

SITE PLAN REVIEW REGULATIONS

FOR THE

TOWN OF RAYMOND, NH



LAST AMENDED
October 3, 2019

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ARTICLE I – PURPOSE AND AUTHORITY

1.01 AUTHORITY

Pursuant to the authority vested in the Town of Raymond Planning Board by the voters of the Town on March 12, 1983, and in accordance with New Hampshire Revised Statutes Annotated (NH RSA) 674:44, the Planning Board does hereby adopt the following Regulations for the governing of the review of non-residential site plans, the development of multi-family dwelling units and changes of use. These Regulations shall be entitled the “Site Plan Review Regulations for the Town of Raymond.”

1.02 PURPOSE

The purpose of the Site Plan Review Regulations is to provide for the orderly development of the Town of Raymond, and to promote the public health, safety, convenience and welfare of its residents.

ARTICLE II – DEFINITIONS

2.01 DEFINITIONS

In general, words and terms used in these Regulations shall have their customary dictionary meanings. Definitions described in the most current Town of Raymond Zoning Ordinance shall apply herein. For the purpose of these Regulations, words used within the Site Plan Review Regulations are defined as follows:

- 01 ABUTTER:** Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receipt of notification by a municipality in the case of a local land use hearing, “abutter” means all affected towns and their regional planning commission(s) in the case of the development having regional impact, as determined by the planning board utilizing the criteria set forth in RSA36:55.
- 02 APPLICANT:** The individual(s) or corporation who petitions the Planning Board for the review and approval of the Site Plan application. If the applicant is not the owner of record, a notarized letter of permission shall be required.

- 03 APPROVAL:** Formal recognition by the Planning Board certified by written endorsement on the plan, that the plan submission meets the requirements of the Site Plan Review Regulations and has been approved by the Planning Board providing that all subsequent conditions are demonstrated to have been met.
- 04 BOARD:** The Planning Board of the Town of Raymond. In the case of Minor Site Plan Reviews, the Technical Review Committee shall be synonymous with "Board."
- 05 COMPLETED APPLICATION:** A final Site Plan and application form submitted with all other information and materials required by the Board to make an informed decision, plus the required site plan review fees.
- 06 DEVELOPMENT:** The construction of improvements on or off a tract or tracts of land which shall include the enlargement of the structure, changes of use or physical changes to the site to accommodate the intended use.
- 07 DISTURBED AREA:** That portion of the Site Plan that is altered due to construction of streets, roadways, parking areas, utilities, buildings or other physical improvements including earth excavation, removal or alteration.
- 08 ENLARGEMENT:** The increase in size or the expansion of any structure or appurtenance whether said appurtenance exists alone or in service of a structure or other appurtenance.
- 09 ENGINEER or SURVEYOR:** The duly designated and legally recognized engineer or licensed surveyor of the applicant, as may be pertinent to the actual services to be performed in accordance with the provisions of Chapter 310-A, sections 2-27 (engineer) and sections 53-74 (surveyor) of the New Hampshire Revised Statutes Annotated.
- 10 IMPROVEMENT:** Refers to all work required to construct the proposed development including, but not limited to site grading, landscaping, utility installation, water, sewer, electric, drain, telephone, etc. and their appurtenances, roadways, parking lots, drives, buildings, fencing, signs, etc.; meaning and intending to include all the work necessary to construct the development as agreed to and shown on the approved plans, including entire on- and off-site improvements.
- 11 INDIVIDUAL WASTE DISPOSAL SYSTEM:** See also "Non-Public or Individual Waste Disposal System."
- 12 INDIVIDUAL WATER SUPPLY SYSTEM:** See also "Non-Public or Individual Water Supply System."
- 13 LOT:** A piece or parcel of land occupied or intended to be occupied by a principal building or group of buildings and accessory buildings, or utilized for a

principal use or uses accessory or incidental to the operation thereof, together with such open spaces as required by the Zoning Ordinance and having frontage on a public street or private way or right-of-way, intended to be separately owned, rented or otherwise used as a unit.

- 14 MASTER PLAN:** Means the Town of Raymond Master Plan, as may be amended from time to time.
- 15 MULTI-FAMILY:** A residential building designed for and occupied by three or more families, regardless of the type of ownership, such as, but not limited to condominiums, apartment or other common wall or row-type housing units of the same type.
- 16 NON-PUBLIC or INDIVIDUAL WASTE DISPOSAL SYSTEM:** Any treatment system, other than a public sewer, which receives sewage or other wastes.
- 17 NON-PUBLIC or INDIVIDUAL WATER SUPPLY SYSTEM:** Any system, other than the municipal system, providing potable water.
- 18 PERFORMANCE AGREEMENT:** An agreement executed by the Planning Board and the Applicant that includes the Conditions of Approval of the Site Plan and the improvements to be bonded, along with the estimated costs and the anticipated time of completion of the improvements.
- 19 PLANNING BOARD:** The Raymond Planning Board, as established in accordance with NH RSA 674:1-2.
- 20 PUBLIC SEWER:** Any publicly owned pipe or conduit designed to receive and convey sewage or other wastes to a municipally owned and operated treatment facility.
- 21 SEASONAL HIGH-WATER TABLE:** Means and includes the upper limit of the ground water in a soil which becomes seasonally saturated with water.
- 22 SITE PLAN:** The development plan for one or more lots on which is shown the existing and proposed conditions of the lot, including topography, vegetation, drainage, flood-plains, wetlands, and waterways; landscaping and open spaces; walkways; means of ingress and egress; circulation; utility services; structures and buildings; signs and lighting; berms, buffers and screening devices; surrounding development; and any other information that reasonably may be required in order for an informed decision to be made by the Planning Board or Technical Review Committee, as applicable.
- 23 STREET:** Means and includes such ways as alleys, avenues, boulevards, highways, roads, streets, and other rights-of-way excluding driveways per NH 674:13. The term "Streets" shall also apply to areas on any plans designated as street, roads, lanes, etc. A street is a public or private way intended to provide vehicular movement and which may or may not be continuous.

- 24 SUBDIVISION:** The division of the lot, tract or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease condominium conveyance, or building development. It includes re-subdivision and when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision under this definition (NH RSA 674:14).
- 25 SURVEYOR:** See also “Engineer or Surveyor.”
- 26 TECHNICAL REVIEW COMMITTEE:** A sub-committee of the Raymond Planning Board that consists of the Community Development Director, the Code Enforcement Officer, the Public Works Director, the Fire Chief, Assistant Fire Chief and the Chief of Police or any designees appointed by the respective members.
- 27 TOWN:** The Town of Raymond, New Hampshire.
- 28 TOWN ENGINEER:** The duly designated engineer for the Town of Raymond.
- 29 WETLANDS:** As defined in the current Wetland Administrative Rules published by the New Hampshire Department of Environmental Services, Wetlands Board (1996), an area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support – and that under normal circumstances does support – a prevalence of vegetation typically adapted for life in saturated soil conditions.

ARTICLE III – PROCEDURES

3.01 SITE PLAN REVIEW REQUIRED

The Planning Board shall require site plans to be submitted to it for review by any applicant seeking any of the following:

- 01** The construction of any new non-residential use;
- 02** The enlargement of any existing non-residential use which occasions development of the site;
- 03** The construction of any new multi-family dwellings;
- 04** The construction or conversion of any multi-family dwellings, other than one- and two-family dwellings, or non-residential use in which development of the site is contemplated or required by virtue of any other Town Ordinance or State Regulation or decision of the Town’s Zoning Board of Adjustment;
- 05** The enlargement of any existing multi-family use resulting in other than one- and two-family dwellings, which occasions development of the site;
- 06** The change within a structure from one permitted use to another, non-residential use or multi-family use other than one and two family dwellings, which will occasion development of the site including, but not limited to improvement or alteration to the site required by virtue of any other Town or State Ordinance, Statute or Regulation;
- 07** The Planning Board may, at its discretion, waive this requirement if there is no anticipated impact on traffic, off-street parking, drainage, municipal services or the surrounding neighborhood at a duly noticed public hearing.

3.02 CHANGE OF USE REVIEW

In instances where a change of use does not require a site plan, a change of use review may still be required as outlined in Appendix I. The final decision on whether to require a site plan or a change of use shall be made by the Board.

3.03 APPLICATION PROCEDURES

- 01 PROCESS/AUTHORITY:** A completed application shall include all requirements of Articles IV and V of these Regulations and be on forms supplied by the Board. The completed application, plans and fees are to be submitted to the Community Development Department. Upon receipt of the application, the Community Development Department will begin processing it following the procedure outlined in Article III, Section 3.003 (02) of these Regulations.
- 02 GENERAL PROCEDURES:** Prior to the submission of a site plan, it is strongly recommended that an applicant meet with Community Development Department staff. An applicant may also request to informally discuss plans with the Planning Board and/or Technical Review Committee (TRC) during a

work session. Any meeting with the Planning Board or the TRC will require formal notice in accordance with Article III, Section 3.003(05), unless the discussion is conceptual in nature and not about a specific parcel of land.

Upon submission of an application to the Community Development Department, once all required fees have been paid, a Zoning Determination is conducted to ensure conformity with the Town Zoning Ordinance. Upon receipt of a successful Zoning Determination, the application will be scheduled for a public hearing with the TRC to review the technical aspects of the plan. Once the TRC determines the plan is substantive enough to move forward, a public hearing with the Planning Board is then scheduled.

