
WILTON, NEW HAMPSHIRE

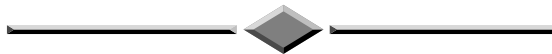
LAND USE LAWS



SITE PLAN REGULATIONS SECTION D

***ADOPTED
OCTOBER 17, 1974***

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NOVEMBER 20, 1991; JULY 21, 1993; MARCH 12, 2002;
AUGUST 20, 2003; DECEMBER 16, 2009; JUNE 21, 2017***



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1.0 AUTHORITY

Pursuant to the authority vested in the Wilton Planning Board by the voters of the Town of Wilton by vote of the Town September 11, 1968, and in accordance with the provisions of RSA 674:43 of the New Hampshire revised Statutes Annotated, as amended, the Wilton Planning Board adopts the following regulations governing the review of site plans in the Town of Wilton, New Hampshire.

The purpose of these regulations is to provide for Planning Board review of all site plans to assure that minimum standards will be attained to provide for and protect the public health, safety and general welfare, in accordance with N.H. RSA 674:43 and 44. Projects to be reviewed under these regulations include the development of tracts of land for nonresidential uses, multi-family dwellings containing 3 or more dwelling units, home occupations, changes or expansions of use, and any additions or alterations that change the outward appearance of a nonresidential building prior to the issuance of a building permit, whether or not such development includes a subdivision or resubdivision of land.

2.0 DEFINITIONS

2.0.1 Abutter. Any person whose property adjoins or is directly across the street, right-of-way or stream from the land under consideration by the Board. If an abutting property is under condominium or other collective form of ownership, the officers of the collective or association, as defined in RSA 356-B:3, XXIII, shall receive the formal notification. For purposes of receiving testimony only, and not for the purpose 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.

2.0.1-a Active and substantial development. The first threshold of development or building completed within 24 months after the date of approval. Active and substantial development will normally be defined in terms of milestones relating to structures, roads, utilities, etc.

2.0.2 Applicant. The owner of record of the land under review or his duly authorized agent.

2.0.3 Approval. Recognition by the Board, certified by written endorsement on the site plan, that the plan meets the requirements of these regulations and in the judgment of the Board satisfies all criteria of good planning and design.

2.0.4 Board. Planning Board for the Town of Wilton.

2.0.5 Buffer. An area within a property or site, generally adjacent to and parallel with the property line, either consisting of natural existing vegetation or created by the use of trees, shrubs, fences and/or berms, designed to limit continuously the view of and/or sound from the site to adjacent sites, properties or roads.

2.0.6 Certified Soil Scientist. A person who by reason of special knowledge and experience is qualified to practice soil science and who has been duly certified by the board of natural scientists under RSA 310-A:75.

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- 2.0.6-a Cistern. A tank for storing water, especially one that adequately supplies water for fire suppression.
- 2.0.7 Completed Application. The application form and all supporting documents containing the information the Board needs to make an informed decision, including all fees and administrative expenses as indicated in these regulations.
- 2.0.8 Consulting Engineer. The duly designated engineer for the Town of Wilton.
- 2.0.9 County Conservation District. The Hillsborough County Conservation District (hereafter HCCD).
- 2.0.10 Designated Representative. The staff planner for the Wilton Planning Board.
- 2.0.11 Development. A planning or construction project involving substantial property improvement and, usually, a change of land use character within the site; the act of using land for building or extractive purposes.
- 2.0.12 Disturbed Area. An area where the ground cover is destroyed or removed leaving the land subject to accelerated erosion.
- 2.0.13 Dwelling Unit. One or more living or sleeping rooms arranged for the use of one or more individuals living as a single family housekeeping unit, with cooking, living, sanitary and sleeping facilities.
- 2.0.14 Easement. A right-of-way granted, but not dedicated, for limited use of private land for a public or quasi-public purpose and within which the owner of the property shall not erect any permanent structures.
- 2.0.15 Engineer. The duly designated engineer for the Applicant.
- 2.0.16 Erosion. The detachment and movement of soil or rock fragments by water, wind, ice, or gravity.
- 2.0.17 Frontage. The continuous length of a lot bordering on the public right-of-way providing the principal route of access to a lot, subdivision or other type of development.
- 2.0.18 Gross Floor Area (GFA). The total floor area of a building or structure. Calculated as the footprint of the building multiplied by the number of floors.
- 2.0.19 Grading. Any excavating, grubbing, filling (including hydraulic fill), or stockpiling of earth materials or any combination thereof, including the land in its excavated or filled condition.
- 2.0.20 High Intensity Soil Survey (HISS). A soils map of a parcel of land being considered for development on a perimeter survey, with a minimum scale of one inch (1") equals one hundred feet (100'), where soils are identified and mapped in accordance with the high intensity soils mapping standards as adopted by the Hillsborough County Conservation District. All HISSs must be conducted by a Certified Soil Scientist.

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- 2.0.21 Home Occupation. A business operated in a building that is incidental and subordinate to the use of the building or lot for residential purposes in compliance with the criteria established for home occupations in the zoning ordinance and these regulations.
- 2.0.22 Licensed Land Surveyor. A land surveyor who is licensed by the State of New Hampshire under RSA 310-A:53.
- 2.0.23 Lot or Parcel. A single area of land defined by metes and bounds or boundary lines as shown in a recorded deed or on a recorded plan.
- 2.0.24 Performance Guarantee. Any security such as a bond, irrevocable letter of credit or other sufficient security that may be accepted by the municipality as a guarantee that the improvements required as part of an approved application for development are satisfactorily completed.
- 2.0.25 Plat. A map, plan, drawing or chart on which the site plan is presented to the Wilton Planning Board for approval.
- 2.0.26 Road Agent. The duly designated Road Agent for the Town of Wilton.
- 2.0.27 Roadway. The finished road surface designed and prepared for vehicular traffic.
- 2.0.28 Sediment. Solid material, either mineral or organic, in suspension that is transported, or has been moved from its site of origin by erosion.
- 2.0.29 Site Plan. A plan for the use of a tract of land for nonresidential uses, multi-family dwellings containing 3 or more dwelling units, home occupations, changes or expansions of use, and any additions or alterations that change the outward appearance of a nonresidential building prior to the issuance of a building permit, whether or not such development includes a subdivision or resubdivision of land.
- 2.0.30 Soil Erosion and Sediment Control Plan. A plan that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.
- 2.0.31 Street. Any street, avenue, boulevard, road, alley, highway and other public way proposed for traffic including all of the land in the right-of-way.
- 2.0.32 Substantial completion. The threshold of completed development or building. Substantial completion will normally be defined in terms of structures, roads, utilities, issuance of building permits, satisfaction of meeting all conditions to issuance of building permit, etc.

3.0 PROCEDURES

3.1 Preapplication Review.

Prior to the submission of a formal application the applicant is encouraged to come to the Board for a preapplication review. The preapplication review provides an opportunity for the applicant and the Board to discuss the concept of the proposal in the context of the Town's

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master plan and regulations. All discussions during the preapplication review phase are non-binding. The information requirements identified and the direction given by the Board during the preapplication review will benefit the applicant in the long-run by saving money and time on engineering and redesign at a later date. Though the preapplication review phase is optional, the Board strongly recommends that applicants for site plan reviews participate in this process. There are two optional phases to preapplication review: conceptual consultation and design review.

3.1.1 Conceptual Consultation.

The applicant may request a meeting with the Board to discuss the concept for the proposal in general terms. The conceptual consultation is informal and will adhere to the following.

- a. The applicant will make an appointment with the Board's secretary no later than fifteen days prior to the regular meeting at which the applicant is requesting to be heard.
- b. The applicant may bring in a site location or a base map of the site which provides minimal detail of the proposal.
- c. The Board will review the proposal with regard to the master plan and the zoning ordinance, answer questions on local regulations and provide guidance relative to state and local regulations.
- d. The conceptual consultation does not require formal notification of abutters.

