

TOWN OF GREENLAND, NH



SITE PLAN REVIEW REGULATIONS

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SECTION I: GENERAL PROVISIONS

1.1 AUTHORITY

These regulations are enacted in accordance with the authority conferred in RSA 674:43-44 and based upon the authority given to the Planning Board at the Town Meeting held on March 8, 1988.

1.2 PURPOSES

The purposes of these regulations are to:

- A) Provide for the safe and attractive development of the site and guard against such conditions as would involve danger or injury to health, safety, or prosperity by reason of: (1) inadequate drainage or conditions conducive to flooding of the property or that of another; (2) inadequate protection for the quality of groundwater; (3) undesirable and preventable elements of pollution such as smoke, soot, particulates, or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties; (4) inadequate provision for fire safety, prevention, and control; and (5) undesirable levels of noise and light pollution; (Amended 10.2000)
- B) Provide for the harmonious and aesthetically pleasing development of the municipality and its environs and to promote the goal of maintaining the rural character of the Town;
- C) Provide for open spaces and green spaces of adequate proportions and of adequate visibility from public streets, roads or subdivided and/or developed residential areas;
- D) Require the proper arrangement and coordination of streets within the site in relation to other existing or planned streets or with features of the official map of the municipality;
- E) Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for firefighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system;
- F) Require in proper cases, that plats showing new streets or narrowing or widening of such streets be submitted to the Planning Board for approval;
- G) Require that the land indicated on plats submitted to the Planning Board shall be of such character that it can be used for building purposes without danger to health; and
- H) Include such provisions as will tend to create conditions favorable for health, safety, convenience, and prosperity.

1.3 TITLE

These regulations shall be known as the "Site Plan Review Regulations of the Town of Greenland, New Hampshire."

SECTION II: DEFINITIONS

2.1 DEFINITIONS

Unless the context otherwise requires, the following definitions shall be used in the interpretation and construction of these Regulations. Words used in the present tense include the future; the singular number shall include the plural, and the plural the singular; the word " building" shall include the word " structure"; and the word "shall" is mandatory and not optional.

In general, words and terms used in these regulations shall have their customary dictionary meanings. Definitions described in the existing Town of Greenland Zoning Ordinance shall apply therein. The following words are specifically defined:

- 2.1.1 **Abutter:** As defined by RSA 672:3, this term shall mean 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, and the owners of the individual condominium units. 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. (Amended 2006)
- 2.1.2 **Development:** The construction of improvements on a tract or tracts of land which shall include the enlargement of the structure or physical changes to the site to accommodate the intended use.
- 2.1.3 **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.
- 2.1.4 **Engineer or Surveyor:** The duly designated and legally recognized engineer or licensed surveyor of the developer as may be pertinent to the actual services to be performed.
- 2.1.5 **Frontage:** The length of the lot bordering on and providing access to a Class V (or better) highway but excluding limited or restricted access highways, or a street, as defined and as used in Title LXIV, Planning and Zoning, of the Revised Statutes Annotated, shown on a plat approved by the Planning Board. Footage requirements specified in Article IV, Dimensional Requirements, of this Ordinance shall be contiguous. In the case of corner lots, frontage and front lot lines shall mean the dimensions and lines on both intersecting streets. (Adopted 1995, Amended 2007)
- 2.1.6 **Hardpan:** A compact soil layer high in silt and very fine sand and generally low in clay with a permeability of less than 0.6 inches per hour.

- 2.1.7 Improvement: All structures, appurtenances, or additions to the site whether above or below the surface of the land, and including but not limited to buildings, construction of any kind, site grading, landscaping, street construction, utilities (including water, sewer, electric, gas, storm drainage), whether proposed by the developer, or required by the Board under these regulations.
- 2.1.8 Non-Public or Individual Waste Disposal System: Any treatment system other than a public sewer, which receives sewage or other wastes.
- 2.1.9 Non-Public or Individual Water Supply System: Any private system providing potable water.
- 2.1.10 Non-Residential Use: Any use other than that of a residence, provided, however, that these regulations and procedures shall not apply to the construction, expansion, siting or permitted use with respect to any accessory use buildings on the same site as a principal residence in the Residential District defined in the Zoning Ordinance of the Town of Greenland.
- 2.1.11 Seasonal High Water Table: The upper limit of the groundwater in a soil which becomes seasonally saturated with water.
- 2.1.12 Street: The same as the definition provided in Section II of the Subdivision Regulations.
- 2.1.13 Subdivision: The division of a lot, tract or parcel of land for the purpose, whether immediate or in the 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 these Regulations.
- 2.1.14 Wetlands: An area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. The location of wetland boundary in any particular case must be determined through onsite inspection by a New Hampshire certified wetland scientist. Areas considered with the same protections as wetlands shall include poorly and very poorly drained soils, and the borders of tidal marshes of the Winnicut River and Great Bay. Said borders are hereby defined as those areas adjacent to the Winnicut River and Great Bay with elevations of eight (8) feet or less above mean sea level (National Geodetic Vertical Datum of 1929). (Amended 2005)

SECTION III: SCOPE AND REQUIREMENTS

3.1 SCOPE

The Planning Board is hereby authorized to review, and approve or disapprove site plans for the development of tracts for non-residential uses or for multi-family dwelling units (any structure containing in excess of two dwelling units) whether or not such development includes a subdivision or re-subdivision of the site.

3.2 RELATIONSHIP TO OTHER REQUIREMENTS

3.2.1 Compliance with Other Regulations

The Site Plan Review procedure in no way relieves the applicant from compliance with or approval under the provisions of the Town's Zoning Ordinance, Subdivision Regulations, Building Codes, and/or other regulations which pertain to or govern the proposed development. No Site Plan will be approved unless it is in compliance with all pertinent ordinances and regulations.

In cases where the applicant intends to seek relief from the Zoning Ordinance, the applicant should first present the plan to the Planning Board so as to allow the Board to provide guidance and formulate findings.

3.2.2 Minimum Not Maximum

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. The Planning Board will fully 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 and other natural resources, on local traffic patterns and on available public utilities, services, municipal resources and, in general, in compliance with the Greenland Master Plan. Only after the Planning Board has fully satisfied itself that the proposed project is in the public interest and that it will not prove detrimental to the public health, safety, welfare or prosperity, will the application be approved.

3.2.3 Conflicting Provisions

If any other provision of the Town or any provision of State or federal law relates to any matter covered herein, the provision which imposes the greater restriction or higher standard shall govern.

3.3 SITE PLAN REVIEW REQUIRED

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

- A) The construction of any new non-residential or multi-family use.
- B) The enlargement of any existing non-residential or multi-family use which requires development of the site.

- C) The construction or conversion of any non-residential or multi-family use in which development of the site be contemplated or required by virtue of any other Town or State ordinance, statute, regulation or decision of the Town's Zoning Board of Adjustment.
- D) The change within a structure from one permitted use to another permitted use which will require 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.

3.3.1 Site Plan Review Not Required (Added 2006)

A full Site Plan Review will not be required for an expansion of any existing non-residential, conforming use under the following circumstances. A new site plan review need not be submitted for Planning Board approval if the proposed development of the site meets each of the following:

- A) There is an approved site plan for the property on file in the Planning Board office;
- B) The expansion does not constitute a change of use;
- C) The proposal does not result in expansion greater than seven percent of the original structure's site (in no instance shall the increase constitute greater than 1,500 square feet of new construction);
- D) All other requirements of Site Plan Review and Zoning are satisfied. Approval by the Building Department is required for this section;
- E) All site activity must presently conform to the existing approved site plan;
- F) Building Inspector may require fire or electrical inspection;
- G) Five (5) copies of a revised site plan showing all alterations shall be submitted for purposes of file update; and
- H) This exemption from Site Plan Review may only be used once without coming before the Planning Board.