Once an applicant appears before the Planning Board, the Planning Board shall determine whether the applicant has submitted an application which is complete for purposes of review. An initial presentation will then be allowed, and, upon completion, the Planning Board will make a determination as to whether or not a project has regional impact, consistent with RSA 36:54 through 58. If the Board determines that a project is one of regional impact, then it shall follow the process outlined in RSA 36:57. Once the process for regional impact is completed, the Planning Board will resume its review of the application.

The PB may authorize the TRC to review and approve projects of a minor nature, for amendments to existing site plans, to be determined on a case-by-case basis by the Planning Board upon request by an applicant or staff.

03 CERTIFICATION BY DESIGN PROFESSIONALS REQUIRED: The following shall govern the preparation and certification of the plans and studies submitted by applicants for site plan approval:

- (a) A New Hampshire Licensed Land Surveyor shall prepare, sign and seal the existing condition plan.
- (b) A New Hampshire Licensed Professional Engineer shall prepare, sign and seal all plan where grading, drainage and utility information is proposed, including stormwater management plans.
- (c) Landscape plans shall be prepared by a New Hampshire Licensed Landscape Architect who shall sign and seal the landscape plan(s).
- (d) Architectural elevations shall be signed or sealed by a New Hampshire Licensed Architect, or a New Hampshire Licensed Professional Engineer, as allowed by the State of New Hampshire professional licensing boards.
- (e) Where wetland boundaries are required to be delineated, the delineation shall be performed by a New Hampshire Certified Wetland Scientist, who shall sign and seal the plan upon which the wetland boundaries are mapped.
- (f) Where soils are required to be identified, classified, and delineated, the identification, classification, and delineation shall be performed by a New

Hampshire Certified Soil Scientist, who shall sign and seal the plan upon which the soils are mapped.

- 04 BOARD ACTION:** The Planning Board shall act on the application in accordance with NH RSA 676:4.
- 05 PUBLIC HEARING AND NOTICE:** Before taking action on a site plan, the Planning Board shall hold a public hearing thereon. The applicant and abutters shall be sent notice of the public hearing via certified mail not less than ten days before the date fixed for the hearing. Additionally, notice of the public hearing shall be posted in two public places stating the time, date and place of such hearing, along with a brief description of the location(s) of the proposed site plan. Publication of such notice shall be advertised in a newspaper of general circulation in the Town of Raymond not less than ten days before the date fixed for the hearing. Associated costs, mailing, publication, etc. related to the hearing shall be paid by the applicant.
- 06 ABANDONMENT AND RE-SUBMISSION:** A plan shall be considered to have been abandoned by the applicant if he/she has not complied with the Performance Agreement, bond or escrow requirements or any other condition of approval established by the Planning Board within two years after the date of conditional approval. The applicant may be granted an extension of not more than sixty days by the Board upon written application and for reasons deemed adequate by the Board. An abandoned plan shall require a complete re-submission for new consideration by the Board.
- 07 CHANGE OF DESIGN AND IMPROVEMENTS:** If, at any time before or during the construction of the required improvements, it is demonstrated that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the Planning Board may authorize changes, provided these changes are within the spirit and intent of the Board's approval, and do not extend to the modification or substantial alteration of the function of any improvements required by the Board. The Board may authorize a change only after an amended site plan or "as-built" site plan has been submitted for review by the Board at a properly noticed public hearing. Changes which do not affect the minimum standards of the Regulations or design intent of the applicant's agent may be approved by the Town Engineer and Code Enforcement Officer. No changes, erasures, modifications or revisions shall be made on any site plan after approval has been given by the Board and endorsed in writing on the plan, except as herein provided.

3.04 FEES

In order for an application for Site Plan Review to be considered complete, it shall be accompanied by a check made out to the Town of Raymond, NH in an amount sufficient to cover the application fees as outlined on the Site Plan Review Application, as well as in Appendix II of these regulations, entitled Site Plan Review Fees. A second check, also made out to the Town of Raymond, shall be provided to establish a Planning Escrow account, as also outlined in the Appendix II.

The Board requires that an Inspection Fee be paid by the applicant into an escrow account before granting final approval. This inspection fee is based upon 4%¹ of the Town Engineer's approved improvement bond amount. This fee is not required for the application to be considered complete.

3.05 PERFORMANCE AGREEMENT

As a condition of the Planning Board's approval of a Site Plan, the Board shall require the applicant to execute a Performance Agreement within thirty days of receiving a conditional approval. This document shall outline the understanding of the Board and the applicant as to the terms and conditions of approval. It shall also include the improvements that require bonding as well as the bond amount for each improvement. The Town Engineer shall concur with the accuracy of the bond¹ amount. The Performance Agreement shall be prepared by the Board and its Legal Counsel if needed with the costs of preparation being borne by the applicant as provided by NH RSA 676:4, I(g).

3.06 ADDITIONAL ADMINISTRATIVE EXPENSES AND SPECIAL STUDIES

Reasonable fees in addition to fees previously noted may be imposed by the Planning Board to cover its administrative expenses and the cost of special investigative studies, review of documents and other matters which may be required as part of the Site Plan Application.

3.07 OFF-SITE IMPROVEMENTS

Where the impact of the proposed development is such that will require off-site improvements, the Planning Board shall require the applicant to mitigate said impact.

¹ Estimates for all improvements shall be provided by the Applicant for review and approval by the Raymond Public Works Director or his designee. These estimates will be utilized to establish an inspection escrow account (equal to 4% of the estimated cost of improvements), which must be in place with the Town of Raymond prior to the start of any site work. Additionally, these estimates will be used as the basis for computing the Surety/Performance Bond to be provided by the Applicant in favor of the Town of Raymond prior to the issuance of a Certificate of Occupancy by the Raymond Code Enforcement Officer. Surety/Performance Bond values shall be based upon the value of unfinished work at the time of the issuance of a Certificate of Occupancy, plus a 10% contingency.

3.08 BLASTING

If a project is known to require the blasting of materials, applicant shall so indicate in the application and certify that all blasting operations shall conform to NH RSA 158, along with the rules and regulations for Explosives promulgated by the Division of State Police, NH Department of Safety. If blasting is found to be necessary during construction of the site, then the applicant shall conform to the blasting requirements herein.

01 Local Blasting Permit Required

- (a) Blasting permits are issued and administered by the Raymond Fire Chief or designee. Blasters shall be responsible to pay local blasting permit fees, as may be revised from time to time by the Board of Selectmen.

02 Additional Minimum Requirements for Blasting

- (b) In recognizing that blasting for project sites can be intense and frequent for short-term projects, the Planning Board will require the Applicant to conduct, at a minimum, pre-blast surveys on all structures and wells not controlled by the applicant within 200 feet of the blast site. Depending on the scope and intensity of proposed blasting, the Planning Board may increase this distance, in accordance with recommendations it receives from a qualified professional. The applicant shall provide a detailed record of each survey to the Fire Chief or his designee and the Community Development Department for placement in the project file. Applicant shall be responsible for providing updated information during the course of site development.

ARTICLE IV – GENERAL REQUIREMENTS

4.01 COMPLIANCE WITH REGULATIONS

No site improvements, utility construction or building construction shall be started until a site plan, prepared in accordance with these Site Plan Review Regulations, has been approved by the Planning Board and other appropriate permits have been issued.

All non-residential and multi-family residential site plans shall conform to all local, State and Federal Regulations and guidelines including, but not limited to Town of Raymond Zoning Ordinance, including the Raymond Floodplain Development Ordinance, Building Code, Town of Raymond Subdivision Regulations, Multi-Family and Non-Residential Site Plan Review Regulations, Town of Raymond Water Department Regulations, Driveway Regulations and Town of Raymond Fire Department Regulations.

4.02 GENERAL REQUIREMENTS

In reviewing site plans, the Planning Board shall take into consideration the Master Plan, including the Open Space Plan, the public health, safety and general welfare, the comfort and convenience of the general public, and as a condition of approval may require such modifications of the proposed site plan as it deems necessary to comply with the spirit as well as the letter of these Regulations. The Board shall take into account the following objectives:

- 01** Safe, adequate and convenient vehicular and pedestrian traffic circulation both on- and off-site. The following aspects of the site plan shall be evaluated to determine the conformity of the site plan to this standard:
 - a. The effect of the proposed development on existing and future traffic conditions on abutting streets;
 - b. The number, locations and dimensions of vehicular and pedestrian entrances, exits, drives and walkways;
 - c. The visibility in both directions of all exit points of the site and the visibility of a vehicle entering the site to the driver of a vehicle traveling on the street;
 - d. The locations, arrangement and adequacy of on- and off-street parking facilities;
 - e. Interconnection of parking areas via access drives within and between adjacent lots in order to provide maximum efficiency and development potential, minimize curb cuts and encourage safe and convenient traffic circulation;
 - f. The location, arrangement and adequacy of truck loading and unloading facilities;

- g. Patterns of vehicular and pedestrian circulation, both within the boundaries of the development and in relation to the adjoining street and sidewalk system;
- h. The location, arrangement and adequacy of landscaping, boarding, parking and loading facilities.

02 The protection of environmental quality and the preservation and enhancement of property values. The following aspects of the site plan shall be evaluated to determine the conformity of the site plan to this standard:

- a. The location, height and materials of walls, fences, hedges and plantings so as to ensure harmony with adjacent development, screen parking and loading areas and conceal storage areas, utility installations and other such features;
- b. The prevention of dust and erosion through the planting of ground cover or installation of other surfaces;
- c. The preservation of natural amenities and major natural and man-made features of the site such as wetlands, highly erodible areas, historic structures, major trees and scenic views;
- d. The provision of adequate storm and surface water drainage facilities to properly drain the site;
- e. The provision of adequate water and wastewater facilities to properly service the site;
- f. The protection of residential abutters against public health and safety concerns, including but not limited to groundwater contamination, undue noise, glare, unsightliness or other nuisance detrimental to property value.