3.1.2 Design Review.

The applicant may request a design review by the Board prior to the submission of an application. This phase involves a review of the specific design and engineering details of the proposed activity. Formal notification of abutters and the general public is required in the design review phase. Requests for design review will adhere to the following.

- a. The applicant must submit an application requesting design review to the Board's secretary no later than 22 days prior to the meeting at which the applicant is requesting to be heard including the following items:
 1. a list of abutters and their addresses obtained from town records not more than five (5) days before submission;
 2. funds sufficient to cover mailing and advertising costs;
 3. six copies of the plan at a horizontal scale of not more than 1 inch equal to 50 feet (1"=50') showing:
 - a. topography for the entire parcel with contour intervals not to exceed two feet;
 - b. soil boundaries as certified by the Hillsborough County office of the Soil Conservation Service or a HISS soil survey conducted by a certified soil scientist;
 - c. the location of wetlands, lakes or ponds and rivers or streams;
 - d. the location of the 100 year floodplain;
 - e. the location of any existing easements on the property; and
 - f. the proposed layout for access roads, parking and structures within the site.

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- b. No site plans will be formally accepted by the Board during this phase.

3.2 Completed Application.

A completed application will provide sufficient information to allow the Board to make an informed decision. A completed application sufficient to invoke the jurisdiction of the Board shall include all of the information required in Sections 3.26 - Home Occupations, 6.0 Preliminary Plat Submission Requirements, 9.0 - Design Standards and the Site Plan Review Checklist and adhere to the following procedures.

3.2.1 Waivers.

The applicant may request that the Board waive any of the requirements contained in Sections 3.26 - Home Occupations, 6.0 - Preliminary Plat Submission Requirements, 9.0 - Design Standards and the Site Plan Review Checklist. Requests for waivers should be discussed with the Board's designated representative during the preliminary review. The designated representative may make a recommendation to the Board. The Board shall vote to grant or deny the applicant's request for a waiver from a specific section of these regulations and the Board's decision shall be recorded in the minutes of the meeting.

3.2.2 Preliminary Review.

All site plan proposals must be reviewed by the Board's designated representative prior to the submission of an application to the Board's secretary. This review will determine if the application and the preliminary plats conform to the requirements of the Town's regulations. At this time the applicant will be informed of deficiencies which will need to be corrected before the proposal can be accepted as complete by the Board. If the application conforms with the regulations or needs only minor revisions, the Site Plan Review Application may be submitted to the Board's Secretary. Any questions regarding submission should be directed to the Chair of the Board.

3.2.3 Application Filing.

A Site Plan Review Application must be filed with the Board's secretary 22 days before the regular meeting of the Board at which the applicant or his agent wishes to appear. All of the information required for a completed application by Sections 3.2.6 Home Occupations, 6.0 Preliminary Plat Submission Standards and 9.0 Design Standards, the Site Plan Review Checklist and the information required on the Site Plan Review Application form must accompany the application.

3.2.4 Public Notice.

The secretary will notify the applicant or his agent and the abutters of the submission of an application and/or the date of the public hearing on a proposal by registered mail at least 10

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days prior to the meeting. A public notice shall be posted in 2 public places and printed in a newspaper of general circulation in the Town at least 10 days prior to the meeting. If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing is not required. Notice of an adjourned session of a hearing is not required provided that the date, time and place of the adjourned session is announced at the prior meeting.

3.2.5 Submission and Acceptance.

An incomplete application filed by the applicant will not be submitted to the Board and public notices will not be issued. If the applicant fails to supply information required by these regulations or the site plan review checklist and/or to pay the fees required by these regulations, the application will not be considered by the Board.

An application shall only be submitted to and accepted by the Board at a public hearing with proper notice as required by RSA 676:4,I(d). After the applicant's presentation, the Board will discuss the proposal and receive comments from abutters and the general public. If the Board is satisfied that the application is complete, a vote to accept the application may be taken at this time. If accepted, the date of acceptance recorded in the minutes begins the 90 day review period. Should the Board not accept the application, they must state their reasoning and specify any additional requirements.

Incomplete applications that have not been acted upon by the applicant will be continued on the agenda for 2 consecutive monthly meetings from the date of submission. At this time the application may be voted on by the Board and may be disapproved for insufficient information. Written notice of the disapproval will be forwarded to the applicant or his agent.

3.2.6 Home Occupations.

Home occupation applications shall follow the same submission and filing procedures as other site plans except that the preliminary review will be conducted by the Vice-Chair of the Board. The Vice-Chair will review the application and visit the site prior to the submission of an application.

The applicant shall submit the following information concerning the parcel and the proposed use:

- a. six copies of the site plan providing the name and address of the owner of record; name of the applicant, if not the owner;
- b. the tax map and lot number of the parcel;
- c. the area of the parcel;
- d. show the location of required setbacks on the plan;
- e. the proposed home occupation and its location within the existing structure/site;
- f. the scale of the map/diagram;
- g. the tax map and lot numbers, names and addresses of all abutters;
- h. the location of all driveways and parking areas;
- i. the location of existing roads and driveways within 100 feet of the parcel;
- j. the total number of employees;
- k. the estimated number of vehicle trips generated by the home occupation; and

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- l. a signature block.

3.2.7 Review of a Completed Application.

Between the time the completed application is accepted and approved, the Board will review the proposal to evaluate the potential impacts on existing Town facilities and services, surrounding natural resources, transportation and/or abutting properties. The Board's designated representative will review and comment on the application with regard to State and Town land use regulations and accepted planning practices. Before making the final decision on the application, the Board may require additional information or detailed review of information submitted by the applicant. The Board will inform the applicant of the need for additional information or consulting reviews. The Applicant is responsible for the cost of all application reviews by the Board's designated representative and/or a consultant. The Board may request that the Applicant set up an escrow account with the Town to cover the cost of obtaining these consulting services.

3.2.8 Action on a Completed Application.

The Board shall act to approve, conditionally approve or disapprove a completed application within 90 days of its acceptance. The Board may apply to the Selectmen for an extension of the review period not to exceed 90 days. In addition, the applicant may waive the requirement for Board action within the specified time limit and consent to a mutually agreed upon extension.

If the Board has not taken action on a completed application within 90 days of its acceptance and has not obtained an extension, the applicant may obtain an order from the Board of Selectmen directing the Board to act within 15 days. Failure of the Board to act on the order shall constitute grounds for the applicant to petition the Superior Court as provided in RSA 676:4, I(c).

3.2.9 Approval.

Approval of the site plan shall be by affirmative vote of a majority of the Board. The plat is certified by the signature of the Board Chair and Vice-chair and the date of approval. The plat will not be approved until all fees have been paid by the applicant.

3.2.10 Conditional Approval.

The Board may grant conditional approval of an application. If the remaining actions on the application are administrative in nature; do not involve discretionary judgment by the Board; and/or involve the possession of permits and approvals granted by other boards or agencies such as the Wetlands Board, the Department of Transportation or Water Supply and Pollution Control Division, a further public hearing is not required to grant final approval. A further public hearing will be required to demonstrate compliance with the terms of all other conditions pursuant to RSA 676:4, I(i). Final approval will be granted when all conditions have been met to the satisfaction of the Board. If the conditions are not met by the next regular monthly

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meeting after the date at which conditional approval was granted, the Board will determine the appropriate action to be taken on the application.

3.2.11 Disapproval.

If an application is not approved, the reasons for disapproval will be clearly stated in the Board's records and in written notice provided to the applicant.

4.0 FEES

A completed application for a site plan will only be accepted if accompanied by the required fees established in the Town of Wilton Application Fee Schedule, contained in Appendix III. Failure to pay the fees constitutes valid grounds for the Board to terminate further consideration of the application and to disapprove the plat without a public hearing.