3.4 BUILDING PERMIT

No building permit shall be issued by the Building Inspector for the construction or expansion of a building or other facilities subject to these regulations, until final approval is granted by the Planning Board and the Building Inspector is so notified in writing by the Planning Board.

SECTION IV: APPLICATION PROCEDURES AND REQUIREMENTS

4.1 PRELIMINARY CONSULTATION

4.1.1 Preliminary Sketch Plan

Prior to the submission of a formal site plan, it is recommended, but not required, that an applicant submit a sketch showing preliminary information and plans to the Planning Board for discussion purposes only. The preliminary sketch plan is to be presented to the Planning Board for review during a regular monthly meeting, as a regular agenda item. No notification to abutters or the public is required for such a review. The purpose of the preliminary meeting is to inform the Planning Board members on the background, scope and general intent of the proposal. It is also designed to apprise the applicant of the procedures and the concerns of the Planning Board.

4.1.2 Time Limits Not Applicable

If an applicant elects to undertake the Preliminary Consultation, it is hereby declared that no processing time limits shall apply. Such time limits shall apply only when a formal application is submitted in accordance with Section 4.2 of these Regulations.

4.1.3 Fee

See Fee Schedule Worksheet following application. (Amended 2006)

4.2 FORMAL APPLICATION REVIEW PROCESS

Whether or not a Preliminary Consultation has been conducted, an applicant shall prepare and submit a formal application for Site Plan Review approval in accordance with the standards set forth in these Regulations. The date of the Planning Board meeting which receives and accepts this formal application will become the official date of filing of the application.

4.2.1 Submission Deadline

An application for Site Plan Review approval shall be submitted to the Secretary of the Planning Board at least twenty-one full days in advance of a regularly scheduled Planning Board meeting (this being the Wednesday three weeks prior to the regularly scheduled Planning Board meeting on the third Thursday of the month). The exhibits to be submitted are described in Section 4.2.2 below. (Amended 2005)

4.2.2 Exhibits Required at Time of Submission

The applicant shall submit the following information when a formal application is made for Site Plan Review approval. The Planning Board shall determine whether or not the application is complete at its next regularly scheduled meeting.

- A) A completely filled out form entitled: "Comprehensive Application", Application Type: "Site Plan Review". Forms are located at the end of these Regulations. (Amended 2006)
- B) A list of the names and addresses of all abutters obtained from the Town records and a list of the names and addresses of all professionals placing their stamp and/or signature on the plans. Three (3) sets of computer generated or typed mailing labels, with the abutter's and

professional's names and addresses, will be submitted as part of the application. (Amended 2005)

C) Five complete sets of black line or blue line prints drawn to scale with the following:

1. Sheet size of 22" x 34".
2. Scale appropriate to size of project, and consistent throughout.
3. Space for the Planning Board Chairperson to sign and date the approved plan.

The plans shall contain the data and/or information delineated in Section 4.3 of these Regulations.

D) Ten (10) sets of 11" x 17" complete plans suitable for Board Member review. (Added 2006)

E) High intensity soils information with sewage disposal and lot size calculations.

F) Data on test pits and percolation tests including: location of test pits, percolation test data and rate, certification of test witness, and outline of area reserved for leach fields.

G) Any supporting documentation necessary to explain the proposed plan to the Planning Board, abutters, and the general public.

4.2.3 Fees and Charges

The applicant shall pay the following fees and charges as are applicable. Filing Fee (a) and Notice Costs (b) will be paid with a single check made payable to the **Town of Greenland**. (Amended 2005)

A) Filing Fee: See Fee Determination Worksheet following applicable application.

B) Notice Costs: The applicant shall pay abutter notice, per professional signing and/or stamping the plan and per applicant shall be provided to cover the costs of all notice requirements including reproduction costs, and any publication and/or posting costs. See Fee Schedule Worksheet following applicable application. (Amended 04.1999)

C) Special Investigative Costs: The Board may require the applicant to pay reasonable costs of special investigative studies which may be necessary for the Planning Board to evaluate the impact of a proposed development.

D) The applicant shall prepare two checks payable to **the Rockingham County Registry of Deeds** for submission to Rockingham County after the subdivision has been approved. The amounts shall be determined by Rockingham County at the time of submission. Checks and mylar shall be submitted to the Code Enforcement Officer. It will be the responsibility of the Town to record all approved plans. (Amended 2005)

E) Municipal Review Costs (Amended 2005, 2015)

The Board will require the applicant to pay the cost of having duly appointed agents of the municipality review a submitted plan. The Board may require the applicant to set up an escrow account for paying these costs. The cost of such review shall be determined by the Planning Board or its designated agent. Such costs may be encountered in the following instances:

A. Witnessing of test pits by an agent designated by the Planning Board.

B. Review of roadway design, drainage and stormwater management, and erosion and sediment control plans by an agent appointed by the Planning Board.

C. Required periodic construction inspections and/or tests.

D. In accordance with RSA 676:4 I,(g), the Board shall also require an applicant to reimburse the Town for expenses incurred by the Circuit Rider/Planner, including but not limited to: time spent for technical review of plans, meetings with the applicant subsequent to application, and other reasonable expenses directly accountable to the particular application. The rate shall reflect the current hourly rate charged for this service; however, no fee shall be charged for time spent in meetings during contracted office hours or the first 2 hours of review of an application submitted to the Board. The amount of this fee will vary according to the particular aspects of any application. The Circuit Rider/Planner shall provide a detailed accounting of the time spent reviewing an application to the Town for purposes of proper billing to the appropriate escrow account. The collection and disbursement of such funds shall adhere to RSA 676:4-b (Third Party Review and Inspection), including the applicant's ability to obtain copies of all documentation relative to charges, documentation of all inspections and the prompt reporting of any defects found during inspections.

4.3 DATA REQUIRED

The following data or information is required on the site plan(s) or as part of the submission package showing existing and proposed features as described:

4.3.1 Existing Data

The following existing site data shall be provided unless inappropriate for the specific project:

- A) Location of site and the current names and addresses of developer, owners of record, abutting land owners, and professionals preparing and/or stamping the plan.
- B) Names and address of person or firm preparing the map (which must be prepared and stamped by a registered architect or registered professional engineer). Plans also require the stamp of a New Hampshire Certified Wetland Scientist, to verify the existence and location of wetlands, or lack of wetlands, unless granted a waiver from the Board. In addition, plans require the scale of the map, north arrow and date; and the name and address of person or firm preparing other data and information, if different from the preparer of the map. (Amended 2005)
- C) The boundary lines of the site, including angles or bearings of the lines, dimensions and the lot area.
- D) Existing Conditions plan of the site showing existing natural features including watercourses and water bodies, wetlands, trees and other significant vegetation, topographic features, and any other features which should be considered in the site design process. Existing trees over 6" in caliper at 4 ft. above the existing ground elevation must be shown on the existing conditions plan. The landscape design must indicate which of existing trees meeting the stated minimum size requirement will be removed during the development. (Amended 2005)
- E) The existing grades, drainage systems, structures and topographic contours at intervals not exceeding two (2) feet with spot elevations where grade is less than three percent (3%).
- F) The shape, size, height and location of existing structures on abutting properties and access roads within 200 feet of the site. (Revised 11.1995)
- G) All easements and rights-of-way.
- H) Man-made features such as, but not limited to: existing roads, and structures indicating which of such features are to be retained and which are to be removed or altered.
- I) The size and location of all existing public and private utilities and all existing landscaping including the location and size of existing public utilities that are located off-site with which connection is planned or located within 100 feet of the site.

- J) A vicinity sketch (no smaller than 1 inch equals 1000 ft.) showing the location of the site in relation to the surrounding public street system and the zoning districts and boundaries for the site and within 1,000 feet of the site. One hundred year flood elevation contour shall be included within floodplain.
- K) Soils map showing all soil types and delineating any poorly or very poorly drained soils.
- L) Tax map and parcel number.
- M) Size of parcel in acres.
- N) Plans shall be drawn at a scale of no greater than 1" = 50'. (Added 2006)

4.3.1.1 Special Flood Hazard Areas

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

- A) The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1334.
- B) The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).
- C) The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:
 1. All such proposals are consistent with the need to minimize flood damage;
 2. All public utilities and facilities such as water, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage; and
 3. Adequate drainage is provided so as to reduce exposure to flood hazards.

