be shown in terms of the percentage of the entire site. The Board may require a reduction in the impermeable surface area and/or the construction of storm drains and catch basins where warranted by conditions of soil, slope and groundwater. The proposed development shall be limited to the following:

1. No more than fifty (50%) percent or under 2-acres of the lot shall be covered by impervious material, including but not limited to, building, concrete and asphalt.
2. A minimum of thirty (30%) percent of the developed lot shall remain as green area or undeveloped.
3. The maximum allowable building area coverage shall be twenty (20%) percent of the developed lot area.
4. All uses providing twenty (20) or more off-street parking spaces shall have at least five (5%) percent of landscaped open area within the paved portion of the parking area. With a total of twenty (20%) percent of area proposed for impervious cover provided as landscape area.

#### **8.13 Underground Petroleum Storage Tanks:**

Copies of permits obtained from the State of New Hampshire Water Division shall be required when underground storage tanks are proposed whether for private or commercial use. All site plan designs submitted to the Planning Board that include underground storage tanks, as defined by the

New Hampshire Code of Administrative Rules ENV-OR 400-Underground Storage Facilities, must include underground storage tank design with the complete underground storage tank submittal application to New Hampshire Division of Environmental Services Oil Compliance and Initial Response Section.

#### **8.14 Landscaping:**

A landscaping plan shall be required upon application for site plan review and approval. The final landscaping plan shall be drawn to scale, said plan shall include the following:

- A. All site plans shall include a landscaping plan designed by a qualified landscaping Designer. The Board shall make the final determination of whether the landscape Designer is qualified.
- B. For all proposed landscaped areas a minimum of 4-inches of topsoil, with 5% organic matter incorporated shall be spread in all planting and turf areas.
- C. Landscape plans shall be designed to provide buffers in an effort to mitigate impacts to neighboring properties. Buffers are intended to physically separate one use or property from another so as to visually shield or block, noise, lights, provide a water quality benefit and to minimize other impacts.
  - a. Along the property line of a property, buffers are required in the following instances:
    - i. Where a proposed non-residential use abuts a residential zoning district.;
    - ii. Where a proposed non-residential use abuts an existing residential use; and
    - iii. Where a proposed roadway abuts an existing property line or is within 20-feet of a property line where the existing use is residential.
  - b. Within a property, buffers are required to provide visual screens in the following instances:
    - i. Outdoor Storage Areas; and
    - ii. Refuse and Recycling Collection Areas
- D. Within a property landscaping buffers shall meet the following criteria:
  - a. Buffers shall be located to prevent visibility of the above listed items from the parking areas, traveled right-of-way or neighboring properties.
  - b. Buffers shall be at least 6-feet in height and may consist of fencing, evergreens, berms, mounds or combinations thereof. Chain link fencing with privacy slats are discouraged.
- E. Landscaping shall be provided along all building frontage. A minimum of one (1) shrub for every 12-feet of building frontage shall be provided. In instances where it is not possible to locate all required shrubs along the building frontage due to doorways, walkways or other impervious surfaces, the required shrubs shall be utilized within the parking lot or landscape buffers. Plant locations are designed to be flexible and not necessarily in even spaced intervals.
- F. Peripheral landscaping shall be required along all sides of a parking lot or access way that abuts adjoining property or a public right.