Pursuant to RSA 676:4, I(g), the applicant is responsible for paying reasonable fees to cover the cost of special investigative studies, environmental assessments, legal reviews of documents, administrative expenses and other matters which are required for the Board to make an informed decision.

5.0 GENERAL REQUIREMENTS FOR SITE PLANS

The applicant/developer shall observe the following general requirements and principles for the development of land.

5.1 Compliance with the Site Plan Review Regulations.

No land development shall be started until a final plat, prepared in accordance with these regulations has been approved by the Board and all other required permits have been issued.

Where strict conformity to the Site Plan Review regulations would result in undue hardship or injustice to the owner of the land, a site plan substantially in conformity with the regulations may be approved by the Board provided that the spirit of the regulations, and public health, safety and welfare are not adversely affected.

5.2 Compliance with Federal, State and Local Regulations.

The plan shall comply with local land use regulations and building codes, and applicable State and Federal laws or regulations.

5.3 Site Analysis.

An analysis will be conducted to assess the positive and negative development characteristics of the site. The analysis will include: soils; topography; existing vegetation; threatened and endangered species; wetlands and surface waters; drainage patterns; groundwater resources; existing structures and road networks; existing and future easements; open space and visual features; historic features; present and future use of the site; impact on public services and

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facilities such as water, sewer, schools, fire and police; and surrounding land uses. The layout of the proposed development will be based on the site analysis. To the maximum extent possible, development will be located to preserve the natural features of the site, to avoid environmentally sensitive areas and to minimize negative impacts.

5.4 *Land Characteristics.*

Land of such character that it cannot, in the judgment of the Board, be safely used for development purposes because of exceptional danger to health or peril from fire, flood, poor drainage, excessive slope or other hazardous conditions, shall not be used for residential, commercial or industrial purposes nor for such other uses as may increase the danger to life or property, or aggravate the flood hazard. Land with inadequate characteristics or capacity for subsurface sewage disposal shall not be used for residential, commercial or industrial purposes unless connected to a municipal sewer system.

5.5 *Special Flood Hazard Areas.*

Site Plan Review applications involving special flood hazard areas shall contain sufficient information to allow the Board to determine that:

- a. the proposal is consistent with the need to minimize flood damage;
- b. all public utilities and facilities, such as sewer, gas, electrical and water systems, are located and constructed to minimize or eliminate flood damage; and
- c. adequate drainage is provided so as to reduce exposure to flood hazards.

5.6 *Scattered or Premature Development.*

The Board shall provide against any scattered or premature development of land which would be injurious to public health, safety or prosperity because of inadequate water supply, drainage, transportation, schools, fire protection or other public services, or would necessitate the excessive expenditure of public funds for the supply of such services. If the proposed site plan does not have access to an adequate supply of water for fire suppression, as determined by the Fire Chief and based on factors such as, but not limited to, lot configuration, size, topography, location and its surrounding conditions, the proposed site plan may be required to install an independent fire suppression system, such as a cistern.

5.7 *Additional Studies.*

The Board may require the applicant to conduct and submit additional studies needed to assist the Board in making an educated and informed decision on the proposal including, but not limited to, traffic, fiscal impact, public service and environmental impact analyses.

5.8 *Visual Quality.*

In examining and passing upon a proposed site plan, the Board may make recommendations to the developer relating to earth movement and retention of natural cover in order to preserve the natural, visual quality of Wilton and its environment.

5.9 *Parks and Open Space.*

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Areas set aside for parks, playgrounds and open space, either dedicated to the Town or reserved for the common use of the property owners, residents or employees, shall be of reasonable size and character suitable to the proposed purpose. Reserve strips of land which, in the opinion of the Board, show intent on the part of the subdivider to control access to land dedicated or to be dedicated for public use shall not be permitted.

5.10 Utility Easements.

The boundaries of proposed permanent easements for utilities, over or on the property, and drainage ways shall be shown on the plat. Easements shall have a minimum width of 20 feet. Adequate access from existing or proposed public ways shall be provided for each easement. Water courses proposed for public control shall have a permanent easement of not less than 20 feet.

5.11 Environmental Factors.

The applicant shall address the potential impacts of the proposed development on air quality, surface water and groundwater resources, wetlands, noise, odor, vibrations, erosion and sedimentation, historic or archaeological resources, existing character of the area and any other significant natural or man-made features.

5.12 Solid Waste.

The applicant shall demonstrate the adequacy of the Town's existing solid waste disposal facility to service the projected solid waste volumes and waste composition that is anticipated to be generated at the site. No waste material shall be disposed of or allowed to remain on-site except within an enclosed or stationary containment system. Containment areas shall be sufficiently screened from view by fencing or other material.

5.13 Legal Documents.

Legal documents, including but not limited to easements, restrictive covenants, or other documents affecting legal title to the property, shall be submitted for review to the Board and Town Counsel, and approved, in form and substance, by Town Counsel prior to the approval of the site plan.

5.14 Active and substantial development, substantial completion

The applicant shall propose defined milestones for reaching active and substantial development and substantial completion for the particular site plan. Proposed milestones shall be notated on the site plan before submission. The Planning Board shall determine and approve the defined milestones of both, active and substantial development and substantial completion for each particular site plan, which shall then be noted on the approved plans.

Reaching active and substantial development shall vest, in the approved site plan, the rights defined in RSA 674:39, I, 5-year Exemption and RSA 676:4-a, Revocation. During the time period which active and substantial development must take place, the Planning Board may, for

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good cause, extend the initial 24-month period prior to its expiration. The Planning Board may also grant additional extensions on similar conditions prior to any current expirations.

Reaching substantial completion shall vest, in the approved site plan, the rights defined in RSA 674:39, II, 5-year Exemption.

Reference Section B, Subdivision Regulations, for definitions of active and substantial development, and substantial completion.

6.0 PRELIMINARY PLAT SUBMISSION REQUIREMENTS

The following guidelines are designed to provide the Board with the information necessary to make informed decisions and to establish a uniform format for plat layout.

6.1 Plat Standards.

The applicant shall file 6 copies of the preliminary plat, any associated information, or additional requested information with the Board. All plats shall conform to the standards established below and contain the following:

- a. the proposed site plan name, name and address of the owner of record, name of the applicant/developer, if not the owner, and engineer or surveyor, and the date plans were first drafted in the lower right corner of the plat;
- b. the tax map and lot number of the parcel proposed for development and the zoning districts within which it is located;
- c. the seal and signature of a land surveyor licensed in the State of NH;
- d. the seal and signature of a professional engineer licensed in the State of NH (where required for engineering designs);
- e. the signature of the owner or his/her designated representative;
- f. horizontal scale not to exceed 50 feet to the inch;
- g. vertical scale not to exceed 40 feet to the inch;
- h. sheet size 11 X 17 inches or 22 X 34 inches;
- i. separate sheets shall be numbered consecutively, showing their relationship to each other;
- j. a margin of at least 1 inch shall be provided outside ruled border lines on 3 sides and at least 2 inches along the left side for binding;
- k. the proposed use of the site;
- l. signature block located in the lower right above the title with language set forth in Section 7.0;
- m. a locus map at a scale of 1 inch equals 1,000 feet showing the location of the site within the Town;
- n. a bar scale for the plat;
- o. magnetic and true north arrows;
- p. a revision block sectioned off to record the date and the changes of each revision; and
- q. a notes section for information relative to the plan;
- r. a note referencing impact fees: "The fee schedule in Appendix VIII of the Wilton Land Use Laws and Regulations as of the date of approval will be applicable to any new development approved by this site plan for a time period determined by NH RSA 674:39, after which the fee schedule in effect at the time of Building Permit submission will apply."