4.3.2 Proposed Plans

The following site data shall be provided for the proposed development, as appropriate:

- A) Proposed grades, topographic contours at intervals not exceeding two (2) feet with spot elevations where the grade is less than five percent (5%). All elevations at the base of existing trees, which are over 6" in caliper at 4 ft. above the existing ground level, shall be shown. Proposed finish grade elevations around these trees shall be shown.
- B) Plan view of the shape, size, height and location of the proposed structures, including expansion or other alterations of existing buildings.
- C) The location, size, direction of travel, if appropriate, curbing, paving and the radii of all streets, driveways, access ways, and sidewalks within the site and its relationship to the off-site street system.
- D) The size, location and layout of all on-site parking and loading facilities.
- E) The size and location of all public and private utilities including water lines, sewage facilities, gas lines, power lines, telephone lines, fire alarm connections, storage tanks (underground and above ground), and other utilities.
- F) A storm drainage plan, performed by a Registered Professional Engineer, including a plan for the retention and slow release of stormwater where necessary, together with supporting calculations.

- G) The location, type, and size of all proposed landscaping and screening as well as a plan for the retention of existing significant natural features (open spaces, green areas, etc.) on the site.
- H) The location, size, and design of proposed signs and other advertising or instructional devices. The calculation of the sign area must be shown on the sign design submitted to the Planning Board.
- I) The location, type and design of outdoor lighting.
- J) Surveyed property lines showing their bearings and distances and showing monument locations.
- K) Construction details, including but not limited to pavement, walks, steps, curbing, drainage structures, and erosion and sedimentation control techniques.
- L) Any other exhibits or data that the Planning Board may require in order to evaluate adequately the proposed development including but not limited to:
 - 1. Calculations relating to stormwater runoff.
 - 2. Information on the composition and quantity of wastewater generated.
 - 3. Information on air, water, or land pollutants discharged.
 - 4. Estimates of noise generation.
- M) Traffic Impact Analysis: All proposed commercial, industrial or residential development shall be reviewed by the Planning Board to ascertain that adequate provisions have been made by the owner or his/her authorized agent for traffic safety. To facilitate this review, the Planning Board may require the developer to provide a traffic impact analysis when deemed necessary by the Board due to the size, location or traffic-generating characteristic of the development. Traffic impact analyses shall address each of the following:
 - 1. Traffic circulation and access, including adequacy of adjacent street and intersections, entrances and exits, traffic flow, sight distances, accident statistics, curb cuts, turning lanes, and existing or recommended traffic signalization.
 - 2. Pedestrian safety and access.
 - 3. Off-street parking and loading.
 - 4. Emergency vehicle access.
 - 5. Necessary off-site improvements, to be constructed by the developer.
- N) Plans shall be drawn at a scale of no greater than 1" = 50'. (Added 2006)

4.3.3 Other Permits

The applicant may be required to secure permits from other levels of government as part of the approval process. The applicant may submit approvals in any logical order. However, the Site Plan will not receive final approval until evidence is placed in the record that all other permits have been received.

4.4 FORMAL REVIEW PROCEDURE

If, at its next regularly scheduled meeting, the application is found to be complete in accordance with Section 4.2.2 of these Regulations, then the Planning Board shall:

- A) Note that it accepts the application for consideration by the Board.

- B) Begin formal consideration of the application within thirty (30) days after the date of acceptance.
- C) Act to approve or disapprove the application within sixty-five (65) days after the date of acceptance, unless an extension of time for action is granted.
- D) Not take any action to approve or disapprove the application, until a public hearing on the application is held in accordance with the procedures in Section 4.4.1.

4.4.1 Public Hearing and Notice

- A) The Planning Board, before taking action on the proposed development, shall hold at least one (1) public hearing thereon. The Planning Board shall take testimony from the applicant, abutters, and parties in interest to the proposal either in person or in writing.
- B) The applicant and abutters shall be notified of the public hearing and the time and place of such hearing by certified mail, not less than ten (10) days before the date fixed for the hearing, not including the day of publication and the day of the hearing.

4.5 BOARD ACTION

After the public hearing(s) at which testimony is presented by the applicant, abutters, and parties in interest, the Planning Board at a public meeting shall issue a decision on the application. The decision may be any one of the following:

4.5.1 Conditional Approval

The Planning Board may grant conditional approval which shall become final upon certification to the Board that the applicant has satisfied the conditions imposed. Plans receiving conditional approval shall not be signed and recorded until the conditions imposed are met. Unless another time frame has been approved by the Board, applicants shall comply with such conditions within sixty-five (65) days from the date of receiving conditional approval from the Board. Unless an extension is granted by the Board, plan approval will lapse.

4.5.2 Approval with Conditions

The Board may attach reasonable conditions to ensure that the public interest is upheld. Such conditions may include, but are not limited to the following:

- A) The posting of a performance guarantee (in the form of a bond, passbook, or cash only) in an amount and under conditions satisfactory to the Planning Board. (Revised 08.91)
- B) The execution of a written agreement stating the nature, conditions, and time for performance of the approved application.
- C) The phasing of the development approval providing that the portions approved and portions to be approved subsequently are clearly delineated on the documents to be filed with the Rockingham County Registry of Deeds.
- D) Any other conditions that the Planning Board finds necessary to secure the public interest.

4.5.3 Table

If the Planning Board finds that certain administrative/procedural requirements have not been met or additional investigative studies are needed, the Planning Board may table the application to a time certain.

If such a finding is made, the Planning Board shall advise the applicant in writing what is necessary to correct the administrative/procedural defect or what investigative studies are needed.

4.5.4 Disapproval

If the Planning Board finds that the application does not meet the standards of these regulations, or fails to comply with other local or State laws, or will have an adverse impact on surrounding areas or the community, the Planning Board may disapprove the application.

In the event of disapproval, the grounds for disapproval shall be specified in the records of the Board and communicated to the applicant in writing.

4.5.5 Filing of Actions

Copies of all Board actions under this section shall be filed with the Board of Selectmen, Building Inspector, and Town Engineer.

SECTION V: DESIGN AND CONSTRUCTION REQUIREMENTS

The layout of the proposed site plan is subject to the requirements and provisions of these regulations.

5.1 ACCESS DESIGN

Traffic access to the site from Town streets must ensure the safety of vehicles and pedestrians.

- A) The Planning Board must give its approval of the design for a proposed access/egress point onto the public way, which point shall provide as adequate sight distance, grade, width and curb.
- B) 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 installation of traffic control devices.
- C) The Planning Board may require improvement of existing access/egress point(s) to provide safe flow onto abutting streets should increased traffic be generated by the development.

Any approval or requirements above shall in no way be in lieu of or superior to any approval or permit which may be granted by the State of New Hampshire Department of Public Works and Highways in any case where that body has pre-emptive jurisdiction.

- D) Off-site requirements may be required, such as pavement width, deceleration lanes, curbing or signal devices.
- E) Traffic circulation, pedestrian access, parking and loading facilities, emergency and fire access shall be designed and located to ensure safety on the site.
- F) Parking areas and drives shall be paved if public use is intended; however, the Planning Board may waive or modify paving to reduce runoff which cannot be conveniently disposed of.
- G) Access to public streets will meet the requirements of the New Hampshire Department of Public Works and Highways and/or the Town, as adopted and amended, and shall conform to whichever standards are higher.

5.2 GREENSPACE (Added 01.24.02, Amended 2002)

DEFINITION: A permeable area of vegetated ground surface.

Greenspace shall comprise no less than 25% of the total lot area, exclusive of wetlands and slopes in excess of 25%.