03 A Community Impact Analysis shall be required for all site plan review applications. The Community Impact Analysis shall, at a minimum, completely describe the proposed use and shall include a description of how the proposed activity, both during and following construction, will impact traffic, parking and circulation, storm drainage, utilities, schools, noise, the Town's fiscal condition and other Community services. The Community Impact Analysis shall be based on the experience of a similar or related type of business. The extent of the Community Impact Analysis shall be commensurate with the potential impact of the proposed activity. The Planning Board may reject a Community Impact Analysis that does not adequately address all relevant issues.

As a part of its review of the Community Impact Analysis, the Planning Board may require technical assistance from an outside consultant or expert in the field. Cost of such review shall be borne by the applicant in accordance with Article III, Section 3.006 of these Regulations, and NH RSA 676:4, T(g). The

description of the proposed use furnished by the applicant in the Community Impact Analysis may form the basis of future change-of-use determinations.

- 04** In acting upon any site plan, the Planning Board shall consider the recommendations of the Technical Review Committee, the Conservation Commission and other Town agencies or outside specialists with whom it consults.
- 05** These Regulations shall be interpreted as minimum requirements and compliance with these minimum requirements in no way obligates the Planning Board to approve any particular application solely on that basis.
- 06** The Planning Board will consider all aspects of an application before rendering its decision. This will include study of all site design and technical aspects of the proposal, as well as consideration of the impact of the development on the open space, wildlife habitat, surface water and groundwater, and other natural resources, local traffic patterns, and available public utilities, services and municipal resources.

4.03 HIGHER STANDARDS SHALL APPLY

If any other provision of Town, State or Federal Law relates to any matter covered herein, the Regulation providing the highest standard shall apply.

4.04 SUITABILITY OF LAND

Land unsuitable for development due to the presence of poorly and very poorly drained soils, flood hazard, steep slopes or other conditions constituting a danger to health, safety or the environment; or contrary to the purpose of these Regulations and the Master Plan shall not be approved for development unless the applicant presents satisfactory evidence or data to the Planning Board establishing that the methods proposed to overcome any such conditions are adequate.

4.05 CONSTRUCTION OF IMPROVEMENTS

- 01** No construction of improvements shall be made until approval is granted by the Planning Board, and the appropriate inspection escrows are established with the Public Works Director.
- 02** No building permits shall be issued by the Code Enforcement Officer until adequate site bonding has been established and received by the Public Works Director.
- 03** No site and/or building occupancy shall be allowed until all site and building safety features have been provided.

ARTICLE V – PLAN & SUBMISSION REQUIREMENTS

5.01 GENERAL

- 01** Prior to the submission of the site plan, the applicant or his agent may submit a sketch showing any preliminary information to the Planning Board for discussion purposes only.
- 02** In order to meet the formal submission requirements of these Regulations, the applicant or his/her authorized agent shall submit the following:
 - a. Completed Site Plan Review Application Form;
 - b. Notarized Letter of Authorization from the applicant's agent granting permission for representation;
 - c. Six full-size sets of the site plan;
 - d. Ten 11 x 17 sets of the site plan, and a complete plan set in PDF format (these do not have to be submitted until the application is scheduled to go before the Planning Board – these copies must be into the Community Development Office at least ten days prior to the Planning Board meeting);
 - e. Payment of all applicable application fees in accordance with the Site Plan Review Fee Schedule located in Appendix II of these Regulations;
 - f. Funds to establish a Planning Escrow Account in accordance with the Site Plan Review Fee Schedule located in Appendix II of these Regulations;
 - g. Any additional information and supporting data the Planning Board will need to review the application.

5.02 EXISTING DATA AND INFORMATION

The following information shall be provided on the plan:

- 01** A separate sheet, clearly showing the site location relative to the surrounding road system and abutting zoning districts within 1,000 feet of the site. Such plan will consist of the Raymond tax map sheet upon which a site is located, overlaid on a topographical map, utilizing recent aerial photography found on NH GRANIT or other acceptable mapping sources.
- 02** Location of site, tax map and lot number, current name(s) and address(es) of the owner(s) of record, abutting landowners, holders of easements, and the name, business address, seal and signature of all licensed professionals in accordance with NH RSA 310-A
- 03** Name(s) and address of person(s) of firm preparing the plan, the scale of the plan (1" = 20' up to 1" = 50' graphic scale), north arrow and date of survey. Name(s) and address of person(s) or

- firm preparing any additional data and information, if different from the preparer(s) of the plan.
- 04** The boundary lines of the area included in the site, including distance and bearings of the lines, dimensions and the lot area, prepared and stamped by a Licensed New Hampshire Land Surveyor.
 - 05** The existing slopes, drainage systems, structures and topographic contours, at intervals not exceeding two feet. Spot elevations should be shown where slope is less than 2%. All existing topographic contours to be represented with thin, light dashed lines. Topography may be derived from aerial photography or Lidar in non-developable areas. Areas being developed shall be obtained through field survey only.
 - 06** Locations and widths of adjacent streets, buildings and drives within 200 feet of the site boundaries.
 - 07** The shape, size, height and location of existing structures located on the site and within two hundred feet of the site boundaries.
 - 08** Historic and Natural features including but not limited to streams, marshes, lakes or ponds, water courses, water bodies, wetlands, one hundred-year flood plain, or any observations that may be on record due to recent floods, ledges, boulder areas, steep slopes greater than or equal to 25% grade, and existing wooded areas. Manmade features including, but not limited to existing roads and structures. The plan shall indicate which of such features are to be retained and which are to be altered or removed.
 - 09** Use of abutting properties shall be identified.
 - 10** The size, location, elevation and slope of all existing public and private utilities, water mains, culverts, underground structures and all existing landscaping. This shall include the location and size of existing public utilities that are located off-site with which connection is planned or located within two hundred feet of the site boundaries.
 - 11** Soil types and approximate soil boundaries based on U.S. Department of Agriculture Natural Resources Conservation Service (formerly U.S. Soil Conservation Service) data.
 - 12** Copies of existing covenants, easements and/or rights-of-way on the property.
 - 13** The location of all building setbacks required by the Zoning Ordinance by use of dashed lines and labeled "Minimum Building Setback Lines" and the location of setbacks from Raymond's protected shorelands as described in Article III, Section 3.320 (02) of the Raymond Zoning Ordinance.
 - 14** The location of aquifer boundaries and well head protection areas.

5.03 SITE PLAN AND INFORMATION

The following information shall be provided on the plan:

- 01** On a scale of 1" = 20' up to 1" = 50', proposed grades, drainage systems, structures and topographic contours at intervals not exceeding two feet with spot elevations where slope is less than 2%. All proposed or new topographic contours are to be represented with bold unbroken lines with contour number in block.
- 02** The shape, size, height and location of the proposed structures, including expansion of existing buildings.
- 03** Proposed streets, driveways, parking spaces and sidewalks with indication of direction of travel for streets and drives, and inside radii of all curves. The width of streets, driveways and sidewalks, as well as the total number of parking spaces, and points for future right-of-way and/or street access to abutting parcels to accommodate the continuation of future development.
- 04** Loading spaces and facilities associated with the structures on the site.
- 05** The size and location of all proposed public and private utilities.
- 06** The location, type and size of all proposed landscaping and screening. Identification of a buffer zone of dense planting where the site abuts a zoning boundary.
- 07** Exterior lighting plan showing ground-level dispersing and lighting intensity in accordance with the Town of Raymond Outdoor Lighting Design Standards, as may be amended from time to time.
- 08** Proposed signs to be located on the site.
- 09** A storm drainage plan designed and stamped by a New Hampshire registered Professional Engineer including plans for retention and slow release of storm water where necessary.
- 10** Plans for snow removal and storage.
- 11** Surface treatment proposed for all disturbed areas.
- 12** A legend identifying and clarifying all drafting and designation symbols.
- 13** A Traffic Impact Analysis shall be prepared by a New Hampshire registered Professional Engineer including any traffic control devices necessary in conjunction with the site plan. Increases and decreases in traffic volume and patterns generated by the development onto Town or State roads and sight distances at the point of access onto a Town Road shall be shown. The level of the impact study is dependent upon the proposed intensity of the use.

14 Construction plans shall be prepared for all required improvements. Plan sheets shall be of the same size as the site plan. The following information shall be shown:

- a. Plans and construction details of all areas to be disturbed for construction of streets, drives, parking lots, sidewalks, drainage structures, sewers, water and electric lines, erosion and sediment control structures and other areas to be disturbed for the construction of the improvements.
- b. Profiles of all proposed streets, driveways, sewers and drainage structures. Profiles shall show existing and proposed elevations along the center lines of all proposed improvements. Profile scale shall be one-inch equals forty feet horizontal scale, and one-inch equals four feet vertical scale.
- c. Cross sections of all proposed streets and driveways at one hundred-foot stations and at all catch-basins or culverts. Cross sections shall show all existing grades, proposed subgrades, proposed final grades and all utilities and other structures. Cross sections shall be drawn at a scale of not more than one-inch equals ten feet vertically, and one-inch equals fifty feet horizontally. Cross sections shall be provided at regular intervals throughout the site.
- d. Erosion and sediment control plans and other information indicating how increased runoff, sedimentation and erosion shall be controlled during and after construction of required improvements.
- e. Landscaping Plan for the entire site including proposed species (number, spacing, size, planting details); proposed decorative features; buffers and screening devices and any other information that can reasonably be required for an informed decision to be made by the Planning Board.
- f. Architectural Concept Drawings shall be submitted in triplicate; one copy each for the Board, the Code Enforcement Officer and the Fire Department, for all proposed buildings or building expansions. Said plans shall consist of plan and exterior elevation views or proposed improvements, with external mechanical components of the building (i.e. heating, ventilation and air conditioning). Plans shall be conceptual only, but of sufficient detail to determine compliance with Town Regulations.