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- s. a note which defines “active and substantial development”
- t. a note which defines “substantial completion”

6.2 Abutting Property Information.

The following information shall be provided on the plat for all abutting properties:

- a. tax map and lot number;
- b. the names and addresses of the owners of record;
- c. the names, locations and dimensions of existing streets, easements, setbacks, alleys, parks and public open spaces;
- d. the location of existing buildings, septic system leachfields, water supply wells and protective well radii within 100 feet of the property boundaries;
- e. the location of property lines and their approximate dimensions; and
- f. the location of existing driveways or street intersections within 200 feet of the property boundaries.

6.3 Site Plan Information.

The applicant shall provide the Board with the following information regarding the parcel under review:

- a. A boundary survey for the entire parcel held in single ownership, regardless of whether all or part is being developed at this time, including bearings, distances and the locations of permanent markers with a maximum error of closure of 1 part in 10,000.
- b. The area of the site, denoting wetland area, dry area and total area (in acres), street frontage and the minimum requirements for lot size and frontage.
- c. Existing and proposed topography for the entire parcel with contour intervals not to exceed 2 feet for areas proposed for development and 5 feet for undeveloped portions of the site, if major changes to the existing topography are being proposed.
- d. The location of the 100 year floodplain as designated on the National Flood Insurance Program, Flood Insurance Rate Maps for the Town of Wilton.
- e. Soil types and locations of soil boundaries as certified by a registered engineer, certified soil scientist or the Soil Conservation Service.
- f. A high intensity soil survey for the entire parcel for major site plans. (The applicant may request a waiver of this requirement and one may be granted based on an evaluation by the Board. In making its decision, the Board may consult with the Hillsborough County Conservation District or other consultant selected by the Board.).
- g. The location of all water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features. Any areas proposed for dredge and fill shall be noted on the plat.
- h. Any easements, buildings, utility lines or other features existing on the parcel.
- i. The location of existing and proposed water, sewer and drainage systems accompanied by plans for the proposed system indicating interconnections, profiles and elevations; drainage plans will be based on a 25 year storm event.
- j. If public water and/or sewer service are proposed for use, a letter from the water and/or sewer commissions stating the availability of and the intent to provide service.

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- k. Erosion and sediment control plans based on a 25 year storm event in accordance with the standards contained in Appendix II.
- l. Existing and proposed plans for telephone, electric and other public utilities with a letter of intent from the utility companies to provide service.
- m. If on-site water is to be provided, the locations of proposed water supply wells and protective radii.
- n. If on-site waste disposal is to be provided, the locations of the 4,000 square foot septic reserve area, test pits and test pit information for each lot.
- o. The location, dimensions and engineering specifications of any independent fire suppression systems such as cisterns. Systems shall also be depicted and noted on the site plan.
- pq. Internal traffic flow including the locations, names and widths of existing and proposed streets and access roads showing grades, radii, culvert locations and bridge designs in conformance with the standards set forth in Appendix I.
- pg. Proposed ingress and egress locations with a note on the plan that relocation requires prior approval of the Board.
- qr. Parking locations and areas denoting the numbers and sizes of spaces, travel lanes, traffic patterns and pedestrian access.
- rs. A landscape plan in accordance with Section 9.8.
- st. The locations and dimensions of any proposed easements.
- tu. The existing zoning district classification(s) and boundaries as designated on the Town of Wilton Zoning Map.
- uv. Building setbacks and buffer locations as set forth in the Zoning Ordinance.
- wv. The location, dimensions, height, number of floors, total area and first floor elevation of all existing and proposed buildings.
- wx. The number of units in each building with the floor area and proposed use of each unit.
- xy. The location, size and character of all signs and external lighting.
- yz. Copies of proposed or existing easements, covenants, deed restrictions or other legal documentation.
- zaa. Any revisions made to any sheets are to be so noted in the revision block.
- aab. A Curb-cut Approval Permit from the NH Department of Transportation for egress/ingress points and/or streets accessing a state highway or a letter of approval from the Wilton Road Agent for access to local roads.
- abc. Copies of all federal, state and local permits which may be required for the project including NH Water Supply and Pollution Control Division (WSPCD) Subdivision Septic Approval permit, NH WSPCD Site Specific Permit, NH Wetlands Board Dredge and Fill and Army Corps of Engineers Dredge and Fill.
- aed. A letter from the Fire Chief stating that proposed water supplies provide sufficient volume, pressure and flow for fire protection and that access for emergency vehicles is adequate.
- ade. If the proposed site plan covers only a portion of the entire tract, a statement concerning the intended future use of the remainder.

6.4 Field Delineations.

The following aspects of the proposal will be delineated in the field to facilitate ease of identification during site investigations.

- a. Wetland areas are to be flagged in the field prior to the submission of the application.
- b. The center line of all proposed roads and the boundaries for proposed parking areas shall be staked.

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- c. All monuments must be in place or a performance guarantee sufficient to cover the cost of installation must be posted prior to the approval of the application.

7.0 FINAL PLAT

The applicant shall submit 6 paper copies of the complete proposal. All 6 copies shall be signed and dated; five paper copies will remain with the Town and 1 will be for the applicant's records. The approval signature block shall provide adequate space for the necessary endorsement by the proper authorities, and read: "Approved by the Wilton Planning Board on (date) . Certified by , Chair and by , Vice-Chair or designated member."

7.1 Digital Data Submission Requirements

The following apply to the submission of site plans or subdivision plans (including cluster developments and excavations).

- 7.1.1 A complete plan set shall be provided with submission of subdivision applications and professionally prepared site plan applications for Planning Board review, subsequent updates (complete or partial), and final approved and as-built plans. Adobe Acrobat (PDF) format at a resolution sufficient to produce full size copies is required, or as otherwise directed. Sketch plans for minor site plan applications shall be scanned to PDF format by the applicant or Town as agreed at time of submission.

All plans and specifications must be submitted on CD_ROM in IBM-PC compatible format. Acceptable file formats for plan sheets to be recorded include AutoCAD DWG, AutoCAD DXF, or ArcView (shapefile or geodatabase), or as otherwise directed. The files must be identical to the printed plan or Mylar and contain all information included thereon. Upon project completion, a digital submission of the "as-built" plan is required for final release of the performance bond associated with any project.

- 7.1.2 All digital mapping data shall be registered horizontally to the New Hampshire State Plane Coordinate System, North American Datum 1983 (NAD83) feet. Vertical datum shall be the North American Vertical Datum 1988 (NAVD88).

- 7.1.3 Each feature type (roads, buildings, lot lines, etc) must be organized in the CAD or GIS file as a separate layer. Layer names must clearly describe the features within each layer. For example,

Feature Type	Layer Name
Lot Line	LOT_LINE
Building	BUILDING
Roads	ROAD
Driveways	DRIVEWAY

- 7.1.4 Disks submitted in duplicate to the Wilton Planning Board must be labeled with project name, submitting consultant, file name, date, and whether the plan is preliminary, update (include revision date) approved (recording date or date of final approval for site plans), or as-built. For site plans (currently not recorded by the Town), the Planning Board may permit submission of an electronic (digital) version only. The file shall be provided via compatible digital storage media or attached in an e-mail with the abovementioned label information included.

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- 7.1.5 Digital files shall be submitted upon subdivision or site plan submission, update and approval (including cluster developments and excavations). For site plans or subdivision plans, upon project completion, a digital submission of an “as-built” plan is required for final release of the performance bond associated with any project if field adjustments or other deviation from an approved plan occurs.