5.3 LANDSCAPING AND SCREENING

- A) Landscaping and screening must be provided with proper regard to adjacent properties, the public highway and within the site, including interior landscaping of parking areas. The proposed landscape design must be sensitive to any well-executed and maintained adjoining property landscape design. The landscape design, as submitted to the Planning Board, shall indicate prominent landscape elements on adjoining properties within 25 feet abutting the subject site.

Where the site abuts residential property, activity on the subject property shall be screened to a reasonable level from the residential property by appropriate landscaping, including

berming, mounding, the use of plant materials, and/or existing natural vegetation. Fencing alone will not be considered an acceptable method of screening.

- B) Buffer strips of at least twenty-five (25) feet minimum width, or more, shall be provided where a proposed non-residential development abuts residential properties. Where appropriate, existing growth must be incorporated into the buffer strips or landscaping design. Buffer strips must contain vegetation which will screen the view from adjacent residential property during all seasons. (Amended 10.19.00)
- C) A landscaping plan must be submitted and approved, showing locations and types of vegetation to be retained or established. Configuration and vegetation (including height) will be reviewed by the Board on a case by case basis to ensure adequate visual and noise screening and to contribute aesthetic natural quality to the development.
- D) Vegetation. Mature trees and existing natural vegetation shall be maintained whenever possible. New development shall incorporate plants characteristics of the region and in natural masses. An adequate percentage of vegetation used shall provide screening in winter months. Salt tolerant species shall be used where appropriate.
- E) Trees. All Commercial and Industrial development shall preserve existing trees and plant new trees in accordance with the following:
 - 1. Formulas: One tree, either credited or new, shall be provided for every 500 square feet of disturbed area. Along public right-of-way, one tree shall be required to be planted every 40 feet along the right-of-way, located within 15 feet of the right-of-way.
 - 2. Minimum Size: To be credited, a tree shall have a caliper of at least 3 inches measured at a point 6 inches above the root ball.
 - 3. Credit: Credit for landscaping shall only be given to existing trees within 70 feet of the proposed main structures of parking lots. For existing trees which will be preserved, those with a caliper of 12" or more may be credited as two trees, and those with a caliper of 24" or more may be credited as four trees.
 - 4. Salt Tolerance: Trees planted within 25 feet of a street right-of-way shall be salt tolerant and appropriate documentation shall be presented with the landscaping plan.
 - 5. Overhead Clearance: Tree size and planting locations shall be selected so that the tree, upon reaching its mature size, shall not interfere with existing overhead utility lines, unless, as part of the application, the overhead lines are to be relocated.
 - 6. Protection: Existing trees which are to be credited shall be protected during site construction activities. A snow fence shall be erected around the tree to protect roots from soil compression and to help prevent broken branches. No storage of any materials or driving of any vehicles within the fenced-in area shall be permitted. The fence shall be at least 8.5 feet away from the trunk and additional distance may be required if the Board deems it necessary to carry out the purposes of this section. An undisturbed area with a radius of 8.5 feet, measured from the trunk, shall be permanently preserved around each existing tree.
- F) Landscape Bond. A bond equal to 20% of the cost of the plantings will be held by the Town for 2 growing seasons to ensure prompt replacement of any dead plantings. (Amended 04.15.99)

5.4 STORM DRAINAGE

- A) An adequate surface stormwater drainage system must be provided. Storm drainage shall be carried to existing watercourses, or connect to existing storm drains. Stormwater runoff shall be restricted to existing drainage ways. No new drainage ways shall be created unless necessary easements are obtained by the applicant. No increase in surface runoff shall be

permitted if such increased runoff passes beyond the property lines unless it is to be within an existing approved public storm drainage system.

- B) Drainage swales, culverts, storm sewers, detention/retention ponds, and other drainage facilities shall be based on the storm frequencies stipulated in Section V.O. of the Subdivision Regulations.

5.5 FLOOD CONTROL

Provision shall be made to assure that the proposal is consistent with the need to minimize flood damage at all public utilities and facilities, such as sewer, 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 flood waters 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 impairment to them or contamination from them during flooding.

5.6 SNOW STORAGE

Provision shall be made to store snow accumulation during the winter months, and such provisions shall be shown on the site plan. Snow storage will not be permitted within wetlands or a wetlands buffer. (Amended 2006)

5.7 SOLID WASTE DISPOSAL SCREENING

The manner of waste disposal must be specified on the site plan and include areas for safe disposal. Litter and/or garbage collection and holding areas must be secured. All outdoor storage areas and trash receptacles must be located or screened to prevent visibility from within the parking and neighboring properties. The use of either fencing or hedges is permitted for the foregoing purposes. However, as a condition of approval, the Board may require earth berms and plantings of shrubs and/or trees.

5.8 SIDEWALKS

Sidewalks must be provided for pedestrian traffic to permit passageways between the entrances of commercial, housing or industrial establishments, and parking areas. All such sidewalks must be at least six (6) inches above grade and protected by curbing. The design must include means for access by handicapped persons.

5.9 NOISE EMISSIONS (Amended 12.14.00)

- A) All external loudspeaker (or enunciation) systems, including bells, buzzers, and public address systems are prohibited. Intercom systems, such as those used in the operation of drive-in fast-food restaurants and drive-in bank tellers are specifically exempt from this provision.
- B) The building and all site improvements will be designed to contain operational and mechanical noise, such that the noise level on abutting properties will not exceed 60 decibels.

5.10 LIGHTING (Added 12.14.00)

A) It is the intent of this ordinance to preserve, protect, and enhance the lawful nighttime use and enjoyment of any and all property through the use of appropriate lighting practices and systems. Such individual fixtures and lighting systems are designed, constructed, and installed to: control glare and light trespass, minimize obtrusive light, protect the quality of the New Hampshire night sky, Greenland's rural character, and conserve energy and resources while maintaining safety, security and productivity.

B) Definitions

1. *Cut-off Angle (of a luminaire)*: The angle, measured up from the nadir, between the vertical axis and the first line of sight at which the bare source is not visible.
2. *Footcandle* : A unit of illuminance amounting to one lumen per square foot; a measure of light falling on a given surface. One foot-candle is equal to the amount of light generated by one candle shining on a square foot surface one foot away.
3. *Fully Shielded*: A fully shielded luminaire is a luminaire constructed or shielded in such a manner that all light emitted by the luminaire, either directly from the lamp or indirectly from the luminaire, is projected below an angle of 20 degrees below the horizontal plane through the luminaire's lowest light emitting part as determined by photometric test or certified by the manufacturer.
4. *Glare*: The sensation produced by luminance within the visual field that is sufficiently greater than the luminance to which the eyes are adapted to cause annoyance, discomfort, or loss in visual performance and visibility.
5. *Illuminance*: The quantity of light, or luminous flux, arriving at a surface divided by the area of the illuminated surface, measured in lux or foot-candles.
6. *Light Trespass / Spill Light*: The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.
7. *Luminance*: The physical quantity corresponding to the brightness of a surface (e.g. a lamp, luminaire, sky or reflecting material) in a specified direction. It is the luminous intensity of an area of the surface divided by that area. The unit is candela per square meter.
8. *Luminaire*: A complete lighting unit consisting of a lamp or lamps together with the parts designed to distribute the light, to position and protect the lamps and to connect the lamps to the power supply.
9. *Outdoor Lighting Fixture* means outdoor electrically powered illuminating devices, outdoor lighting or reflective surfaces, lamps and similar devices, permanently installed or portable, used for illumination, decoration, or advertisement. Such devices shall include, but are not limited to search, spot, and flood lights at or on: buildings and structures; recreational areas; landscape lighting; billboards and other signs (advertising or other); street lighting; product display area lighting; and building overhangs, eaves, and open canopies.
10. *Partially Shielded* shall mean outdoor light fixtures shielded or constructed so that no more than ten percent of the light rays are emitted by the installed fixture at angles greater than 20 degrees below the horizontal plane, and shall not extend above the horizontal plane, as certified by a photometry test report.
11. *Up Lighting*: Any light source that distributes illumination above a 90-degree horizontal plan.
12. *U. Ratio*: Uniformity ration, describing the average level of illumination in relation to the lowest level of illumination for a given area. Example: U. ratio = 4:1 for the given area,

the lowest level of illumination (1) should be no less than 25% or “4 times less” than the average level of illumination.