- G. Landscaping within parking lots or green space encompassing not less than five (5%) percent of the total parking area shall be required. A minimum of one (1) tree for every fifteen (15) parking spaces shall be provided. These trees shall be complemented by suitable ground cover and shrubs.
- H. A minimum 4-foot wide landscape area shall be provided surrounding each free-standing sign base.
- I. Bare soil is not acceptable. The introduction of groundcovers and/or perennials planted, the use of mulch or other natural material as a soil covering is acceptable. However, no more than twenty percent of the minimum landscaped area may be covered with nonliving landscaping materials such as bark mulch, woodchips or leaf litter.
- J. Use of Existing Landscaping Towards Requirements:
  - a. Each existing healthy and native or non-invasive tree, with a caliper of 3-inches or greater, preserved using proper protection methods within the interior parking lot area may be substituted for one tree required for every fifteen (15) parking spaces.
  - b. Where an Applicant proposes leaving a significant portion of healthy non-invasive trees and other vegetation within the proposed parking area, the Board may consider alternative landscaping designs.
- K. All trees, shrubs and ground cover shall be planted according to accepted horticultural standards.
  - a. Minimum for shade or canopy trees shall be 3-inches in diameter measured at breast height, with a height not less than 12-feet.
  - b. Minimum size for small or minor shade trees shall be 2.5-inches in diameter measured breast height, with a height of not less than 9-feet.
  - c. Minimum size for ornamental or flowering fruit trees shall be 2-inches in diameter measured at breast height, with a height of not less than 7-feet.
  - d. Minimum size for evergreen trees shall be 6-feet in height.
  - e. Minimum size for a shrubbery shall be 1.5-feet in height or spread.
  - f. All trees and shrubs shall be appropriately pruned after planting with all broken or damaged branches removed.
- L. All landscaping shall be completed prior to the issuance of a Certificate of Occupancy. An inspection of all plantings to ensure compliance with the approved landscaping plan shall be conducted prior to the issuance of a Certificate of Occupancy. Ongoing inspections of landscapes shall be conducted to ensure compliance of the site with the approved landscape plan in perpetuity.

- M. All landscaping shall be warranted for one (1) year from the of issuance of a Certificate of Occupancy.

### **8.15 Structural Design Requirements:**

#### **A. Retaining Walls**

- a. Retaining walls are discouraged within the Town right-of-way. If a retaining wall is to be allowed, as determined by the Planning Board, a typical detail of the proposed retaining wall must be included in the plans. The following requirement must be included with the typical detail: “The stamped shop drawings and calculations for the actual retaining wall must be provided for review and approval at or prior to the project’s required preconstruction meeting.”
- b. All retaining walls shall be designed by a professional Engineer with expertise in this field. A note must appear on the plans requiring that the provided plans and supporting calculations address the following criteria:
  - i. Design calculations stamped by a Professional Engineer of the appropriate discipline, licensed in New Hampshire;
  - ii. Stability calculations (including bearing capacity, global stability, overturning and sliding);
  - iii. Geogrid pullout and other pertinent data & evaluations;
  - iv. Construction installation specification;
  - v. Lateral earth pressure coefficient;
  - vi. Surcharge load, embedment depth;
  - vii. Both a plan and profile of each wall section;
  - viii. Guardrail / handrail installation details and geogrid penetration procedures; and
  - ix. Location of the required pedestrian barrier.
- c. If requested by the Planning Board or the Town Consulting Engineer, a pedestrian barrier, (i.e. 4-foot chain link fence), must be installed at the top of the proposed retaining wall. If guardrail is also proposed, the requested pedestrian barrier must be installed between the guardrail and the top of the retaining wall.
- d. A note must appear on the approved plans and the stamped shop drawings requiring the design Engineer, after the retaining wall construction is completed, provide a stamped letter certifying that: “the retaining wall was fully constructed per the approved design plans and will function as intended.”

#### **B. Box Culverts, Bottomless Spans, Bridges, Headwalls, and Wingwalls**

- a. A typical detail of the proposed structure(s) must be included in the design plans. The following requirement must be included with the typical detail: “The stamped shop drawings and calculations for the actual structure(s) must be provided for review and approval at or prior to the project’s required preconstruction meeting.”
- b. All structural designs shall meet or exceed HL-93 loading.

- c. These structures shall be designed by a professional Engineer with expertise in this field. A note must appear on the plans requiring that the provided plans and supporting calculations must address and/or include the following criteria:
- i. Hot dipped galvanized hardware connection details;
  - ii. Cementitious patching of all hardware pockets;
  - iii. Flexible sealant (i.e. Sika 1A or equal), specified between structure sections;
  - iv. Connection details for headwalls and/or wingwalls;
  - v. Specify steel shimming material;
  - vi. Cast in place concrete minimum design strength equal to 4,000 psi;
  - vii. Precast concrete minimum design strength equal to 5,000 psi;
  - viii. Note requiring the structure to also meet all NHDOT roadway and bridge design standards;
  - ix. Design elevations such as top/bottom of footing, top of structure, finish grade, select gravel and pavement thicknesses, etc.;
  - x. Dimensions for all pieces;
  - xi. Backfill specifications and compaction requirements;
  - xii. Subgrade preparation requirements, minimum of 12-inches of crushed gravel;
  - xiii. Epoxy coated rebar to be used for all bridge decks and box culverts with less than 5-feet of cover and all rebar to be 60 grade steel; and
  - xiv. Applicable membrane and/or coatings for both backfilled and exposed surfaces.