8.0 PERFORMANCE GUARANTEE

As a condition of approval, the Board may require the posting of a performance guarantee by the owner or his agent in an amount sufficient to guarantee satisfactory completion of all necessary improvements which are included in the final proposal, including but not limited to, street construction or completion; public improvements; the extension and construction of water and sewer lines and associated facilities; storm water drainage systems; erosion and sediment control structures; and fire safety structures. The amount of the guarantee will be based on an estimate of costs provided by the applicant and a review of the estimate by the Board's consulting engineer, the cost of which will be paid by the applicant. The cost of periodic inspections by the Board's consulting engineer is to be included in the guarantee. Performance guarantees shall be posted prior to the approval of the final plat. The value of the guarantee shall be recomputed if the project is not to be completed within 1 year of approval.

The form of the guarantee shall be approved by the Planning Board, Town Counsel and the Board of Selectmen. The terms of the guarantee shall precisely identify the work to be performed, the completion schedule, the standards for judging satisfactory completion and the conditions for release of the guarantee. In the case of phased development plans, separate guarantees may be required for each phase and must be posted prior to commencing construction on the individual phase.

The guarantee shall be released upon satisfactory completion of all improvements, a final inspection of the site by the Board's consulting engineer and the receipt by the Board of the required "as-built plans" provided by the developer.

9.0 DESIGN STANDARDS

Site improvements shall be designed, installed and constructed in conformance with the standards contained in these regulations.

9.1 Monumentation.

Monuments constructed of concrete or stone at least 4 inches across the top and at least 36 inches long shall be set at all block corners and iron pins or equivalent markers at all lot corners. Drill holes shall be set at least 1 inch deep and be at least 1/2 inch in diameter. Drill holes shall be set in an unmovable stone. Iron pins shall be at least 1 inch in diameter and set in the ground a minimum of 36 inches, or if physical conditions do not permit, the pins shall be set in concrete.

9.2 High Intensity Soil Surveys.

WILTON LAND USE LAWS AND REGULATIONS
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High intensity soil surveys (HISS) may be required for major site plans. The applicant may request a waiver of this requirement from the Board. A waiver may be granted based on an evaluation of the site by the Board, its designated representative and/or a recommendation by the Hillsborough County Conservation District (HCCD) or other consultant selected by the Board.

High intensity soil surveys (HISS) shall be conducted in the following manner.

- a. All HISS will be prepared by a certified soil scientist.
- b. A paper copy showing the proposed development and the HISS information shall be provided to the Planning Board. The map shall contain the seal and signature of the certified soil scientist and any qualifying notes made by the soil scientist.
- c. If a soil classification provided on the HISS map is in dispute, the Planning Board may request an evaluation of the soil designations by the HCCD.
- d. Ground control, consisting of numbered flags, stakes, walls, trees, or other easily identifiable points on the property, will be marked both on the site and on the plat map(s). These points are to be well distributed throughout the site at a density of not less than four (4) points per acre. The points must be numbered on the plat plan and in the field to provide easy identification for all parties required or interested in examining the site.

9.3 Subsurface Sewage Disposal.

All lots proposed with on-site septic systems shall have adequate capacity to handle effluent and meet the following requirements.

- a. A 4,000 square foot leachfield area or an area 2 times that required by State standards, whichever is greater, shall be designated and reserved.
- b. The designated leachfield must be left open and cannot be used for incompatible purposes, including but not limited to driveways or structures of any type. Parking areas may be located over the designated leachfield if chambered systems are used.
- c. Septic systems and leachfields shall be constructed and maintained in accordance with the standards set and enforced by the New Hampshire Department of Health and Welfare, by the New Hampshire Department of Environmental Services, Water Supply and Pollution Control Division and the Town of Wilton.
- d. No septic system or leachfield shall be located in poorly or very poorly drained soils.
- e. Leachfields cannot be located in areas with finished slopes greater than 25 percent.
- f. Septic systems and leachfields shall be set back from wetlands, open water bodies and perennial streams as follows:
 1. systems located entirely or partially in highly permeable soils (a permeability of 6 inches or greater per hour throughout as indicated in the USDA Soil Survey of Hillsborough County, New Hampshire, Western Part.) - 125 feet;
 2. systems located entirely or partially in somewhat poorly drained soils, moderately well drained soils or soils with a restrictive layer and a slope of 8 percent or greater - 100 feet; and
 3. systems located in all other soils - 75 feet.
- h. If the HISS indicates bedrock at less than three (3) feet from the surface, sufficient test pits shall be made to ensure the setback requirements can be met.

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9.4 Streets and Roads.

All streets and roads shall be constructed to meet the requirements contained in these regulations and the Road Design Standards and Specifications contained in Appendix I.

9.4.1 Layout.

Streets and roads shall be logically related to the topography of the site to minimize cuts and fills, to provide for reasonable grades and safe intersections, and to produce usable lots. Subdivision streets shall be arranged to provide for the continuation of the principal streets in adjoining subdivisions, or for their proper projection when adjoining property is not subdivided. Connecting streets will conform in width, but in no instance will any new street be narrower than 20 feet.

9.4.2 Street Names.

Streets which join or are in alignment with streets on abutting properties shall have the same name. New street names will not duplicate or bear phonetic resemblance to the names of existing streets within the Town of Wilton. All street names are subject to final approval by the Board of Selectmen.

9.4.3 Design and Construction Standards.

Street and road networks, including pavement, drainage facilities, curbs and sidewalks, will be designed and constructed in accordance with the standard specifications contained in Appendix I. The road agent and/or the consulting engineer will oversee the construction of all roads and perform all required inspections.

9.5 Storm Drainage.

Natural drainage patterns and offsite runoff shall be maintained at predevelopment locations and volumes to the maximum extent feasible. Lots must be laid out and graded to eliminate pooling of water. Provisions shall be made to control the drainage from the development through the use of a storm water management system approved by the Planning Board and/or the Consulting Engineer. Runoff is not permitted to run across the street surface; it must be directed into catch basins, ditches, or piped underground in a pipe of not less than 12 inches in diameter, or such size as may be deemed necessary by the Road Agent and/or the Consulting Engineer.

The stormwater drainage plan shall show:

- a. the existing and proposed methods of handling stormwater runoff;
- b. the direction of runoff using arrows;
- c. the location, elevation and size of all catch basins, drainage ditches, swales, detention/retention basins and storm sewers; and
- d. drainage calculations based on a 25 year storm frequency.

9.6 Erosion and Sediment Control.

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A soil erosion and sediment control plan shall be provided for all major site plans. The erosion and sediment control plan shall conform to the standards contained in Appendix II Erosion and Sediment Control Plan Standards and include measures for temporary and permanent control measures. Applicants may request the Planning Board to waive this requirement upon evaluation and recommendation of the HCCD. (Applicant requests waiver of Planning Board, Planning Board requests recommendation of HCCD, and Planning Board acts upon HCCD recommendation.)

9.7 Parking.

Parking areas shall be designed to provide adequate, safe, unobstructed off-street parking and travel lanes for residential, commercial and industrial land uses. Off-street parking is required for all new structures, enlargements of existing structures, or changes of use.

Off-street parking spaces will be provided on the same lot as the principal use they are to serve. If the required parking cannot be located on the same lot as the principal use and a proposal is made to utilize an off-site parking area, the owner/applicant shall provide the Board with a formal agreement between the parties guaranteeing the owner/applicant the right to use of the required parking spaces. The Board may require that the off-site parking spaces be dedicated to the proposed use. If the right to utilize the off-site parking area is reduced or revoked, the owner/applicant shall be required to appear before the Board with an alternate plan to provide the required parking. The Board may revoke approval of the site plan if sufficient parking cannot be supplied.

All off-street parking areas shall meet the following minimum standards.

9.7.1 Parking Space Dimensions.

Parking spaces shall have the following dimensions: 9 feet by 18 feet for stall parking; 9 feet by 20 feet for parallel parking spaces; and 12 feet by 20 feet for handicapped spaces.