C) General Lighting Requirements

1. Illumination levels at property boundaries will not exceed 0.2 foot-candles, except between residential properties.
2. No artificial lighting shall shine directly upon any neighboring property or shine directly on or into any room or rooms, porches, patios of any neighboring structure or property as to be a nuisance.
3. Shielding Requirements

Fixture Lamp Type	Shield Type
Low Pressure Sodium (LPS).....	Full ¹
High Pressure Sodium (HPS).....	Full
Mercury Vapor Lamps.....	Prohibited
Metal Halide Lamps (HID).....	Full ^{2, 3, 4}
Other than Mercury Vapor	
Fluorescent.....	Full ^{5, 6}
Quartz.....	Prohibited ⁷
Any Light Source 60 watts or Greater.....	Full
Glass Tubes Filled with Neon, Argon, Krypton.....	None
Other Sources.....	As Approved by the Building Official

4. Up-lighting by any method is prohibited; however, the Planning Board may allow limited use of upward landscape lighting on a case by case basis. Also, see section ‘Special Uses - Flags’.
5. Non-cutoff wall pack type fixtures are prohibited.
6. All non-essential lighting will be required to be turned off after business hours, leaving only the necessary lighting for site security. (“Non-essential” applies to: display, aesthetic, parking and sign lighting).
7. Light poles may not exceed 20' from the ground to the top of pole or fixture.

D) Intensities / U-Ratios

If exterior lighting of any type is required, the minimum lighting levels for all applications may not exceed the “maintained horizontal illuminance recommendations” published by IESNA Lighting Handbook (Illuminating Engineering Society of North America) by more

¹ Preferred light source to minimize undesirable light emission into the night sky affecting nature, recreational viewing, and astronomical observations. Fully shielded fixtures are required as described in Definitions.

² Metal Halide lighting, used primarily for display purposes, shall not be used for security lighting after 10:00 PM. Fully shielded fixtures are required as described in Definitions.

³ A mixture of fully shielded Low Pressure Sodium and Metal Halide fixtures shall be allowed for applications where the designing engineer deems that color rendering is critical.

⁴ Fully shielded and installed metal halide fixtures shall be allowed for applications where the designing engineer deems that color rendering is critical.

⁵ See Outdoor Advertising Signs section.

⁶ Warm white and natural lamps are preferred to minimize detrimental effects.

⁷ For the purposes of this Code, quartz lamps shall not be considered an incandescent light source.

than 0.2 foot-candles. The IESNA recommended Uniformity Ratios (U-Ratio) shall not be exceeded.

Considering Greenland’s rural character, all lighting levels will be based on “Low Levels of Activity” and “Low Illumination Level of Surrounding Areas” when referencing the IESNA handbook.

E) Exterior Lighting Illuminance Levels

Some specifications are provided on the next page. For situations not listed, see above paragraph - ‘Intensities / U-Ratios’.

DESCRIPTION		HORIZONTAL ILLUMINANCE (Foot Candles)		
		Min	Avg	Ratio
Parking Lots - General	Shopping/Retail, Industrial Employee Parking, Educational Facilities, Churches	0.4	1.6	4/1
Retail Outdoor Lighting		Maximum averages (foot candles)		
Seasonal	Customer Parking	See “Parking Lots – General”		
	Marketing/Merchandise	10		
	Feature Display	20		
Auto Lots	Customer Parking/ Passive Storage	See “Parking Lots – General”		
	Marketing/Merchandise	20		
	Feature Display	35		
Service Stations	Approach/Driveway	See “Parking Lots – General”		
	Pump Island	20		
Loading/ Unloading Platforms		20		

F) Submission of Plans

The submission shall contain, but shall not necessarily be limited to the following:

1. Plans indicating the location and mounting heights on the premises; the type of illuminating devices, fixtures, lamps supports, reflectors, and other devices;
2. Description of the illuminating devices, fixtures, lamps supports, reflectors, and other devices and the description may include, but is not limited to, catalog cuts by manufacturers and drawings (including sections where required);
3. Photometric data, such as that furnished by manufacturers, or similar showing the angle of cut off or light emissions;
4. Photometric plan of project showing the proposed installation conforms to the lighting level standards of this regulation;
5. Lamp or Fixture Substitution: Should any outdoor light fixture or the type of light source therein be changed after the permit has been issued, a change request must be submitted to the building officials for his approval, together with adequate information to assure compliance with this regulation, which must be received prior to substitution.

G) Canopies (Gasoline/Convenience store)

Shall comply with regulations in this Section. Additionally, lights shall not be mounted on the top or sides (fascias) of the canopy, and the sides (fascias) of the canopy shall not be illuminated.

H) Outdoor Advertising Signs (See Zoning Regulations - Article VI - SIGNS)

Top Mounted Fixtures Required: Lighting fixtures used to illuminate any outdoor advertising sign, street sign, or directive sign, shall be mounted on the top of the sign structure. All such new fixtures shall comply with the shielding requirements of the 'General Lighting' section.

Outdoor advertising signs of the type constructed of translucent materials and wholly illuminated from within, do not require shielding. Dark backgrounds with light lettering or symbols are preferred, to minimize detrimental effects. Unless conforming to the above dark background preference, total lamp wattage per property shall be less than 64 watts of fluorescent light.

I) Parking Lots

When necessary, parking lots shall be delineated into customer parking areas, passive vehicle storage, merchandise/marketing display area and one feature display area.

J) Special use

Flags: Upward flag pole lighting is permitted provided that the maximum lumen output is 1300 lumens and the fixture is a conical-beam spotlight.

Recreational Facilities: Any light source permitted by this regulation may be used for lighting of outdoor recreational facilities (public or private), such as, but not limited to, football fields, soccer fields, baseball fields, softball fields, tennis courts, provided all of the following conditions are met:

1. Lighting for parking lots and other areas surrounding the playing field, court, or track, shall comply with this regulation,
2. All fixtures used for event lighting shall be fully shielded as defined in "Definitions" of this regulation, or be designed or provided with sharp cut-off capability, to prohibit upward light, spill-light, light trespass, and glare,
3. All events shall be scheduled to complete all activity before or as near to 10:00 p.m. as practical. No illumination of the playing field, or court, is permitted after 11:00 p.m., except to conclude a scheduled event that was in progress before 10:00 p.m. and circumstances prevented concluding before 11:00 p.m.

Fossil fuel: All outdoor light fixtures producing light directly by the combustion of natural gas or other fossil fuels are exempt from all requirements of this Code.

K) Temporary Exemptions:

Any temporary emergency lighting needed by Police and Fire Departments, or other emergency services, as well as all vehicular luminaries, shall be exempt from the requirements of this article.

Any hazard warning luminaries that are required by federal regulatory agencies shall be exempt from the requirements of this article. Except that all luminaries used must be red in color and must be shown to be as close as possible to the federally required minimum lumen output requirement for the specific task.