#### **8.16 Temporary Signs:**

The developer shall obtain and post signs to warn motorists of construction and construction vehicles in the area of the proposed roadway construction. All signage shall be in accordance with the Manual of Uniform Traffic Control Devices published by the Federal Highway Administration.

Changeable message signs are okay to be used on a temporary basis of forty-eight (48) hours or less.

#### **8.17 Guardrail:**

Guardrail shall be provided for all locations where side slopes exceed 4-feet horizontal and 1-foot vertical, for a vertical drop greater than 5-feet. All proposed guardrail limits, end sections, materials and details shall meet all NHDOT roadway and bridge design standards.

### **SECTION IV: JOINT PROCEDURES PROVISIONS**

#### **Article 9.00 Procedure When Subdivision Approval is required**

##### **9.01 Procedure When Subdivision Approval is required:**

When both subdivision and site plan approval are required on a proposed development, the Board may hold the site plan review hearing at the same time as the hearing required by the subdivision regulations.

##### **9.02 Procedure When a Special Exception or Variance Approval by the Zoning Board of adjustment is required:**

When a Special Exception or Variance is required by the Zoning Ordinance, the Applicant shall first obtain the special exception or variance before the application is considered complete for site

plan approval. Any condition imposed by the Board of Adjustment Shall not be diminished by the requirements contained in these Regulations.

### **8.03 Procedure When Earth Excavation Permit is Required:**

The procedures required under Earth Excavation Regulations shall substitute for the procedures required under these Regulations with respect to proposed excavation operations.

## **SECTION V: MISCELLANEOUS PROVISIONS**

### **10.00 Representations at Public Hearings:**

Representations made at public hearings or material submitted to the Board concerning features of the proposed buildings, structures, parking or use which is subject to regulations pursuant to these Regulations or to the Candia Zoning Ordinance, whether written or verbal, shall be deemed conditions upon such approval.

### **11.00 Upgrading Off-Site Public Facilities:**

The Board may require that existing public streets, sidewalks and utilities providing access to the site be upgraded and improved to accommodate the additional burden placed on the streets, sidewalks and utilities by proposed use of the site. The Applicant's share of such cost for off-site improvements shall be determined by the Town's Engineer.

### **12.00 Fines and Penalties:**

Any violation of these Regulations shall be made punishable as provided in New Hampshire Revised Statutes Annotated Chapter 676:17 I-V.

### **13.00 Appeals:**

Any person aggrieved by an official action of the Board may appeal that decision in accordance with RSA 677:15.

### **14.00 Active and Substantial Development or Building:**

In approving any application, the Planning Board may specify the threshold level of work which shall constitute "active and substantial development or building" for the purpose of determining the minimum amount of work required in order to satisfy the provisions of RSA 674:39. Active and substantial development, in the absence of a specific finding of the Planning Board shall mean the construction of one or more roads as shown on an approved and recorded site plat in accordance with the construction specifications contained within Article 19 of the Town of Candia Subdivision Regulations. Such road construction shall be completed through final binder course of pavement, sufficient to cause eligibility for certificates of occupancy to be issued for structures on those lots fronting the road. This active and substantial development would thus entitle the site plan to the four-year exemption as provided under RSA 674:39.