9.7.2 Travel Lanes.

Travel lanes will be provided in parking areas based on the angle of the parking spaces and traffic flow (one-way or two-way) as follows:

<i><u>Parking Angle</u></i> <i><u>(degree)</u></i>	<i><u>Aisle Width</u></i> <i><u>(feet)</u></i>
30	12
45	13
60	18
90	24 (two-way)
90	18 (one-way)

9.7.3 Number of Spaces.

Parking spaces shall be provided as indicated below for residential and nonresidential land uses. Parking area inside a garage will not count toward the total number of spaces required unless it

WILTON LAND USE LAWS AND REGULATIONS
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can be demonstrated to the Board that these spaces will remain unobstructed at all times. Calculations that result in a fraction of a space will be rounded up to a full space.

- a. Residential: single-family detached and multi-family dwellings of three dwelling units or less - 2 spaces per unit or 0.75 spaces per bedroom, whichever is greater; multi-family dwellings containing four or more dwelling units, apartment, townhouse or condominium complexes - 2.2 spaces per unit; elderly housing - 0.75 space per 1 bedroom dwelling unit and 1.0 space per 2 bedroom dwelling unit.
- b. Nonresidential: parking will be provided as indicated below. GFA stands for gross floor area.

1. Commercial/Retail/Public Assembly:

Automobile Service/Gas Stations: 2 spaces/bay and/or 1 space/gas pump plus 1 space/employee on the largest shift.

Bar/Tavern/Night Club/Lounge: 1 space/2 seats plus 1 space/employee on the largest shift.

Beauty Parlor/Barber Shop: 2 spaces/operator plus 1 space/2 employees.

Car Wash: 1 space/employee on the largest shift and stacking space equal to 5 times the capacity of the facility.

Churches/Synagogues/Theaters/Fixed Seating: 1 space/3 seats.

Community Centers/Public Assembly Halls/Clubs or Lodges/Funeral Homes/Commercial Recreation Facilities: 1 space/250 sq. ft. GFA, or 1 space/4 patrons to the maximum capacity, whichever is greater, plus 1 space per employee on the largest shift and 1 space/establishment vehicle.

Commercial Retail/Service Establishments: 1 space/200 sq. ft. GFA plus 1 space per employee on the largest shift.

Day Care Center/Nursery School: 1 space/employee plus 1 off- street loading space/6 children/students.

Laundromat: 1 space/2 washing machines.

Lumberyard: 4.5 spaces/1,000 sq. ft. GFA. (1 space/500 sq. ft. GFA.)

Miniature Golf: 1.5 spaces/hole plus 1 space/employee on the largest shift.

Restaurant, standard: 1 space/every 3 seats plus 1 space/every 2 employees on the largest shift.

Restaurant, fast food: 1 space/50 sq. ft. GFA plus 1 space/employee on the largest shift.

Shopping Center: Under 400,000 sq. ft. GFA - 4 spaces/1,000 sq. ft. GFA; 400-599,999 sq. ft. GFA - 4.5 spaces/1,000 sq. ft. GFA; 600,000+ sq. ft. GFA - 5 spaces/1,000 sq. ft. GFA.

2. Industrial/Manufacturing/Warehouse/Research.

Industrial/Manufacturing Uses: 1 space/800 sq. ft. GFA.

Research and Development Facility: 1 space/500 sq. ft. GFA.

Self-Service Storage Facility: 1 space/10 storage units.

Warehouse: 1 space/5,000 sq. ft. GFA.

3. Office/Medical/Dental.

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Offices: Under 50,000 sq. ft. GFA - 4.5 spaces/1,000 sq. ft. GFA; 50-99,999 sq. ft. GFA - 4 spaces/1,000 sq. ft. GFA; 100,000+ sq. ft. GFA - 3.5 spaces/1,000 sq. ft. GFA.

Office Medical/Dental/Veterinarian: 4 spaces/practitioner 1 space/250 sq. ft. GFA plus 1 space/employee on the largest shift.

4. Public Buildings and Other Uses.

Agricultural use: 1 space/employee on the largest shift.

Fire/Police Station: 1 space/employee on a normal shift.

Post Office: 1 space/500 sq. ft. GFA plus 1 space/employee on the largest shift.

School, Elementary and Intermediate: 2 spaces/ classroom plus loading area for buses and parking area for buses if required.

School, High School: 1 space/employee plus 1 space/5 non-bused students plus loading area for buses and parking area for buses if required.

9.8 Landscaping Plan.

A landscaping plan shall be submitted as part of the overall site plan for all new commercial-industrial and 3 or more multi-family developments, for the alteration or enlargement of existing commercial- industrial or multi-family structures and for changes in use. The plan shall identify the type and location of existing and proposed trees, shrubs, ground cover, walls, fences, rocks and surface waters. The extent of the landscaping plan and the width of any buffers will depend on the current use of the site, existing vegetation, the proposed use of the site and surrounding land uses. Existing vegetation should be retained on the site to the maximum extent feasible.

9.8.1 Landscaping Materials.

Landscaping materials include plants such as trees, shrubs, ground covers, perennials and annuals, and other materials such as rocks, water, walls, fences, paving materials and street furniture. Plant species included in the landscaping plan shall be well suited to the climate and the specific conditions of the site. Other materials used in landscaping shall consider and be designed to complement surrounding development and the general character of the Town.

9.8.2 Parking Lot Landscaping.

Peripheral landscaping is required along all sides of a parking lot or paved drive that abuts adjoining property or public right-of-way as follows:

- a. A landscaped strip at least 6 feet in width shall be located between the paved area and the abutting property lines or public right-of-way except where driveway or other openings may be required.
- b. At least 1 tree for each 30 feet of landscaped strip shall be provided. These trees shall be complemented by suitable ground cover and shrubs.

Interior landscaping or green space is required in an amount equal to at least 5 percent of the total parking area. A minimum of one tree for 15 parking spaces shall be provided and

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complemented by suitable ground cover and shrubs. In addition, large expanses of consecutive parking aisles may require the installation of 10 foot wide curbed planting strips between the lanes. These planting strips shall not be paved or contain sidewalks except as necessary for pedestrian safety.

9.8.3 Buffers.

Landscaped buffers shall be provided between adjacent land uses that are judged by the Board to be incompatible, for example a commercial use adjacent to a residential use -- a shopping center located next to a single-family residential neighborhood. The buffer shall provide a year round screen to minimize adverse visual, noise, dust or other impacts. Buffers may range in widths from 10 to 25 feet and be composed of a mixture of landscaping materials depending on the need to screen the proposed use from adjacent uses and public rights-of way. Buffers shall have a minimum height of 6 feet or be composed of vegetation that can attain this height over 3 growing seasons.

9.8.4 Additional Landscaping Requirements or Reductions.

The Board may require additional amounts of landscaping when it determines that the landscape guidelines as related to a particular development do not provide adequate landscape treatment or where it feels that the adjoining properties or public right-of-way may be more than normally affected by the proposed development. The Board may also require less landscaping than the guidelines would require for a development when it is felt that existing vegetation, topography or other features already provide a sufficient buffer, or the development would have little adverse impact on adjoining properties.

10.0 *PRECONSTRUCTION MEETINGS*

A preconstruction meeting will be required by the Board for all site plans. The pre-construction meeting shall be held 2 months prior to the commencement of any activity on the site. The purpose of the preconstruction meeting is to ensure that all parties involved with the development of the project, including but not limited to the owner and/or the developer, the contractors and builders, the Town's consulting engineer, the building inspector and the road agent are familiar with the approved design, the terms and conditions of the approval and that all performance guarantees are accurate and in place. In addition to the individuals listed previously, representatives from the Planning Board and the Board of Selectmen shall attend the preconstruction meeting.