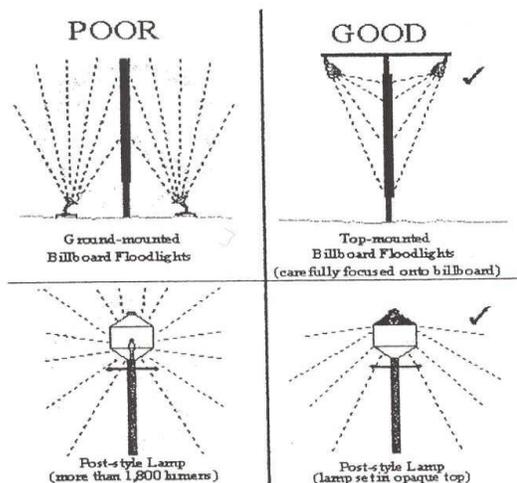
Requests, Renewal, Information Required: Any person may submit a written request, on a form prepared by the jurisdiction, to the building official for a temporary exemption request. A temporary exemption shall contain the following information:

1. Specific exemption or exemptions requested;
2. Type and use of the lights fixture involved;
3. Duration of time requested exemption;
4. Type of lamp and calculated lumens;
5. Total wattage of lamp or lamps;
6. Proposed location on premises of the light fixture(s);
7. Previous temporary exemptions, if any, and addresses or premises thereunder;
8. Physical size of light fixture(s) and type of shielding provided; and
9. Such other data and information as may be required by the building official.

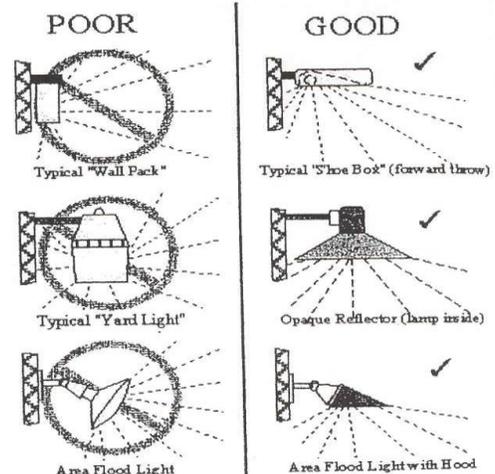
Approval and Duration: The building official shall have ten (10) days from the date of submission of the request for temporary exemption to act, in writing, on the request. If approved, the exemption shall be valid for not more than thirty days from the date of issuance, of the approval. The approval shall be renewable at the discretion of the building official upon a consideration of all the circumstances. Each such renewed exemption shall be valid for not more than thirty days.

1. Lighting examples:

EXAMPLES OF SOME COMMON LIGHTING FIXTURES



EXAMPLES OF SOME COMMON LIGHTING FIXTURES



5.11 PARKING REQUIREMENTS (Added 2007)

5.11.1 Off-Street Parking

On and after the effective date of these regulations, all new structures and developments as well as additions to or changes in use or intensification of use in existing structures shall be provided with off-street parking spaces in accordance with the following specifications in Sections 5.11.2.

5.11.2 Required Spaces

TYPE OF USE		MINIMUM NUMBER OF REQUIRED SPACES
a.	Residential Units	Two (2) per dwelling unit (Amended 1999*)
b.	Residence/Home Occupation	Two (2) per dwelling unit and one (1) per employee (Amended 1999*)
c.	Overnight and Day Camps	One (1) space per unit plus one (1) space per employee on the largest shift
d.	Bed and Breakfast, Established Inns, Motel, Hotels	One (1) space per unit plus one (1) space per employee on the largest shift.
e.	Municipal Buildings	One (1) space per 300 sq ft of gross floor area
f.	Non-Profit, Charitable Organizations	One (1) space per 500 sq ft of gross floor area
g.	Churches, Place of Worship	One (1) space per four (4) seats, per maximum seating capacity
h.	Public or Private Schools	One (1) space per 500 sq ft of gross floor area other than classroom plus one (1) for each teaching station
i.	Hospitals, Clinics	One (1) space per 500 sq ft of gross floor area
j.	Retail Sales/Services	One (1) space per 200 sq ft of gross floor area (Amended 1999*)
k.	Business and Professional Offices	One (1) space for each 300 sq ft of gross floor area
l.	Restaurants, Theater, Auditoriums, Place of Assembly with Fixed Seats	One (1) space for each four (4) seats based on a maximum seating capacity, plus one (1) additional space for each two (2) employees on shift of largest employment.

5.11.3 Parking Specifications

5.11.3.1 **Size.** Each required parking space shall be not less than 10 feet wide and shall have a minimum area of two hundred (200) square feet, exclusive of drives or aisles.

5.11.3.2 **Travel Lanes.** Travel lanes shall not be less than: 22 feet wide for 90 degree angle parking; 18 feet wide for 60 degree angle parking; and 12 feet wide for 45 degree (and less) angle parking. (Rev. 3/91)

5.11.3.3 **Surface.** All parking areas and access drives and aisles shall be surfaced with bituminous binder, concrete, asphalt, compacted, or crushed stone placed in order to prevent erosion and raising of dust. If paved, the lots shall be striped to delineate parking spaces. All stripping must be maintained. (Amended 2004)

5.11.3.4 Landscaping. All parking lots shall have at least ten (10) percent of the lot area landscaped with trees, shrubs, and similar plant materials.

5.11.3.5 Islands. The use of landscaped islands to control traffic flow shall be encouraged.

5.11.4 Parking Areas and Access Drives

Drives and parking areas must be constructed to the following specifications:

- A) Loam and/or yielding material must be removed to a depth of no less than fourteen (14) inches below finished grade.
- B) A bank run gravel sub-base of six (6) inches must be applied or compacted, followed by a six (6) inch base of crushed gravel, then compacted and rolled true to grade lines with a roller weighing not less than 12 tons.
- C) A one (1) inch binder course and a one (1) inch wearing surface of bituminous concrete pavement must be installed with a self-propelled mechanical spreader and rolled by a tandem roller with not less than 285 pounds per inch of wheel width.
- D) The minimum grade for parking areas shall be one percent (1%); the maximum grade shall be five percent (5%).
- E) If approved by the Board, permeable pavement may be used which might minimize dust, erosion, and runoff conditions that could have detrimental effect on abutting or neighboring properties.
- F) Aisle Widths. Minimum aisle widths in parking lots shall be 18 feet for one-way aisles, and 24 feet for two-way aisles.
- G) Traffic Control Islands. In any parking lot, no more than two aisles, double or single, may run generally parallel to one another without separation by a raised, curbed traffic control island which runs parallel to, and the full length of the aisles. Traffic control islands shall be a minimum of twelve feet in width. At the ends of each traffic control island there shall be twelve foot wide raised islands which shall extend (on both sides, if parking rows are double) the full length of the parking stalls. The Board may require additional traffic control islands to prevent or correct traffic safety problems. Curbing shall be granite. (Amended 4/15/99)
- H) See 'Zoning Regulations - Article V - Parking' for additional requirements.

5.12 WATER AND SEWER SERVICE

Water supplies and sewage disposal systems must be sized to meet the needs of the proposed use. Percolation test and design of sewage disposal systems shall comply with the Town of Greenland Subdivision Regulations and applicable State standards as outlined in the New Hampshire Code of Administrative Rules. Newly proposed public water systems, as defined by RSA 485:1, shall be designed by a professional engineer licensed in New Hampshire.

5.13 FIRE PROTECTION

Buildings to be used by the public and/or human occupancy must contain an adequate fire alarm/warning system. Such fire alarms shall be indicated on the plans, installed by the applicant, and reviewed and approved by the Fire Chief.

Above ground storage tanks having capacities of forty (40) gallons or more shall have their contents clearly marked on the outside of the tank(s) in order to aid fire-fighting efforts. Tanks shall be marked according to the most recent Hazard Identification Code as developed by the National Fire Protection Association (NFPA).

5.14 UTILITIES

- A) All utilities serving the property shall be placed underground.
- B) Propane tanks and other tanks used to store fuels, gases or liquids must be buried underground in accordance with environmental regulations and sound engineering practices, except as otherwise noted. If tanks must be located above ground, tanks, tank pads and any related appurtenances must be adequately screened with fencing and landscaping.

5.15 STORMWATER MANAGEMENT AND EROSION CONTROL (Rev. 11.1993)

The purpose of this regulation is to control runoff as well as erosion and sedimentation resulting from development. Subdivision and site plans shall include plans for managing stormwater and controlling erosion and sedimentation as provided below.