15 Open spaces, green areas, public or common land, Raymond protected shoreland and setback lines.

5.04 **ADDITIONAL INFORMATION**

01 The Planning Board may require additional information as it deems necessary.

5.05 **OTHER ITEMS REQUIRED, AS APPLICABLE**

01 Location and results of test pits, location of primary and secondary leach bed sites.

02 NH Department of Environmental Services septic system design approval.

- 03** NH Wetlands Board “Alteration of Wetlands” Permit.
- 04** Town of Raymond Driveway Access Permit.
- 05** NH Department of Transportation Driveway Access Permit.
- 06** Traffic Impact Analysis.
- 07** Soil Erosion and Sediment Control Plan, in accordance with the Raymond Stormwater Management Regulations, as may be amended from time to time.
- 08** NH Water Supply & Pollution control commission WS 411 Permit for underground storage tanks, as regulated by RSA 146-C.
- 09** High Intensity Soil Mapping.
- 10** Army Corps of Engineers Permit, if applicable.
- 11** Any other State or Federal permits as identified.

5.06 GROUNDWATER PROTECTION

The quality of groundwater as defined by RSA 485-C: 2 VIII. shall not be adversely affected by the proposed development. The applicant shall certify that the proposed development does not violate the rules and regulations of Chapter 485-C, Groundwater Protection Act, regarding groundwater and shall meet the following requirements. Proposed development located within the Town of Raymond’s existing Zone I – Groundwater Conservation District shall certify zoning compliance to the Planning Board as part of the site plan review approval process.

- 01** 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. List of all appropriate state permits, as required by the New Hampshire Department of Environmental Services (NHDES) for the proposed use shall be submitted as part of the site plan application.
- 02** 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 NHDES shall be submitted to and reviewed by the Raymond TRC and to a third party qualified review professional of the Planning Board’s choice, at the applicant’s expense, prior to any Planning Board action.
- 03** All site plans submitted to the Planning Board for review shall identify:

- a. All existing aquifers as documented by the Town of Raymond's Aquifer Transmissivity Map (copies available in the Raymond Community Development Department and as aquifer transmissivity GIS data available on NH GRANIT);
- b. All designated wellhead protection areas for public water systems, as documented in the *Combined Aquifer, Surficial Geology and Wellhead Protection Areas Map*, as may be amended from time to time, and on NHDES websites and databases, as may be amended from time to time;
- c. The location of all known and potential contamination sources, as documented on NHDES websites and databases;
- d. A map of natural resources on and near the site;
- e. A listing of the types and quantities of regulated and hazardous substances and pollutants which may be used on the site;
- f. A map and/or diagram of facilities on the site related to groundwater protection, including secondary containment structures, loading/unloading areas, drinking water wells, septic systems, underground storage tanks and storm drain inlets, as applicable:
 - i. A listing of all state and federal regulatory requirements for the proposed use and a note on the plan which identifies the specific rules related to groundwater protection, as applicable to regulated substances (Env-Wq. 402)², groundwater discharge (Env-Wq. 402) and storm water management (e.g. Env-Wq. 1500, AoT);
 - ii. Identification and provision for adequate security of all groundwater protection Best Management Practices (BMPs) proposed for the use;
 - iii. Identification of any restrictions against discharges to groundwater, including direct and indirect discharges, as required by state and federal permits and approvals;
 - v. Verification or approval that all general-purpose floor drains be connected to an onsite holding tank or a system authorized through a state subsurface disposal permit;
 - vi. Verification or approval that the design of all storm water management and drainage facilities and structures shall not increase flooding or the potential for pollution of surface or groundwater, on-site and off-site; and
 - a. Submittal of an adequate Spill Prevention, Control and Countermeasure (SPCC) Plan in accordance with Article IV, Section 4.244 of the Raymond Zoning Ordinance and approved by the Technical Review Committee, particularly the Fire Chief and Emergency Management Director.

² Env-Wq. signifies that this is a Water Quality/Quantity rule as published by the New Hampshire Department of Environmental Services. See <http://des.nh.gov/organization/commissioner/legal/rules/index.htm#waterq>

ARTICLE VI – REVIEW STANDARDS

In considering applications for site plan approval, the Planning Board shall be guided by the standards herein after set forth. Such standards shall be considered minimum standards and be modified by the Board, when in its opinion, specific circumstances surrounding the site suggest a modification; with such modification not adversely affecting the purpose and intent of the Site Plan Review Regulations.

6.01 ACCESS DESIGN

- 01** Traffic access to the site from any street or highway shall ensure the safety of vehicles and pedestrians.
- 02** The Planning Board shall approve the design for a proposed access/egress point onto the public way, which point shall provide an adequate sight distance, grade, width and curb or with State Highway Access Permit.
- 03** In all cases, the number of points of access to a given street shall be held to a minimum, preferably one, in order to reduce traffic hazards from turning movements and to lessen the installation of traffic control devices, when possible.
- 04** The Board may require improvement of existing access/egress point(s) to provide a safe flow onto abutting streets or highways, should increase traffic be generated onto them by the development.
- 05** Off-site improvements, including but not limited to increasing right-of-way width; acceleration/deceleration lanes; curbing; signal devices; water, wastewater or drainage extensions; street lighting; sidewalks; additional landscaping; and emergency traffic control devices (i.e. opticoms); may be required.
- 06** Traffic circulations, pedestrian access, parking and loading facilities, and emergency and fire access shall be designed and located to ensure safety on the site. It is the policy of the Planning Board to require interconnectivity of adjacent or abutting parcels and parking areas.
- 07** The Planning Board shall review the proposed development to assure that all necessary permits have been received from governmental agencies from which approvals are required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- 08** The Planning Board shall require that all proposals include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).
- 09** Provisions shall be made to assure that all proposals for development are consistent with the need to minimize flood damage, and that all public utilities and facilities such as wastewater, electrical and water systems are constructed, and that adequate drainage is provided so as to reduce exposure to flood hazards. Design provisions shall also be made to minimize or eliminate infiltration of floodwaters into new or replacement water supply

systems and/or sanitary sewage systems, and discharges from these systems into floodwaters. On-site waste disposal systems shall be located so as to avoid their impairment or contamination resulting from them during flooding.

6.02 STREET CONSTRUCTION STANDARDS

01 Streets, drives and access ways in non-residential and multi-family developments shall be constructed to Town specifications as set forth in the Town of Raymond Subdivision Regulations and the Raymond Road Construction Standards, with the following exceptions:

- a. The paved travel way shall be a minimum of twenty-five feet wide.
- b. Bituminous asphalt paving shall be a minimum of four inches thick, applied in two compacted courses, consisting of a two- and one-half-inch binder and a one and one-half inch wearing course.
- c. Cul-de-sacs shall have an interior landscaped green area with a minimum radius of fifty feet, paved width of twenty-five feet, and a radius to property line distance of ninety feet. All radii shall be calculated from the center line intersect of the roadway and cul-de-sac.

6.03 TRAFFIC IMPACT ANALYSIS

The review of any site plan conducted by the Board under these Regulations shall ascertain that adequate provisions have been made by the owner or his/her authorized agent for traffic safety. To facilitate this review, the Board shall require the developer to submit a traffic impact analysis, when deemed necessary, due to the size, location or traffic generating characteristic of the development.

6.04 Construction Site Stormwater Runoff Control: Erosion and Sediment Control

01 Introduction and Purpose

During the construction process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil can also cause damage to adjacent properties and impair the function of municipal drainage systems and infrastructure. In addition, clearing and grading during construction cause the loss of native vegetation that support terrestrial and aquatic habitats.

The purpose of this regulation is to safeguard persons, protect property, and prevent damage to infrastructure and the environment in Town of Raymond. This regulation will also promote the public welfare by guiding, regulating, and controlling the design, construction, use, and maintenance of any development or other activity that disturbs or breaks the topsoil or results in the movement of earth on land in Town of Raymond.

02 Definitions

Clearing: Any activity that removes the vegetative surface cover.

Drainage Way: Any channel that conveys surface runoff throughout the site.

Erosion Control: A measure that prevents erosion.

Erosion and Sediment Control Plan: A set of plans prepared by or under the direction of a licensed professional engineer indicating the specific measures and sequencing to be used to control sediment and erosion on a development site during and after construction.

Grading: Excavation or fill of material, including the resulting conditions thereof.

Perimeter Control: A barrier that prevents sediment from leaving a site by filtering sediment-laden runoff or diverting it to a sediment trap or basin.

Phasing: Clearing a parcel of land in distinct phases, with the stabilization of each phase completed before the clearing of the next.

Sediment Control: Measures that prevent eroded sediment from leaving the site.

Site: A parcel of land or a contiguous combination thereof, where grading work is performed as a single unified operation.

Site Development Permit: A permit issued by the municipality for the construction or alteration of ground, and improvements and structures for the control of erosion, runoff, and grading.

Stabilization: The use of practices that prevent exposed and stockpiled soil from eroding, slumping or failure.