11.0 *ADMINISTRATION AND ENFORCEMENT*

These regulations shall be administered by the board, its designated representative and/or its consulting engineer charged with reviewing preliminary and final plats for completion and compliance with these regulations and for conducting on-site inspections to confirm compliance with the approved plan. The enforcement of these regulations is vested with the Wilton Board of Selectmen.

12.0 *AMENDMENTS*

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These regulations may be amended by the Board following a public hearing on the proposed changes. Amendments to the regulations take effect when a copy of the amendments, certified by a majority of the Board, is filed with the Town clerk. A copy of any amendments shall also be filed with the NH Office of State Planning in accordance with RSA 675:9.

13.0 *PENALTY*

Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676:17, as amended. The Selectmen or the building inspector are designated as the local authorities to institute appropriate action under the provisions of RSA 676:17.

14.0 *ADOPTION*

These Regulations shall become effective when adopted by the Board after public hearing and filed with the Town clerk.

15.0 *CONFLICT AND SEPARABILITY*

Wherever these regulations conflict with any statute, ordinance or other regulation, the provision that imposes the greater restriction or the higher standard shall govern.

If any section, provision, portion, clause or phrase of these regulations shall be declared invalid or unconstitutional, it shall not impair or invalidate any other section, clause, provision, portion or phrase of these regulations.

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PLANNING BOARD
TOWN OF WILTON, NH

SITE PLAN REVIEW APPLICATION
(Amended June 21, 2017)

PLANNING BOARD USE ONLY

1) Applicant's name: _____

Address: _____

Tel. #: _____

2) Owner of property: _____

Address: _____

Tel. #: _____

3) Tax lot number(s) and street number: _____

4) Zoning district(s) property located in:

☐ Residential ☐ Commercial

☐ Residential & Agricultural

☐ Industrial ☐ Office Park

☐ Aquifer ☐ Watershed

☐ Wetlands ☐ Flood Plain

Plan File: # _____

*Date application
& Fees received:* ____/____/____

*Date abutters
notified:* ____/____/____

*Date of newspaper
notice:* ____/____/____

*Date and agenda number
of scheduled meeting:*
____/____/____ Ag. # _____

*Date application
accepted:* ____/____/____

Conditions:

*Date written notice of
approval-disapproval
sent:* ____/____/____

*Date subdivision plans
recorded in Registry
of Deeds:* ____/____/____

FEES PAID:

Filing \$ _____

Date: ____/____/____

Recording: ____/____/____

Date: ____/____/____

Desig. Rep.: \$ _____

Date: ____/____/____

Consulting: \$ _____

Date: ____/____/____

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- 5) General location of property: _____

- 6) Road frontage of property: _____
- 7) Description of the proposed subdivision, cluster, or other development (e.g., number of lots, acreage, intended use, etc.):

- 8) Attach a listing of the names and addresses of all abutters as listed in Town records not more than five (5) days prior to filing date of application. List to include all abutters directly across roadways and streams, the owner of the property or representative *as well as all professional engineers, architects, land surveyors, or soil/wetland scientists whose professional seal appears on the subdivision plan*. In addition three sets of mailing labels shall be provided by the applicant. (Per RSA 672:3 and Wilton Zoning Ordinance 4.9.)
- 9) This application will be reviewed by the Designated Representative of the Wilton Planning Board and where found to conform to the requirements of the Town's Land Use Laws and Regulations will be signed by the representative prior to submission. Thereafter it will be scheduled for presentation at an official public hearing of the Planning Board. The date and agenda number of this meeting will be sent to the Applicant along with abutter notifications.
- 10) This application must be signed by the owners of all lots involved in the application.**
- The information contained in this application is complete and true to the best of my knowledge. I approve the submission of this application. If an applicant or Agent/Owner Representative is named below, the person named there has my permission to represent me before the Wilton Planning Board. I authorize the Agent/Owner Representative to submit this application and to speak before the Planning Board on my behalf. (A separate signed letter is also acceptable.)

Signature of Owner _____ Date _____

11) Agent/Owner Representative

Fill out this section if the application is being submitted by a realtor, surveyor, engineer, attorney, etc., on behalf of the actual owner or applicant.

Name _____
Mailing Address _____
Town, State, ZIP _____
Email Address _____

WILTON LAND USE LAWS AND REGULATIONS
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- 12) Required application fees are due and payable at the time the application is filed with Planning Board Clerk: *(See Application Fee Schedule Appendix III to determine applicable rates) (Amended Jun. 2017)*

A) General Application Submission Fees: (as required per application)

- 1) Legal Notice \$ _____
- 2) Abutter Notification
_____ # of abutters (see item 8) x \$ _____ /abutter = \$ _____
- 3) NRPC Escrow \$ _____ (separate check)

Additional Fees to be paid by the applicant during the application process:

- 4) Consultant Escrow (To be determined by the Board)
- 5) Digital Data Submission Fee (To be determined and paid at the time of approval)
- 6) Recording Fee (To be determined and paid at the time of approval)

B) Site Plan Application Related Fees: (check applicable box(s); enter fee)

- 1) ☐ Site Plan Pre-Application consultation with NRPC: \$ _____
- 2) ☐ Home Occupation: \$ _____
- 3) ☐ Amended Plan/Change of Use (No expansion): \$ _____
- 4) ☐ All Other Site Plans:
- a. Non-Residential
\$ _____ + (_____ Square Feet x \$ _____ fee/Square Foot) = \$ _____
- b. Residential (Multi-Family, Elderly)
_____ # units x \$ _____ fee/unit = \$ _____

Total Fees: \$ _____

As the owner or duly authorized Agent/Representative for the owner of the property, I do hereby submit this plan for review as required by the Town of Wilton Land Use Regulations. I agree to be fully responsible for payment of all fees, costs and expenses including fees for professional consultant reviews deemed necessary by the Planning Board incurred with respect to this application.

Signature: _____
Owner/Agent/Owner Representative

Date: ____/____/____

Signature: _____
Wilton Planning Board Designated Representative

Date: ____/____/____

Signature: _____
Planning Board Clerk

Date: ____/____/____

WILTON LAND USE LAWS AND REGULATIONS
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PLANNING BOARD
TOWN OF WILTON, NH
SITE PLAN REVIEW CHECKLIST

I. PLAT STANDARDS

Key: Y=Yes P =Pending W=Waiver Request NA=Not Applicable

<u>Y</u>	<u>P</u>	<u>W</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 6 copies of the preliminary plat. (Sec. 6.1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Site plan name. (Sec. 6.1.a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Purpose of the site plan. (Sec. 6.1.k)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Name and address of owner of record. (Sec. 6.1.a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Name and address of the engineer/surveyor. (Sec. 6.1.a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Date plans first drafted. (Sec. 6.1.a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Tax map and lot number(s), and total acreage of parcel(s) (Sec. 6.1.b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Zoning districts within which the site plan is located. (Sec. 6.1.b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Signature of the owner or his/her designated representative. (Sec. 6.1.e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Seal and signature of a land surveyor licensed in the State of NH. (Sec. 6.1.c)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Seal and signature of a professional engineer licensed in the State of NH (where required for engineering designs). (Sec. 6.1.d)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Seal and signature of a certified soil scientist or the SCS. (Sec. 6.3.e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Horizontal scale not to exceed 1"=50'. (Sec. 6.1.f)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Vertical scale not to exceed 1"=40'. (Sec. 6.1.g)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Signature block in lower right corner above title. (Sec. 6.1.1 – See Sec. 7.0 for verbiage)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locus map at a scale of 1"=1000'. (Sec. 6.1.m)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Bar scale for the plat. (Sec. 6.1.n)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Magnetic and true north. (Sec. 6.1.o)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Revision block. (Sec. 6.1.p)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Notes section for plan information. (Sec. 6.1.q)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Note referencing impact fees (Sec. 6.1.r)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- <u>Note defining “active and substantial development” (Sec. 6.1.s)</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- <u>Note defining “substantial completion” (Sec. 6.1.t)</u>