A) Definitions

1. Best Management Practice (BMP): A proven and accepted structural, non-structural or vegetative measure, the application of which reduces erosion, sedimentation, or peak storm discharge.
2. Critical Areas: Disturbed areas of any size within 50 feet of a water-course, waterbody, poorly drained soil or very poorly drained soil; disturbed areas exceeding 2,000 square feet in highly erodible soils; or, disturbed areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent.
3. Disturbed Area: An area where the natural vegetation has been removed exposing the underlying soil.
4. Highly Erodible Soils: Any soil with an erodibility class (K factor) greater than or equal to .43 in any layer as found in Table 3-1 of the "Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas of New Hampshire".

B) Where Required

The applicant shall submit a stormwater management and erosion control plan to the Planning Board for any tract of land being developed or subdivided, where one or more of the following conditions are proposed:

1. A cumulative disturbed area exceeding 20,000 square feet.
2. Construction of a street or road.
3. A subdivision of three or more building lots or dwelling units.
4. Disturbed critical areas.

C) Waivers

The Planning Board may waive the requirement for all or part of a stormwater management and erosion control plan if it determines that a plan is unnecessary because of the size, character, or natural conditions of a site. All requests for waivers shall be made in writing by the applicant with supporting technical documentation to demonstrate minimal environmental impact.

At a minimum, all plans shall depict the following:

5. Critical areas within the site.
2. Areas to be disturbed during development.
3. Stormwater management and erosion control BMPs.

The applicant shall also submit a narrative section which discusses each BMP, its purpose, construction sequence and schedule of installation.

5.16 STREET CONSTRUCTION

Streets or access ways in non-residential and multi-family developments shall be constructed to Town specifications as set forth in the Subdivision Regulations.

Streets serving non-residential (unless a public roadway such as in an industrial park) shall remain in private ownership, and the applicant shall execute and provide legal instruments to insure their continued maintenance and ownership, any such instruments being subject to approval by the Town Attorney and Board of Selectmen.

5.17 ARCHITECTURAL PLANS

No permit shall be granted for a commercial, industrial or multi-family building unless an architectural plan drawn to scale meets all of the requirements of the Planning Board. Specifications shall have been filed with and approved by the Planning Board.

The Architectural Plans shall, at a minimum, indicate the following:

- A. Floor plan(s);
- B. Building elevations (all four sides);
- C. The type of windows and doors to be installed on the building;
- D. The type of building material to be used on the exterior of the building;
- E. The Board may request details and other plans (axonometric, details, etc.) should they believe that it is in the best interests of the community in the review of the project.

5.18 GENERAL APPEARANCE CRITERIA

- A. In order to "... provide for the harmonious and aesthetically pleasing development of the municipality and its environs..." (NH RSA 674:44,II(b)), the Planning Board will use the following criteria in its review of the architectural design of proposed commercial structures.

The purpose of these guidelines is to provide design standards with which to assist with the development, renovations and restorations of commercial properties to complement the overall New England-style ambiance of the community. The guidelines are directed towards, but not limited to, assisting corporate franchises and commercial developments in the design of structures, and related properties, which reflect the small town, rural, and agricultural atmosphere that is unique to Greenland. The objective of these regulations is not intended to restrict imagination, innovation or variety in the new construction, restoration and renovation of commercial buildings and related property, but rather to enhance the visual appearance of the community, conserve property values, and to further encourage continued economic development. These regulations ARE intended to discourage routine franchise architecture, strip mall vistas and urban blight.

These architectural design regulations do not apply to industrial buildings; however, additional screening may be required for industrial buildings.

The regulations contained herein do not expect to foresee all possible proposed building situations. Decisions concerning such unforeseen situations will be made with these regulations in mind.

B. Factors for Evaluation

The evaluation of the following appearance factors will govern the Planning Board's decisions on whether the proposed site and building designs are acceptable.

1. Conformance to this section - General Appearance Criteria;
2. Architectural character;
3. Building materials and subdued color considerations;
4. Vehicular and pedestrian circulation and parking;
5. Harmony and compatibility of project compared to existing site and neighborhood;
6. Lighting design;
7. Integration of landscaping and buffer areas; and
8. Retention, alteration, or removal of existing structures and site features.

C. Site Development

The development of the site must address various elements in providing a total design plan for the proposed construction. The building's orientation, setback, alignment with the street, and relative spacing with respect to other structures will be considered in the overall design. Long, strip-mall type development should be avoided. "U-shaped", "L-shaped", etc., structures are encouraged. The reuse of existing structures and landscape features is encouraged. The overall architectural theme for the site development will create a positive image for the project.

D. Site Organization

All existing natural and man-made features of the site should be carefully considered for integration into the overall site design. It is important to cluster buildings within a development wherever feasible to encourage open space. A compact building arrangement provides savings in grading, paving, utilities and other costs and conserves natural site features and open space. Separation of vehicular and pedestrian pathways is important to the overall safety of the site.

E. Architectural Requirements

1. Roofs. Monotony of design or warehouse style structures shall be avoided. Variation in detail, form and sitting shall be used to provide visual interest. In order to prevent the construction of warehouse style buildings (i.e., long horizontal roof lines), all new buildings, canopies (e.g., covering fuel pumps) and additions shall be pitched roofs of 3:12 or greater, or gabled roofs, where practical. Shed, gambrel and barn style roofs are also acceptable. Dormers are encouraged. Roofs must have appropriate overhangs. (Amended 10/19/00)

In large commercial structures over 200 feet in length where pitched roofs are not practical, the use of false building fronts shall be used to imitate pitched roofs to vary the horizontal lines along portions of the facade to create the appearance of multiple attached buildings. Additionally, changes in building elevations may be used in conjunction with pitched roofs to give the appearance of multiple attached buildings. All sides of a structure shall receive design consideration. A facade unrelated to the rest of the building is not acceptable.

2. **Building Materials.** Exterior surfaces of building shall be covered with traditional materials or products which simulate natural materials, including but not limited to clapboards, shingles, stone, brick, or architectural CMU's. Exposed plain cinder block, corrugated steel, sheet plastic or sheet fiberglass are not acceptable. Pitched roofs shall be constructed of shingles, metal roofing or other materials traditionally used in this region.
3. **Awnings.** Brightly colored or illuminated franchise type awnings are not acceptable. Awnings may be made of transparent materials (glass or clear Plexiglas type products). Awning covers designed for shade should be made of fabric or simulated fabric-like material.
4. **Architectural Details.** Balconies, decks, covered porches, decorative shingles, bracketed eaves, columns, balustrades, towers, turrets, skylights and arches are among the details to be considered and encouraged. All features and details should be in proportions with the building.
5. **Windows and Doors.** Windows shall comprise no less than 5% of the exterior wall surface of the portions of the building facing a public right-of-way, parking area, or a developed area - on or off site. Windows may be used for either interior illumination or for display purposes. All windows and doorways shall be encased with trim; decorative trim is preferred. This guideline can be waived if it is shown that the windows will serve no useful function and will interfere with an otherwise acceptable architectural design.
6. **Fencing.** Fences made of traditional New England materials are encouraged. (i.e., picket, split rail, wrought iron, brick, stone). Chain link security fences may be allowed where appropriate, but their use is generally discouraged.
7. **Lighting.** Site lighting must conform to the specifications in these regulations, with no light spilling or reflecting onto adjacent properties.
8. **Intercoms.** Use of amplified PA or drive-thru type intercoms is prohibited if site abuts developable residential property or property in residential use. Permissible amplified systems should be designed using components that minimize the radiation of sound and use noise blocking design techniques and site elements that prevent radiation of noise (i.e., landscaping and fencing).
9. **Color.** Exterior colors of buildings and accessories are encouraged to be muted. Bright, franchise colors are not acceptable.
10. **Mechanical Equipment.** All rooftop mechanical units shall be located so as not to be visible from the street level or from other public areas on the ground level. Wall or ground mounted equipment shall be screened from public view with fences or vegetation. (Amended 4/15/99)

5.19 FIRE PROTECTION CISTERN REQUIREMENTS (Adopted 1/18/01)

A. Applicability

1. Commercial development of any size in a non-hydrant zone shall be required to provide fire protection. Fire Chief must approve any fire protection system prior to site plan approval. (Amended 2006)

2. Subdivision of 5 lots or less and re-subdivision of one or more of these lots under a separate application that results in an aggregate 6-lot subdivision within a ten-year period shall subject the original lots to this cistern requirement.
3. Commercial development of any size in non-hydrant zone may be required to have a cistern, AS REQUIRED BY THE FIRE CHIEF.