Start of Construction: The first land-disturbing activity associated with a development, including land preparation such as clearing, grading, and filling; installation of streets and walkways; excavation for basements, footings, piers, or foundations; erection of temporary forms; and installation of accessory

buildings such as garages.

Watercourse: Any body of water, including, but not limited to lakes, ponds, rivers, streams, and bodies of water delineated by Town of Raymond.

Waterway: A channel that directs surface runoff to a watercourse or to the public storm drain.

03 Site Plan Review Approval

- a. A site plan application proposing land-disturbing activity of 3,000 or more square feet requires the approval of an Erosion and Sediment Control Plan.
- b. No site plan approval is required for the following activities:
 - 1) Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
 - 2) Existing nursery and agricultural operations conducted as a permitted main or accessory use.
- c. Each application shall bear the name(s) and address(es) of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by a filing fee.
- d. Each application shall include a statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Erosion and Sediment Control Plan and that an engineer or construction site manager shall be on site on all days when construction or grading activity takes place.
- e. The applicant will be required to file performance guarantee, letter of credit, or other improvement security in an amount deemed sufficient by the Planning Board to cover all costs of improvements, landscaping, maintenance of improvements for such period as specified by the Planning Board, and engineering and inspection costs to cover the cost of failure or repair of improvements installed on the site. If a performance guarantee is required for overall general site construction, sediment and erosion control measures shall be included in the construction cost estimate for the performance guarantee.

04 Erosion and Sediment Control Plan

- a. The Erosion and Sediment Control Plan shall include the following:
 - 1) A natural resources map identifying soils, forest cover, and resources protected under other chapters of this code. Note: This map should be at a scale no smaller than 1"=100'.
 - 2) A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
 - 3) All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each season.
 - 4) Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.

- 5) Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.
- b. Modifications to the plan shall be processed and approved or disapproved in the same manner as Section IV of this regulation, may be authorized by (*erosion and sediment control agency*) by written authorization to the permittee, and shall include
- 1) Major amendments of the erosion and sediment control plan submitted to the Planning Board for review and approval.
 - 2) Field modifications of a minor nature do not require Planning Board approval but should be noted on the final As-Built Plans.

05 Site Design Requirements

- a. Grading, erosion control practices, sediment control practices, and waterway crossings shall meet the design criteria set forth in the most recent version of (*erosion and sediment control manual*) and shall be adequate to prevent transportation of sediment from the site to the satisfaction of (*erosion and sediment control agency*). Cut and fill slopes shall be *no greater than 2:1*, except as approved by (*erosion and sediment control agency*) to meet other community or environmental objectives.
- b. Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, except when in compliance with all other chapters of this Code. Clearing techniques that retain natural vegetation and drainage patterns, as described in the NH Stormwater Manual: Volume 3 Erosion and Sediment Controls During Construction (December 2008 as revised), shall be utilized.
- c. Clearing, except that necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.
- d. Phasing shall be required on all sites disturbing greater than 30 acres, with the size of each phase to be established at plan review and as approved by the Planning Board.
- e. Erosion control requirements shall include the following:
- 1) Erosion control measures shall be installed prior to the commencement of land disturbance activities. At the conclusion of such activities, soil stabilization shall be completed within 5 days.
 - 2) If seeding or another vegetative erosion control method is used, it shall become established within two weeks or may require the site to be reseeded or a nonvegetative option employed.
 - 3) Special techniques that meet the design criteria outlined in (*erosion and sediment control manual*) on steep slopes or in drainage ways shall be used to ensure stabilization.
 - 4) Soil stockpiles must be stabilized or covered at the end of each workday and maintained at no greater than 1:1 slope.
 - 5) The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
 - 6) Techniques shall be employed to prevent the blowing of dust or sediment from the site.
 - 7) Techniques that divert upland runoff past disturbed slopes shall be employed.
- F) Sediment controls requirements shall include
- 1) Settling basins, sediment traps, or tanks and perimeter controls.
 - 2) Settling basins that are designed in a manner that allows adaptation to provide long term stormwater management, if required.
 - 3) Protection for adjacent properties using a vegetated buffer strip in combination with perimeter controls
- G) Waterway, watercourse and wetland protection requirements shall include when applicable:

- 1) A temporary stream and/or wetland crossing installed and approved by the NH Department of Environmental Services (NHDES) if a wet watercourse or wetland will be crossed regularly during construction;
- 2) Stabilization of the watercourse channel and/or wetland before, during, and after any in-channel work per NHDES requirements;
- 3) On-site stormwater conveyance channels designed according to NHDES requirements; and
- 4) Stabilization adequate to prevent erosion located at the outlets of all pipes and paved channels.

H) Construction site access requirements shall include:

- 1) a temporary access road provided at all sites; and
- 2) other measures required by the Planning Board in order to ensure that sediment is not tracked onto public streets by construction vehicles or washed into storm drains

I) Waste Removal and Disposal

- 1) All waste generated on the site shall be controlled and discarded properly including building materials, concrete and concrete wash out effluent, chemicals, litter and sanitary wastes.
2. Waste shall not be discharged to the municipal MS4 system.

06 Site Inspection

- a. The Planning Board or its designated agent shall make inspections as hereinafter required and either shall approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Erosion and Sediment Control Plan as approved. Plans for grading, stripping, excavating, and filling work approved by the Planning Board shall be maintained at the site during the progress of the work. To obtain inspections, the permittee shall notify the town engineer at least two working days before the following:
 - 1) Start of construction
 - 2) Installation of sediment and erosion measures
 - 3) Completion of site clearing
 - 4) Completion of rough grading
 - 5) Completion of final grading
 - 6) Close of the construction season
 - 7) Completion of final landscaping
- b. The permittee or their agent shall make regular inspections of all control measures in accordance with the inspection schedule outlined on the approved Erosion and Sediment Control Plan(s). The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures. All inspections shall be documented in written form and submitted to the Planning Board at the time interval specified in the site plan approval decision.
- c. The Planning Board or its designated agent shall enter the property of the applicant as deemed necessary to make regular inspections to ensure the validity of the reports filed under Section b.

07 Separability

The provisions and sections of this ordinance shall be deemed to be separable, and the invalidity of any portion of this ordinance shall not affect the validity of the remainder.

6.05 UTILITIES

- 01** A layout indicating how the site will be served by electric, telephone and any other public utility shall be provided. If a utility company requires an easement to provide service, no final approval shall be granted by the Board until such easement(s) are secured. If no easement(s) are required, a letter of intent to provide service from the utility company/companies must accompany the application. All utilities shall be located underground. Where practical, adequate separation between underground electric, telephone and cable utilities, and all other underground utilities, such as water and drainage, shall be maintained, and in instances where water, drains or sewers are installed in a common trench with electric, telephone or cable.
- 02** In areas of the Town where municipal water is not provided, water supply systems must be sized to meet the needs of the proposed use. Should connection to the municipal water system be requested, the applicant shall obtain a letter from the Raymond Water Department indicating acceptance of the proposed design and agreement to furnish the requested service(s). If the capacity of the system is such that the Raymond Water Department denies application until such time as (1) the Town, based upon its Capital Improvement Program, is able to upgrade the facilities and provide service, or (2) a proposal is agreed upon to upgrade said service at the Petitioner's expense.
- 03** The expansion of existing uses which creates additional demand for water or sewage facilities shall be subject to this section. Any extension of the municipal facilities shall be at the applicant's expense.

6.06 PARING STANDARDS

For the safety of the public, every site considered under this Regulation shall have off-street parking only. No parking shall be permitted on public rights-of-way, nor will parking be permitted where it will obstruct vehicle access to a property or to a public right-of-way. Access to the parking site shall be from on-site travel ways. Vehicle access shall not be considered part of the parking lot area.

- 01** The Planning Board recognizes that the following Parking Requirements Chart cannot cover every circumstance that may arise. The Board is authorized to use the following parking requirements as a minimal guide for uses not identified in the Chart.

PARKING REQUIREMENTS CHART

- ◆ **Auto/Truck - Sales Only**
 - Minimum 5 spaces; plus
 - 1 space per every 10 vehicles
- ◆ **Auto/Small Truck Service**
 - 1 space per every 200 SF of gross area; plus
 - 1 space per service bay
- ◆ **Bank**
 - 12 spaces per every 1,000 SF of gross area
- ◆ **Emergency Services**
 - 1 space per every 200 SF of gross floor area
- ◆ **Gasoline Supplier**
 - 5 spaces minimum; plus
 - 1 space per pump; plus
 - 2 spaces per service bay
- ◆ **Hotels/Motels**
 - 1.5 spaces per unit
- ◆ **Industrial - Light**
 - 1 space per every 2 employees; or
 - 1 space per every 200 SF of gross area
- ◆ **Industrial - Heavy**
 - 1 space for every 2 employees; plus
 - 1 space for every 2,000 SF of gross area
- ◆ **Institutional – Elementary & Middle School**
 - 5 spaces per classroom
- ◆ **Institutional – High School**
 - Spaces equal to ½ of total school capacity
- ◆ **Institutional – Hospital/Clinic**
 - 2 spaces per bed; or
 - 1 space per every 150 SF of gross area, whichever is greater
- ◆ **Institutional – Nursing Home**
 - 3 spaces per every 5 beds
- ◆ **Child or Adult Care Facilities**
 - 2 spaces per employee
- ◆ **Institutional – Special School/Church**
 - 1 space per every 100 SF of gross area
- ◆ **Institutional - Stadium**
 - 1 space per every 4 seats
- ◆ **Institutional - Theater**
 - 1 space per every 3 seats
- ◆ **Library**
 - 1 space per every 33 SF of gross floor area
- ◆ **Office – Low Volume (i.e. Construction; Funeral Home)**
 - 3 spaces per every 1,000 SF of gross area
- ◆ **Office – High Volume (i.e. Health Aid Services; Attorneys; Insurance; Real Estate; Government Offices)**
 - 6 spaces per every 1,000 SF of gross area
- ◆ **Recreational Facilities – Bowling Alley; Skating Rink; Indoor Tennis Court; Exercise Facility; Privately Owned Golf Course**
 - 1 space per every 3 people the facility is designed to handle at maximum capacity; plus
 - 1 space per every 200 SF of gross building area
- ◆ **Recreational Facilities – Golf Driving Range; Miniature Golf**
 - 1 space per tee; plus
 - 1 space per every 200 SF of gross area
- ◆ **Residential/Multi-Family**
 - 3 spaces per unit