Sheet 1 of 5 – Continued>

WILTON LAND USE LAWS AND REGULATIONS
SECTION D - SITE PLAN REVIEW REGULATIONS

II. ABUTTING PROPERTY INFORMATION

Key: Y=Yes P =Pending W=Waiver Request NA=Not Applicable

- | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Tax map and lot numbers. (Sec. 6.2.a) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Names and addresses of the owners of record as indicated in Town records not more than five (5) days before the date of filing. (Sec. 6.2.b) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of property lines and their approximate dimensions. (Sec. 6.2.e) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Names, locations and dimensions of existing streets, easements and alleys. (Sec. 6.2.c) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Names, locations and dimensions of abutting parks and open space. (Sec. 6.2.c) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of setbacks. (Sec. 6.2.c) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing buildings within 100 feet of property lines. (Sec. 6.2.d) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing water supply wells or springs and protective well radii within 100 feet of property lines. (Sec. 6.2.d) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing septic system leach fields within 100 feet of property lines. (Sec. 6.2.d) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Road or driveway intersections within 200 feet of property lines. (Sec. 6.2.f) |

Sheet 2 of 5 - Continued >

WILTON LAND USE LAWS AND REGULATIONS
SECTION D - SITE PLAN REVIEW REGULATIONS

III. SITE PLAN INFORMATION

Key: Y=Yes P =Pending W=Waiver Request NA=Not Applicable

<u>Y</u>	<u>P</u>	<u>W</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations, bearings and distances of property lines. (Sec. 6.3.a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of permanent boundary markers. (Sec. 6.3.a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Length of frontage on a public Right Of Way. (Sec. 6.3.b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Area of the site - wet, dry and total. (Sec. 6.3.b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Existing and proposed topography for entire parcel - 2 foot contour intervals for developed portions of the site; 5 foot contour intervals for undeveloped portions. (Sec. 6.3.c)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Location of the 100 year floodplain. (Sec. 6.3.d)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Zoning district boundaries. (Sec. 6.3. tu)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Soil boundaries and types as certified by a registered engineer, certified soil Scientist or Soil Conservation Service (Sec. 6.3.e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- High intensity soil survey, if required. (Sec. 6.3.f)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of all water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features. (Sec. 6.3.g)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of any proposed dredge and/or fill areas. (Sec. 6.3.g)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations and dimensions of existing and proposed easements. (Sec. 6.3.h and Sec. 6.3. st)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations and dimensions of existing and proposed buildings. (Sec. 6.3. vw)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Building setbacks and buffer locations denoted. (Sec. 6.3. uv)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of soil test pits accompanied by test pit and perc test data. (Sec. 6.3.n)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of existing and proposed water, sewer and drainage systems. (Sec. 6.3.i)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of proposed wells and protective well radii. (Sec. 6.3.m)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of the 4,000 square foot septic reserve areas. (Sec. 6.3.n)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- <u>The location, dimensions and engineering specifications for any independent fire suppression systems such as cisterns. Systems are also depicted and noted on site plans. (Sec. 6.3.o)</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of existing and proposed utility lines. (Sec. 6.3.l)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations, names, widths and profiles of existing and proposed street and highways showing grades, radii, culverts and drains, and bridge designs. (Sec. 6.3.o)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Proposed ingress and egress locations. (Sec. 6.3. pq)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Internal traffic flow patterns. (Sec. 6.3.o)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Parking locations and areas with spaces and travel lanes denoted. (Sec. 6.3. qr)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Landscape plan. (Sec. 6.3. rt)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Temporary and permanent erosion and sedimentation controls. (Sec. 6.3.k)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Location, dimensions, height, number of floors, total area and first floor elevation of existing and proposed buildings and structures. (Sec. 6.3. vw)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Number of units in each building denoting floor area and proposed use. (Sec. 6.3. wx)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Location, dimensions and character of all signs. (Sec. 6.3. xy)

Sheet 3 of 5 - Continued >

WILTON LAND USE LAWS AND REGULATIONS
SECTION D - SITE PLAN REVIEW REGULATIONS

IV. SUPPORTING INFORMATION

Key: Y=Yes P =Pending W=Waiver Request NA=Not Applicable

- | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Letter from water commission certifying availability and intent to provide service.
(Sec. 6.3.j) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Letter from sewer commission certifying availability and intent to provide service.
(Sec. 6.3.j) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Letter from the Fire Chief certifying adequate water for fire protection and access
for emergency vehicles. (Sec. 6.3.aed) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Drainage calculations based on a 25 year storm frequency. (Sec. 6.3.i and Sec. 9.5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Legal documents for all proposed easements, restrictive covenants or other
documents affecting legal title of the property. (Sec. 6.3.yz) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If the proposed site plan covers only a portion of the entire tract, a statement
concerning the intended future use of the remainder. (Sec. 6.3.adc) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - NH Water Supply and Pollution Control Division Subdivision Septic Approval
Permit number. (Sec. 6.3.abd) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - NH Wetlands Board Dredge and Fill Approval Permit number and Army Corps
of Engineers Dredge and Fill approval, if required. (Sec. 6.3.abd) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - NH Water Supply and Pollution Control Division Site Specific Permit. (Sec. 6.3.abd) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - NH Department of Transportation Curb Cut Approval Permit number and/or a
letter of approval from the Wilton Road Agent. (Sec. 6.3.ab) |

Sheet 4 of 5 - Continued >

V. ACCESS, PARKING AND INTERNAL TRAFFIC PATTERNS

WILTON LAND USE LAWS AND REGULATIONS
SECTION D - SITE PLAN REVIEW REGULATIONS

Key: Y=Yes P =Pending W=Waiver Request NA=Not Applicable

- | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Access points adequate in number, size, location and design. (Sec. 6.3. ep) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Adequate all season safe sight distance (minimum four hundred (400) feet on Class I or II roads) in both directions from each proposed access point. (Sec. 9.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Access points located to avoid possible turning movement conflict with other existing drives. (Sec. 9.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Street frontage other than access points curbed or otherwise blocked to vehicular entry. (Sec. 9.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and sizes of all existing and proposed parking areas, loading zones, and driveways adequate for the proposed uses. (Sec. 6.3. qr) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Total number of parking stalls shown satisfies the site plan requirements. (Sec. 6.3. qr and Sec. 9.7.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Internal traffic pattern safe and adequate for the type of use proposed. (Sec. 6.3. ep) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Emergency vehicles have easy, unimpeded access to all buildings with adequate turnaround space. (Sec. 9.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Adequate provisions made for service vehicles. (Sec. 9.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Adequate areas for snow piling without impeding traffic circulation or affecting safety. (Sec. 9.4) |

VI. LANDSCAPING, BUFFERS AND SIGNS

- | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Type and location of existing and proposed vegetation. (Sec. 6.3. fs) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Peripheral parking lot landscaping provided in accordance with these regulations. (Sec. 9.8.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Parking lot interior landscaping equal to at least 5% of the total parking area. (Sec. 9.8.2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Adequate buffers provided between adjacent incompatible land uses. (Sec. 9.8.3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Garbage collection and storage points and other service areas and whether screened by landscaping or fencing. (Sec. 5.12 and Sec. 9.8.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations, dimensions and character of proposed signs indicated. (Sec. 6.3. xy) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Signs placed so as not to obstruct vehicular visibility. (Sec. 6.3. xy) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Signs in accordance with the zoning regulations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - External lighting, if any, of buildings or parking and/or property indicated. (Sec. 6.3. xy) |

Sheet 5 of 5 - End