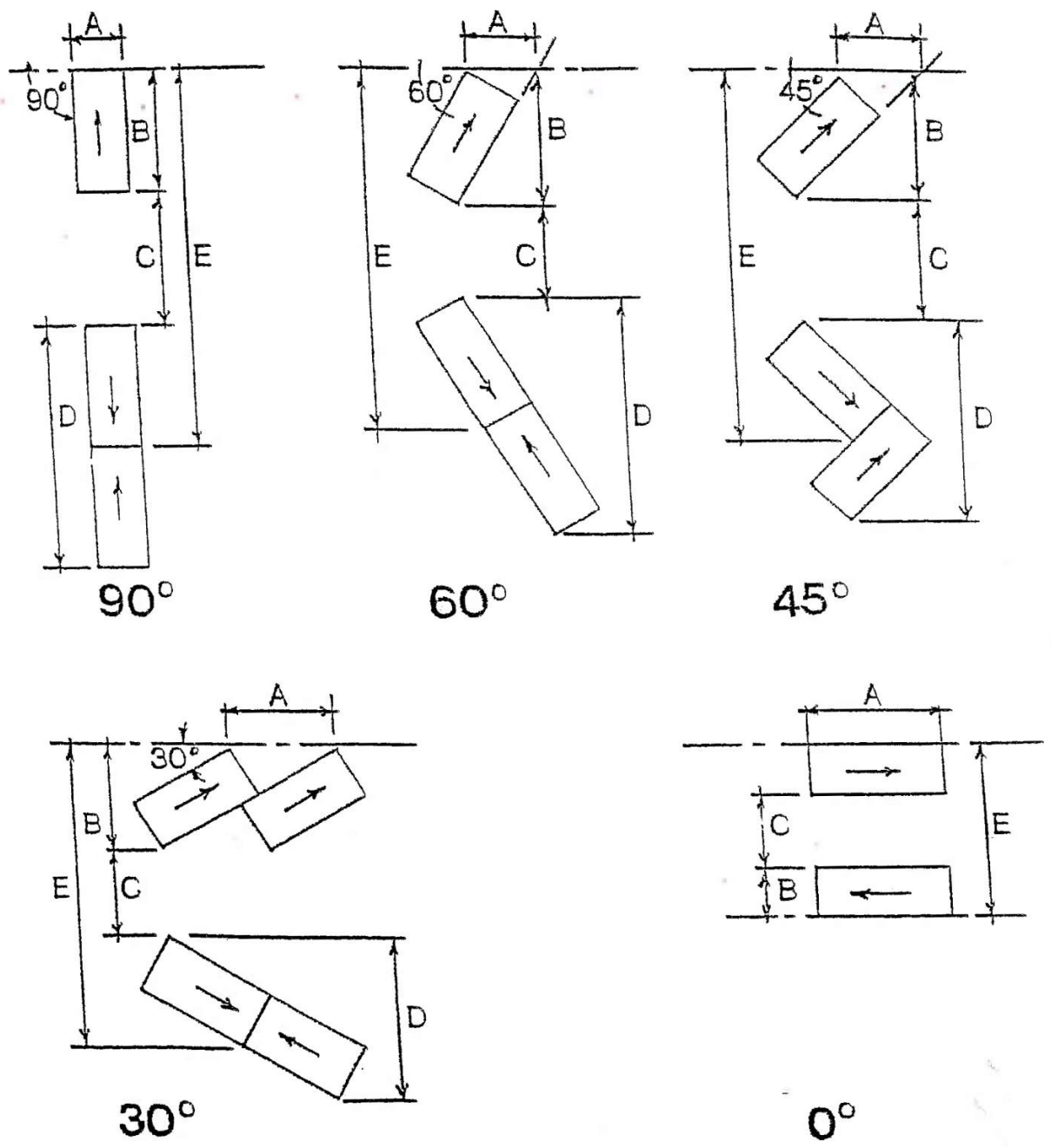




(i) Retail Trade & Personal Services	1 per 200 sq.. of sales area plus 1 per employee at the largest shift
(j) Wholesale Trade and Warehousing	1.2 per employee at the largest shift
(k) Office and Industrial Uses	1.2 per employee at the largest shift
(l) Residential Units	3 Spaces per unit, can include garage
(m) Bank or Financial Institution	4 per 1,000 sq. ft building floor area
(n) Golf Course/Country Club	8 per hole
(o) Place of Worship	9 per 1,000 sq. ft. building floor area
(p) Medical Facility – Animal Hospital	5 per 1,000 sq. ft. building floor area
(q) Medical Facility – Urgent Care	6 per 1,000 sq. ft. building floor area
(r) Medical Facility – Dental Office shift	1 per seat plus 1 per employee at the largest shift
(s) Park/Playground	6 per Acre
(t) Movie Theatre	1 space per 4 seats
(u) Day Care	3 spaces per 1,000 sq. ft. building floor area
(v) Commercial Recreation	12 spaces per 1,000 sq. ft. building floor area