- ◆ **Restaurants - Sit-Down; Family; Carry-Out; Drive-In**
 - 1 space per every 2 seats; plus
 - 1 space per every 200 SF of gross area
- ◆ **Retail – Low Volume (i.e. Construction & Remodeling Services)**
 - 2.5 spaces per every 1,000 SF of gross area
- ◆ **Retail – Medium Volume (i.e. Clothing; Shoes; Laundromat/Dry Cleaning; Home Furnishing; Video Store; Hardware; Beauty Parlor; Pet Shop)**
- 5 spaces per every 1,000 SF of gross area
- ◆ **Retail – High Volume (i.e. Convenience Store; Pharmacy; Grocery; Ice Cream Stand)**
 - 8 spaces per every 1,000 SF of gross area
- ◆ **Truck Service**
 - 1 space per 200 SF of gross area; plus
 - 1 space per service bay; plus
 - Space for oversized trucks

02 Handicapped parking is required and shall conform to the most current State and Federal law in place at the time of application.

03 The Planning Board has the prerogative to adjust these requirements to particular circumstances. This decision will be based on the expected number of trips generated by the activity at its peak hour. When there is mixed or joint use, combination of individual use demands on parking will be considered.

04 Parking spaces shall conform to the following:

- a. Parking spaces shall not be used for permanent storage, nor will they be considered loading areas. No activities will be permitted except those for which the spaces were intended.
- b. All parking areas shall be set back no closer than ten feet from any street or lot line and must be delineated on the ground. Landscaping within the setback to the external lot line shall be encouraged whenever possible. All parking areas shall be bordered by a curb or a substantial bumper of masonry, concrete, or bituminous concrete.
- c. A corresponding increase in parking spaces based on the use/activity shall accompany any extension or expansion of the physical plant.
- d. Each required off-street parking space shall be at least nine feet in width, measured perpendicular to the sideline; and at least twenty feet in length, measured parallel to the sideline along the center of the space. For parallel parking, the length of the parking space shall be increased to twenty-two feet. Handicapped spaces shall be at least twelve feet wide and twenty feet in length. Each off-street parking space shall open directly upon aisle or drive width as follows:

<u>Parking Angle</u>	<u>Aisle Width</u>
45 degrees	20 feet
60 degrees	20 feet
90 degrees	20 feet

- e. The aisle of drives shall be unobstructed and allow for the passage of emergency vehicles at all times. The angle shall be measured between the center line of the parking space and the center line of the aisle.
- f. All off-street parking, loading or unloading shall be suitably improved, graded, paved and maintained so as to cause no nuisance from dust or storm drainage including ice and snow removal. Provisions shall be made more snow removal so as to ensure that no snow will be pushed, shoveled or placed in a public way.
- g. Adequate snow storage areas shall be provided on site.
- h. Redevelopment or development within highly congested areas may require submission of alternate parking arrangements.
- i. In instances where a waiver is requested for relief from the number of parking spaces required by the Raymond Site Plan Review Regulations for a project, an applicant must present a plan showing the ability to install the full number of spaces in the future, if the need arises.

6.07 PARKING AREAS AND ACCESS DRIVES

Drives and parking areas shall be constructed per the Town of Raymond Subdivision Regulations for Design of Streets and Roads, and in accordance with the following specifications:

- 01** Loam and/or unstable material shall be removed to a solid base material.
- 02** A bank run gravel sub-base of twelve inches shall be applied and compacted, followed by a six-inch base of crushed gravel, then compacted and rolled true to grade lines. Said compacting shall be to 95% of the sub-grade materials' modified proctor value.
- 03** A two- and one-half-inch binder course, and a one and one-half inch wearing course of bituminous concrete pavement shall be installed.
- 04** The minimum grade for parking areas shall be 0.5%. The maximum grade shall be 5%.
- 05** All construction materials and methods shall be in accordance with the State of New Hampshire Department of Transportation, Standard Specifications for Road and Bridge Construction, latest edition.

6.08 LOADING SPACE STANDARDS

- 01** No on-street loading or unloading shall be permitted, unless specifically approved by the Planning Board.
- 02** Loading docks or loading areas shall not be permitted within fifty feet of an abutting property line with a different zoning classification and shall be confined to the side or rear of a building. Any loading dock facing an abutting property line shall be screened as

effectively as is practical, through the combination of fencing material and natural vegetation or terrain. Such screening shall be subject to the approval of the Planning Board.

- 03** The actual size and construction of loading spaces shall be determined by its proposed use and approved by the Planning Board as such. Each area shall be designed so that backing or maneuvering can be accomplished in such a way that trucks will enter and leave the lot driving forward.
- 04** The loading area shall be surfaced with the same material used in the parking areas, with the exception of landing areas, which shall be concrete. The loading area shall also be subject to the same drainage requirements. A loading area plan shall accompany the final Site Plan.

6.09 FIRE PROTECTION

- 01** The applicant shall meet with the Fire Department to review the proposed protection activities, such as fire alarms, sprinkler systems, fire hydrants, dry hydrants, emergency access and cisterns that shall be shown on the site plan.
- 02** Dry hydrants and/or cisterns shall be required if Municipal Water is not located within one-half mile of the entrance to the proposed development.
- 03** A dry hydrant and/or cistern shall be considered adequate if it is capable of providing thirty thousand gallons of water at all times and under all conditions (based on one thousand gpm for thirty minutes) and is protected by a suitable chain link fence surrounding the entire pond perimeter. Cisterns need not be fenced.
 - a. The Raymond Fire Chief shall be the sole authority on adequacy of dry hydrants or cisterns.
 - b. The applicant shall be responsible for providing hydrant standpipe fill connections in accordance with Raymond Fire Department Regulations.
 - c. Dry hydrants, cisterns, and the land upon which they are cited, shall be the responsibility of the Homeowners Association or owner for care and maintenance.
 - d. Cisterns shall be constructed in accordance with Raymond Fire Department Regulations and good engineering practice.
- 04** The Fire Chief shall require a key box for any and all of the following:
 - a. Non-residential construction;
 - b. Multi-family construction;
 - c. Industrial construction;
 - d. Any property protected by an automatic alarm system;

- e. Anywhere access to or within a structure or an area on the property is unduly difficult due to secured openings;
- f. Anywhere immediate access is necessary for lifesaving and firefighting purposes.

Note: The key box shall be of a type approved by the Fire Chief and is to be installed in an approved location. Key box installations shall be in accordance with Raymond Fire Department installation for same.

05 The manufacturing, utilization and storage of pyrophoric or explosive materials shall be in strict accordance with the safety codes and standards of the National Fire Protection Association.

6.10 **LANDSCAPING AND SCREENING**

01 Installation, preservation and maintenance of landscaping and preservation of natural and scenic features shall be of prime importance and shall be undertaken by the applicant to enhance the environment of the development and of the Town of Raymond.

02 In order to visually obscure certain uses or portions of specific uses, which by their nature are unsightly, or which by their scale or design present a potentially negative impact to adjacent properties, the developer shall provide screening in the form of a fence, wall, hedge, landscaping, earth berm, natural buffer area, or a combination thereof. The following uses shall be screened from adjacent properties and public view from a public street:

- a. Dumpster/trash handling areas;
- b. Waste disposal receptacles;
- c. Service entrances/utility facilities;
- d. Loading docks;
- e. Outdoor storage of material, equipment, motor vehicles or similar items.

03 Landscaping shall mean the permanent installation of hardy lawns, trees, shrubs and other plantings. Existing mature trees shall be retained and incorporated into the overall landscape plan, wherever practical. Materials such as bark mulch, chipping, crushed or fragmented stone, etc. may be used for accent purposes. However, such materials shall not be used for extensive cover of the ground. In the front yard area of any development, at least five percent (5%) of the area shall be landscaped. These landscaped areas shall contain trees at least one and one-half inches in caliper and shrubs one to three feet in height and continuous ground cover.

04 All planting areas intended to be mowed or maintained shall receive a minimum of four inches of compacted loam free of sod, clay and stones over one inch in diameter. Areas

within and adjacent to parking lots and or developed areas that are not irrigated, six inches of loam is preferred. All organic material over two inches in diameter shall be raked out and removed. After placement of loam, planting areas shall be seeded with first quality lawn seed. Seed mixture shall be selected by a licensed landscape architect or an appropriate seed mixture based on soil type and application as established in the New Hampshire Stormwater Management Manual, Volume 3, as revised.

- 05** All landscape plans shall consist of a generous mix of ground cover treatments, evergreens, hardwood trees and ornamental growths. No one type of vegetation shall predominate.
- 06** Plans for meeting the screening and landscaping requirements shall be submitted by the developer as part of the site plan review approval process whenever a site plan is required. The Planning Board may require the applicant to engage the services of a licensed landscape architect to prepare any landscaping plan presented.
- 07** The owner and tenant of any property shall be jointly responsible for the maintenance of all required plant material and continued compliance with this section.