TABLE II

TYPICAL PARKING SPACE LAYOUT AND LOCATION OF DIMENSIONAL REQUIREMENTS FOR AREAS OF FIVE OR MORE PARKING SPACES





L-Chip Fee	\$25.00
(as of 7/2008 *current rates established by Registry)	
Delivery to Registry Charge	\$20.00
L. Fire Department Inspection Fee	\$50.00

## II. EXISTING DATA AND INFORMATION

ITEM	CHECKED
1. Location of site shown	1.
2. Names and street addresses of Owner's of record	2.
3. Names and street addresses of abutters	3.
4. Name & address of firm preparing the plan	4.
5. Scale of plan (1" = 20' minimum)	5.
a. entire site area shown on one sheet with index on sheets	
6. North arrow	6.
7. Plan prepared by a P.E. or R.L.S. with seal. <i>All plans must also be submitted electronically via e-mail or approved storage media in the portable document format (PDF) with a maximum file storage size of 10 M.B.</i>	7.
II. ITEM	CHECKED
8. Date of plan	8.
9. Name and address of person or firm preparing other data if different from preparer of plan	9.
10. Boundary lines of site shown	10.
11. Bearings and distances shown	11.
12. Total lot area shown	12.
13. Plan drawn in ink on transparent mylar	13.
14. Existing grades shown	14.
15. Existing drainage systems and structures shown	15.
16. Existing easements; locations and dimensions:	16.
a. drainage	
b. slope	
c. detention ponds	
d. temporary (cul-de-sac, other)	
e. utility	
f. rights-of-way	
17. Use of all abutting properties shown with all structures thereon and access roads	17.
18. Vicinity sketch (locus map)	18.
a. location of site shown	
b. zoning within 1000' of site shown	
c. 100 year flood plain, if applicable	
d. scale shown	
19. Topographic map of site with:	19.
a. Bench mark established by Applicant or USGS	
b. 2' contours with spot elevations	
c. existing contours dashed	
20. Special features, natural and man made, affecting site or giving it character such as:	20.
a. bodies of water	
b. streams or water courses	
c. swamps, marshes or wetlands	
d. wooded areas	
e. large (in excess of 24" DBH) trees or boulders	
f. other significant features	
21. Location of all existing monuments	21.
22. Statement describing purpose of the plan	22.
23. Tax Map and Lot number	23.
24. Existing zoning variances or special exceptions, with applicable references	24.

## III. PROPOSED PLAN AND INFORMATION

1. Plans:
  - a. Area to be disturbed for streets, drainage, structures (100,000+ SF requires WSPCD site specific approval
  - b. Sewer, water, gas and electric lines

- c. Erosion and sedimentation control plan c.
- d. Finished contour lines d.
- e. Existing tree lines and proposed plantings e.
- f. Paved areas f.
- g. Percentage of site finished with impervious cover g.
- h. Location and size of structures h.
- i. Scale 1" = 50', or as approved by the Broad i.
- j. Details as required: j.
- 1. construction details
- 2. grading details
- 3. drainage and erosion control
- 4. utility details
- k. USGS or assumed datum k.

III.

- 2. Proposed streets, including names 2.
- \* 3. Proposed drives, parking spaces and sidewalks 3.
- 4. Radii of all curves shown 4.
- 5. Widths of streets, drives and sidewalks shown 5.
- 6. Parking required by Zoning Ordinance \_\_\_\_\_ spaces 6.
- Parking provided by proposed site plan \_\_\_\_\_ spaces
- Size of parking spaces: \_\_\_\_\_ X \_\_\_\_\_
- 7. Size and location of all proposed and public utilities 7.
- 8. Proposed landscaping and screening 8.
- a. location a.
- b. type b.
- c. size c.
- d. planting schedule d.
- 9. Lighting and signage plans 9.
- 10. Drainage Calculations/Report 10.
- a. System sizing a.
- b. detention, retention provided as necessary b.
- c. headwalls provided as necessary c.
- d. pipes adequate for the designated design storm d.
- e. end treatments for all e.
- 11. Circulation plan provided 11.
- a. pedestrian and vehicular traffic a.
- b. checked turning radii for fire equipment b.
- c. checked for access to fire hydrant(s) c.
- 12. Construction drawings and details provided: 12.
- a. pavement and road profiles a.
- b. walks and steps b.
- c. curbing c.
- d. drainage structures d.
- e. other details as required e.
- 13. Architectural Renderings 13.
- 14. Solid Waste Disposal Plan 14.
- 15. Timetable for construction and completion of buildings, improvements and landscaping 15.
- 16. Snow storage areas 16.
- 17. Location of any fire suppression system as required by the Fire Department 17.
- 18. A signature block for signing by seven members of the Planning Board 18.
- 19. All required State, Federal and Local permits and permit numbers 19.
- 20. All proposed waivers of Town of Candia regulations. 20.
- 21. A table summary of the area or impervious cover, greenspace, landscaping and building area. 21.
- 22. SWPPP 22.
- 23. Sight Distance Plan 23.

IV ADDITIONAL INFORMATION AS REQUIRED

- 1. Abutters list provided 1.
- 2. Permits secured or applications submitted, copies provided 2.
- 3. Review letter by Fire Department 3.
- 4. Review letter by Police Department 4.

- |  |    |
|--|----|
| 5. Review letter by Building Inspector             | 5. |
| 6. Other (Zoning Board of Adjustment, for example) | 6. |
| 7. Drainage calculations and report                | 7. |

V. DESIGN AND CONSTRUCTION REQUIREMENTS

YES NO UNKNOWN

See Section III: Standards and requirements for Site Development

\* All newly proposed driveways and points of access must be approved by either the local Road Agent or by the NH Department of Transportation for curb cut locations.

VI. ENGINEERING REVIEW

1. Consolidation or subdivision required
  - a. plan submitted
  - b. plan per regulation (see major subdivision checklist)
2. Zoning Issues
  - a. zoning district shown
  - b. zoning district for adjacent properties within 1000' shown
  - c. wetlands involvement (see Article X, Candia Zoning Ordinance for definition of wetlands)
  - d. wetlands exception obtained from ZBA
  - e. site per zoning ordinance:
    1. frontage required \_\_\_\_\_  
frontage proposed \_\_\_\_\_
    2. area required \_\_\_\_\_  
area proposed \_\_\_\_\_
    3. usages permitted \_\_\_\_\_  
usages proposed \_\_\_\_\_
    4. proposed usages permitted by special exception \_\_\_\_\_
  - f. date project scheduled with ZBA
  - g. ZBA stipulation recorded and complied with
  - h. buffers provided per regulations
  - i. parking adequate per regulations
  - j. set-backs:
    1. shown per regulations
    2. distances correct
    3. front yards per regulations
    4. rear and side yards per regulations
  - k. building height conforming
3. Plan elements submitted:
  - a. subdivision or lot line adjustment plan
  - b. site plan
  - c. landscaping, signage and lighting plan
  - d. drainage and utility plan
  - e. drainage profiles
  - f. drainage calculations
  - g. test pit data
  - h. soils map and or wetlands map
    1. SCS
    2. HISS
    3. Legend for soil types
  - i. sedimentation and temporary erosion control plan
4. Construction cost estimates and completion schedule

\* Also required is an approved local or state driveway permit for all new access ways

**APPLICATION FOR SITE PLAN REVIEW  
CANDIA, NEW HAMPSHIRE**

**ABUTTERS LIST**

Name

Address

1. Applicant \_\_\_\_\_
2. Owner (if different than Applicant) \_\_\_\_\_  
\_\_\_\_\_
3. Contact person \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

All the above names and addresses must be shown on the site plan. A fee of \$11.64 per abutter is required at the time of application. **Applicant bears full responsibility that all required notices were given. Board reserves the right to continue the hearing if proper notice was not given.**

I hereby certify that the above list contains the names and mailing address of all property owners as prescribed by the Site Plan Review Regulations for Candia, NH.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Date received \_\_\_\_\_ By \_\_\_\_\_