6.11 STORM DRAINAGE

Storm drainage systems shall be designed to permit unimpeded flow of all-natural water courses, and to ensure adequate drainage of storm water away from, and off of roads, drives, parking areas, buildings, etc. The storm drainage system shall include capacity and provisions to drain building foundations where necessary. These systems shall conform to the Stormwater Regulations. Where there is a conflict between these regulations and the Stormwater Regulations, the more stringent shall apply.

- 01** Drainage shall be designed by the use of the Rational Methods Formula, SCS-TR55. There shall be a net zero (0) increase in runoff from the site from pre-development conditions to post-development conditions. This net zero increase in runoff shall apply to and be evaluated for fifty-year storm frequency events for all areas. Flood protection areas shall be evaluated for one hundred-year storm frequency events.
- 02** Storm water drainage calculations shall be submitted to the Town for all site plan review applications. The drainage calculations shall include, but not necessarily be limited to the following sections:
 - a. Summary of drainage calculations
 - b. Pre-development conditions/calculations
 - c. Post-development conditions/calculations
 - d. Detention pond evaluation (if applicable)
 - e. Detailed hydraulic calculations (pipes, ditches, etc.)

- f. Sedimentation swale/erosion control calculations
 - g. Existing off-site drainage inadequacies
- 03** Storm water detention ponds, if applicable, designed to reduce peak storm water runoff shall be designed for a one hundred-year storm frequency event, and shall be designed to include an emergency spillway.
- 04** All designs shall be evaluated and approved by the Town's Review Engineer.
- 05** Construction of storm water drainage systems shall be in accordance with the Town of Raymond Subdivision Regulations for same, or the State of New Hampshire Department of Transportation, Standard Specifications for Road and Bridge Construction, latest edition, whichever is most stringent.

6.12 OTHER INFRASTRUCTURE

- 01 SIDEWALKS** – Sidewalks shall be provided for pedestrian traffic to provide connection between the main entrances of business, housing or industrial establishments and parking areas. If shoppers or employees are reasonably anticipated, provisions shall be made for sidewalks running from the street line to the establishments. All such sidewalks shall be at least six inches above the road grade and protected by curbing. The design shall include means for accessibility. Provisions for a school bus stop shall be required in multi-family housing developments, if requested by the Raymond School District.
- 02 OUTDOOR LIGHTING** – Outdoor lighting shall be in compliance with the Town of Raymond Outdoor Lighting Design Standards and shall be so directed and shielded so that no glare will spill out onto residentially-zoned property or cause a safety hazard. After 12:00 midnight, only that amount of lighting necessary for the operation, or security of the premises shall be permitted. Fixture designs, types and locations shall be subject to the approval of the Planning Board. On projects where lighting will be proposed and provides, the applicant shall submit a separate lighting plan.
- 03 SIGNS** – Signs shall be in compliance with the Raymond Zoning Ordinance.
- 04 SNOW STORAGE** – Provisions shall be made for snow storage and/or removal during winter months. Snow shall be removed at least twenty feet from all driveways, intersections and access points. Snow storage locations shall be designated and shown on the site plan.
- 05 SOLID WASTE STORAGE** – All solid waste and recyclable materials shall be stored in containers and/or buildings specifically designed and constructed for that purpose. Waste storage areas shall be screened from view from the adjacent roadways. Solid waste removal is the responsibility of the applicant. Solid waste shall be disposed of at a permitted solid waste facility. The Town of Raymond does not provide solid waste disposal of any kind for developments classified as multi-family or non-residential.

06 UNDERGROUND STORAGE TANKS – All underground storage tanks, regardless of size or type, shall be installed in conformance with New Hampshire Department of Environmental Services Regulations.

07 NOISE LEVELS – Noise emanation from the building or site, as measured outside of the building at the property line, shall at no time exceed five decibels (dBA) over the existing ambient level.

6.13 OTHER CRITERIA

01 SMOKE, AIR CONTAMINATES, PARTICULATE MATTER – The emission of smoke, air contaminants, or particulate matter generated by commercial or industrial uses shall be designed in compliance with New Hampshire Department of Environmental Services Regulations. Dust and other types of airborne matter from sources such as storage areas, yards, roads and driveways shall be reduced to a minimum by appropriate landscaping, screening, paving or other best management practices.

02 HEAT AND GLARE – Any operation producing intense heat and glare shall be conducted within a completely enclosed building, and in such a manner as to not create a public nuisance or hazard along lot boundary lines.

03 STUMPS – All stumps shall be removed from the site unless approval for an on-site stump dump is secured at the time of site plan approval. At a minimum, stumps, rubble and brush shall be transported to a designated area within the development. The waste area shall be located and shown on the approved site plan. Waste areas shall be located above seasonal high ground water, capped with fill, loamed and seeded. All local, State and Federal Regulations pertaining to disposal of stumps and solid waste shall be adhered to. Waste areas shall be subject to the approval of the Planning Board.

04 ODIFEROUS MATTER – Odors shall not be discernible at the property boundaries. A plan for the reduction of odors crossing property boundaries may be required.

05 RADIATION HAZARD – All operations using or storing radioactive materials, whether or not licensed by the United States Nuclear Regulatory Commission (NRC), or the New Hampshire Bureau of Radiological Health, Division of Public Health Services, shall comply with all applicable Regulations of the NRC and the NH Division of Public Health Services, including those Regulations addressing low level radioactive materials.

06 RESTRICTIONS ON PERMITTED USES – All manufacturing, storage and similar uses shall be conducted within the enclosed building. Outside storage is allowed as long as it is screened by either a fence or other approved landscaping.

6.14 TRAFFIC MARKINGS

All parking spaces, stop lines, fire lanes, no-parking zones, lane indicators and such other traffic control pavement markings shall be shown on the approved site plan, and be applied in accordance with the following directions:

01 Pavement markings shall be of latex, reflective traffic paint with a minimum line width of four inches and a minimum dry film thickness of fifteen mils.

02 The following color and width conventions shall apply:

Description	Number	Color	Width
Parking stalls; Lane Dividers (one-way traffic)	Single	White	Four Inches
Lane Dividers (two-way traffic)	Double	Yellow	Four Inches Each
Stop Lines	Single	White	Twelve Inches
Descriptive Wording High (i.e. "Fire Lane")	Single	White	Eighteen Inches
Handicapped Space Symbol	N/A	White w/ Blue Background	Eighteen Inches

ARTICLE VII – ADMINISTRATION AND ENFORCEMENT

7.001 PERFORMANCE AGREEMENT AND GUARANTEE

- 01** As part of the granting of approval, the Planning Board requires the Petitioner to execute a Performance Agreement. The Board also requires an Inspection Escrow be established before any work commences on the site. The Code Enforcement Officer shall not issue any building permits until the Performance Agreement is executed and the Inspection Escrow is established.
- 02** In the case where a building is proposed, the developer shall provide a Site Plan Performance Bond for any remaining improvements prior to the issuance of a Certificate of Occupancy. The cost of improvements required shall be presented and agreed upon prior to construction, and may be established using either of the following methods:
- a. The applicant provides cost estimates for construction of all the site improvements, only excluding the on-site septic system and occupied buildings. Said cost is to be based upon standard cost preparation guides such as prepared by R.S. Means Company, Inc. and Equipment Guidebook Company, or the average of public sector bid costs for similar work. All costs must be current and/or adjusted for inflation over the anticipated time frame of the project. The applicant's bond must be reviewed and approved by the Town's Review Engineer for accuracy.
 - b. The Town's Review Engineer calculates the bond amount using similar methods referred to in item a (above), plus standard cost estimate charts developed for the Town and updated periodically. Said cost estimate charts are available to the applicant for their use in bond calculations as specified in item a (above). Standard applicable costs shall be applied for the Engineer's use.

In either case, a 10% contingency factor shall be added to subtotals of all bond amounts to cover unknown conditions. Also, anticipated cost increase due to inflation during the course of construction must be included.

- c. The Performance Bond shall be one of the following:
 - a. Savings Account, with the Town of Raymond as its sole beneficiary;
 - b. Certificate of Deposit, with the Town of Raymond as its sole beneficiary;
 - c. Cash, with the Town of Raymond as its sole beneficiary;
 - d. Irrevocable Letter of Credit, with the Town of Raymond as its sole beneficiary.

7.02 MAINTENANCE BOND

- 01** The Board may require surety covering maintenance of improvements for a period of two years from the date of completion in an amount not to exceed 15% of the total cost of said improvements. Amount of surety to be recommended by the Town's Review Engineer, and

approved by the Planning Board. The Town's Review Engineer's recommendation shall be based upon his/her knowledge and inspection of the work performed to construct the approved improvements. If repair or unusual maintenance is needed or additional improvements are required, such costs as are necessary shall be drawn against such surety.

7.03 INSPECTION ESCROW

01 All applicants shall be required to deposit an Inspection Escrow with the Town prior to the start of any site improvements. This Escrow shall cover the cost of the Public Works Director or his designee, who shall monitor and inspect improvement for compliance with approved plans and required engineering standards. Payment shall be to the Town Treasurer in an amount approved by the Planning Board which shall be not less than 4% of the site Performance Bond estimate. Interest earned from said Escrow shall be retained by the Town to cover administrative costs.

7.04 PRE-CONSTRUCTION CONFERENCE

01 At least fifteen days prior to commencing construction of any required improvements, the applicant shall post to the Town the Inspection Escrow and shall schedule a Pre-Construction Conference through the Community Development Department to coordinate site activities with pertinent Town Departments.

7.05 PROPER INSTALLATION OF IMPROVEMENTS

01 If the Public Works Director or the Planning Board's designee determines that required improvements have not been constructed in accordance with approved plans and specifications filed by the applicant; or any conditions of the Planning Board approval, he/she shall so report such to the Community Development Director. The Public Works Director shall also notify the applicant and, if necessary, the bonding company or escrow agent, and take all necessary steps to preserve the Town's rights under the bond or agreement. No plan shall be approved by the Planning Board on the same parcel as long as the applicant is in default on a previously approved site plan.

02 It shall be the responsibility of the applicant or their agent to provide the Public Works Director or his designee with materials testing information, performed by a testing laboratory acceptable to the Public Works Director or his designee, attesting to compliance of all improvement materials incorporated into the development. Said compliance tests shall be required, but not be limited to the following:

- a. Calculations and proctor analysis of all gravel, sands and select materials;
- b. In place density testing of all gravel, sands and select materials;
- c. Mix design and compressive strength tests for concrete;
- d. Extraction, gradation and compaction tests for all bituminous asphalt;

- e. All additional testing, which the Public Works Director or his designee determines is necessary to assure compliance with local, State and Federal Regulations.
- f. Construction of all multi-family and non-residential site plan improvements shall be in general accordance with the Town of Raymond Subdivision Regulations titled Road Construction Standards.

7.06 RELEASE OR REDUCTION OF PERFORMANCE BOND

- 01** The Board of Selectmen and Planning Board will not accept dedication of required public improvements, nor release or reduce a Performance Bond until the Public Works Director or his designee has submitted a certificate stating that all required improvements have been satisfactorily completed, and until the applicant's engineer or surveyor has certified to the Town's Review Engineer, through submission of detailed "as-built" plans indicating locations, dimensions, materials and other information required by the Planning Board or Town's Review Engineer, that the layout of the line and grade of all public improvements is in accordance with the site plan and construction plans for the development.
- 02** In addition, Performance Bond Reduction shall only be performed upon total completion of each of the following major construction milestones:
 - a. Layout, limits and erosion protection
 - b. Clearing and grubbing
 - c. Site sub grade (completion of cuts and fills)
 - d. Drainage
 - e. Utility completion (all water, electric, etc. installed and accepted)
 - f. Granular materials
 - g. Asphalt binder completion (all foundation materials and asphalt binder course installed and accepted)
 - h. Guard rails and fencing
 - i. Landscaping, loam, seed and mulch
 - j. Substantial completion* (development is ready to function for intended purpose and all improvements to this point are acceptable)
 - k. Final inspection (all proposed improvements are fully completed and accepted)

* The applicant must have substantial completion approval from the Public Works Director or his designee in order to apply for occupancy permits from the Town.

- 03** Development may be constructed in phases, only if approved by the Planning Board at the time of plan approval.

7.07 OCCUPANCY

- 01** No development may be occupied or used unless a certificate of occupancy has been issued by the Code Enforcement Officer.
- 02** The Code Enforcement Officer shall not issue a building permit until these Regulations have been complied with, and the improvements have been completed or a Performance Bond has been provided to the Town for unfinished improvements.

- 03** Development of a phase of the development must be at substantial completion for that phase in order to receive a certificate of occupancy.

7.08 **WAIVERS**

- 01** Where the Planning Board finds that unnecessary hardship may result from strict compliance with these regulations with respect to a particular tract of land, the Board may modify or waive these regulations so that substantial justice may be done and the public interest is secured, provided that:
- a. The granting of the waiver will not be detrimental to public safety, health, or welfare or injurious to other adjacent property;
 - b. The waiver shall not have the effect of nullifying the intent and purpose of these regulations, the Zoning Ordinance, Master Plan or Official Zoning Map;
 - c. In granting waivers, the Planning Board may require such conditions as will, in the Board's judgment, secure substantially the objectives of the standards or requirements of these regulations;
 - d. A petition for waiver shall be submitted by the applicant at the time when the application is filed for consideration by the Planning Board. All petitions shall be made in writing using the Town's Waiver Request Form. The petition shall state fully the grounds for the waiver and all of the facts relied upon by the petitioner.
 - e. The Planning Board formally votes on such waiver request(s); and
 - f. Any granted waivers are noted on the final approved plan.
- 02** Pursuant to RSA 674:44(III)(e), the Planning Board may only grant a waiver if it finds by majority vote that:
- a. Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or
 - b. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

7.09 PENALTIES AND FINES

Any violation of these Regulations shall be subject to a civil fine or criminal penalty as provided in NH RSA 676:17, as amended. The Board of Selectmen or the Code Enforcement Officer are hereby designated as the proper local authorities of the Town to institute appropriate action under the provision of RSA 676:17.

7.10 OTHER REGULATIONS

Wherever these Regulations are in conflict with other local, State or Federal Ordinances, the more stringent shall apply.

7.11 VALIDITY

If any section, part of a section or paragraph of these Regulations shall be declared invalid or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section, part of a section or paragraph of these Regulations.

7.12 ADOPTION & AMENDMENT HISTORY

The Town of Raymond Site Plan Review Regulations were adopted by a majority vote of the Planning Board following a duly noticed public hearing. These Regulations supersede all sections of the previous Site Plan Review Regulations.

AMENDMENT HISTORY

05/24/1990
07/13/2000
03/06/2012
01/16/2014
10/03/2019

**Appendix I
Change of Use Review**

1. Each change of use request must be accompanied by an application fee as defined in Appendix 2, entitled "Site Plan Review Fees".
2. Uses allowed are only those uses permitted in the appropriate zones under Article 4 of the Raymond Zoning Ordinance, entitled "Allowed Uses".
3. A change of use requiring Planning Board review shall be determined by the Code Enforcement Officer. The determination will be based on the following:
 - a) Does the proposed activity reflect the nature of the existing or former use?
 - b) Is any proposed use different in character, nature and kind from the existing use?
 - c) Is any proposed use having a substantially different impact on the neighborhood?
 - d) Any change of use which, in the opinion of the Code Enforcement Officer that requires Planning Board approval in order to ensure the health, welfare, morality, (integrity, principles)

and safety of Raymond's citizens and recreational guests.

4. Proposals for Change of Use Review must include the following information:
 - a) Present use and proposed use of the property.
 - b) Present and proposed parking facilities.
 - c) A scaled plan of the property showing street frontage, building location, parking, driveways, traffic flow, loading spaces and walkways.
 - d) Location, description and size of existing and/or proposed signs.
 - e) Physical changes to the exterior of the structure including color changes and lighting.
 - f) An operational plan listing proposed hours of operation both open and closed to the public.
5. The Planning Board may request any further information it deems necessary for proper review of the change of use request and shall not take action until such time that the information is provided to the Board.

Appendix II

Site Plan Review Fees

Sample Chart Using 180 sf per space	
1	\$ 514.80
2	\$ 579.60
3	\$ 644.40
4	\$ 709.20
5	\$ 774.00
6	\$ 838.80
7	\$ 903.60
8	\$ 968.40
9	\$ 1,183.20
10	\$ 1,248.00
11	\$ 1,312.80
12	\$ 1,377.60
13	\$ 1,442.40
14	\$ 1,657.20
15	\$ 1,722.00
16	\$ 1,786.80
17	\$ 1,851.60
18	\$ 1,916.40
19	\$ 2,131.20
20	\$ 2,196.00
21	\$ 2,260.80
22	\$ 2,325.60
23	\$ 2,390.40

Base Rate: \$ 300.00

(Includes staff wages with a 23 % roll-up rate)

Variable Costs (per newly created space): \$ 0.36

	<u>Units - SF</u>
POV Spaces:	180
Handicap Accessible Spaces:	320
Tractor Trailer	600

<u># Spaces</u>	<u>Formula for Calculation of Fees</u>
1 - 8	\$ 0.36 per sf + (1.5 x \$ 300 base rate)
9 - 13	\$ 0.36 per sf + (2.0 x \$ 300 base rate)
14 - 18	\$ 0.36 per sf + (2.5 x \$ 300 base rate)
19 - 23	\$ 0.36 per sf + (3.0 x \$ 300 base rate)
24 - 50	\$ 0.36 per sf + (3.5 x \$ 300 base rate)
51 - 75	\$ 0.36 per sf + (4.0 x \$ 300 base rate)
76 - 100	\$ 0.36 per sf + (4.5 x \$ 300 base rate)
101 - 150	\$ 0.36 per sf + (5.0 x \$ 300 base rate)
151 - 200	\$ 0.36 per sf + (5.5 x \$ 300 base rate)

ABUTTERS FEE: \$10.00 PER NOTICE

Escrow Deposits for Legal/Engineering/Legal/Engineering/Another Peer Review Expenses¹ Minimum Fee (Discretion of the Technical Review Committee):	\$ 1,250.00
Disturbed Area² - Up to 5 Acres:	\$ 2,500.00
Up to 10 Acres	\$ 3,250.00
Up to 15 Acres:	\$ 4,000.00
Up to 20 Acres:	\$ 4,500.00
Over 20 Acres, but less than 30 acres:	\$ 5,000.00
Over 30 Acres - To be determined by Town Engineer/Legal Counsel	TBD

¹ Once a balance is reduced to 50% of the original deposit, the applicant shall replenish it to 100%.

² Disturbed area is defined as: That portion of the site that is altered due to construction of streets, roadways, parking areas, utilities, buildings or other physical improvements, including earth excavation, removal or alteration.