B. General Provisions

1. The Fire Chief must approve the design of the cistern. The entire cistern is to be rated for highway H-20 loading, unless specifically exempted by the Fire Chief. All cistern construction plans must be prepared by a Structural Professional Engineer, licensed in NH, and submitted in advance to the Fire Chief. The plans must show the Professional Engineer's stamp, signature, and date signed.
2. Any changes in the approved plans of the cistern must be submitted, in writing, to the Fire Chief with the reasons for the changes. If need be, the Fire Chief may send the changes to the Town's Professional Engineer for this approval. The cost shall be borne by the applicant.
3. Each site will have unique conditions that will require investigation and analysis by a registered professional engineer to finalize the design. The Planning Board reserves the right to have an independent engineering review of the design and construction observation at the expense of the applicant.
4. The cistern is to be located no more than 500-foot hose run from the access driveway of the furthest residential dwelling.
5. The cistern must be located directly adjacent to a Town maintained road.

C. Tank Specifications

1. The Town of Greenland expects the design of a cistern to be trouble-free and last a minimum of 50 years.
2. The capacity of the cistern and the number of cistern units will be determined by the Fire Chief.
3. The cistern base must be designed so that the cistern will not float when empty.
4. The cistern is to be an underground, reinforced fiberglass tank. Alternative materials to construct the cistern may be permitted or required and must be approved by the Fire Chief and Town Engineer. Applicant will provide certification after installation of hydrostatic testing of any cisterns. As built plans showing the cistern location(s) will be provided to the Fire Chief and Building Department. (Amended 2006)
5. Bedding for the cistern shall be 12 inches minimum of 3/4" to 1/2" crushed, washed stone and compacted. No fill shall be used under the stone.
6. Cast-in-place concrete shall achieve a 28-day strength of 3,000 psi. It should be placed with a maximum 4" slump, and vibrated in a workman-like manner.
7. Concrete to be mixed, placed and cured without the use of calcium chloride. Winter placement and curing must follow the accepted ACI codes.
8. Perimeter of cistern at floor/wall joint to be sealed with 8" PVC waterstop for reinforced concrete tanks.
9. Wall-tie holes and the joint at the floor/wall shall be water plugged. The outside walls shall be waterproofed with an acceptable material.
10. Backfill for the cistern shall be screened gravel with no stones larger than 3" and shall be compacted to 95% ASTM #1557. Backfill over cistern shall be either:

1. 4' of fill or;
 2. The top and highest 2' sides of cistern insulated with vermin-resistant foam insulation, and 2' of fill.
11. The cistern shall be provided with an acceptable standard sized manhole with an approved locking mechanism. The lock and keys will be furnished to the Fire Department by the developer.

D. Pipe Specifications

1. The final discharge from the dry hydrant shall be 6" National Standard type thread and shall be capped.
2. The suction pipe riser shall be 8" steel, Schedule 40. Any suction pipe, which is underground, can be Schedule 40 PVC. The suction pipe is to be attached to a 4' x 4' x ½" anti-vortex plate, 6" off the bottom of the cistern. Any underground pipe shall be supported at the elbow of the suction riser with concrete; concrete shall be at least at the level of the frost line. This suction piping system should be capable of delivering 1,000 gpm for three-quarters of the cistern capacity.
3. Vent pipe shall be 8" Schedule 40 steel or PVC with bug screen. The end of the pipe shall be a minimum 36" above ground.
4. Fill pipe riser shall be 8" steel, Schedule 40, with a 4 ½" Storz connection with chained cap, and shall be a minimum 36" above ground.
5. All piping shall be ASTM Schedule 40: PVC pipe must have glued joints.

E. Siting Requirements

1. The cistern system shall include a dry hydrant connection located so that a Fire Department pumper truck may be able to connect to the dry hydrant with one ten-foot length of suction hose at any time of the year without blocking any street, road, driveway, or other access way to a building.
2. The actual location of the pipes shall be perpendicular to the roadway and shown on the plans submitted for approval.
3. Suction pipe connection shall be 24" above the finish line.
4. Vertical distance between bottom of suction pipe (in the cistern) and pumper connection (dry hydrant) must not exceed 14 vertical feet of tanks lower than the roadway.
5. The suction connection must be protected by 2 posts; 4" minimum diameter and 8' long embedded in the ground 4'. Location of post specified by the Fire Chief.
6. Ground area around cistern that has been disturbed by the construction work must be loamed and seeded so that the area will not wash out during periods of rain.

F. Testing and Acceptance

1. The entire cistern shall be completed and inspected prior to any backfilling. Inspections by the Fire Chief or his designee shall be required.
2. All construction, backfill, and grading material to be in accordance with proper construction practices and acceptable to the Planning Board and the Fire Chief or their designated agent.
3. The installer is responsible for completely filling the cistern for testing by the Fire Chief.

SECTION VI: SUPPLEMENTARY PROVISIONS

The site plans shall also comply with the following provisions.

6.1 CONSTRUCTION STANDARDS

Construction of improvements shall also comply with, and be inspected pursuant to, the requirements of " Building Ordinance - Town of Greenland."

Unless otherwise specified on the site plan and approved by the Planning Board, roadway and ancillary improvements shall comply with the State of New Hampshire Department of Public Works and Highways' manual, "Standard Specifications for Road and Bridge Construction", dated 1974, as amended.

6.2 AS BUILT DRAWINGS

Prior to the issuance of a Certificate of Occupancy, the applicant shall have prepared by a competent surveyor or engineer an "as-built plan" showing the accurate location, invert and top grade of all drainage structures, all sewer structures, water mains and appurtenances and ties thereto, and profiles, centerline street and ditch grades on 100-foot stations to the nearest .1 feet. Three prints of this information shall be submitted to the Planning Board, or its agent, for approval.

In the event that the Planning Board or its agent shall determine that the as-built plans shall differ in any respect from the plans previously approved by the Planning Board, the Board shall decide whether such differences are sufficiently material as to require a re-submission of portions or all of the project plans to the Planning Board under these Regulations or any part thereof.

SECTION VII: AGREEMENTS AND BONDING

7.1 SITE REVIEW AGREEMENT

As a condition of the Planning Board's approval, the applicant must execute a legal agreement which specifies the terms and conditions, and the understandings between the parties with respect to these regulations. Terms and conditions of the Site Review Agreement shall indicate any stipulation or condition which may be necessary to secure the public health, safety, and welfare and insure compliance with all the Ordinances of the Town of Greenland, requirements of the Town's Building Code, and including the posting of a performance and/or guaranty bond to insure that all site development and construction is completed according to the plan approved. No building permit shall be issued until the Site Review Agreement is executed by both parties.

7.2 FINANCIAL GUARANTEE

The Planning Board may require a performance surety (in the form of a bond, passbook, or cash only) for such facilities that it believes should be guaranteed before any work commences on the development. The steps for issuing and releasing a performance bond (or other surety) shall be the same as required in the pertinent Zoning Ordinance and Subdivision Regulations, including but not limited to determining the amount, the sufficiency, term and form of the bond (or other surety).

7.2.1 Certificate of Occupancy

No dwelling unit or building may be occupied or used unless a Certificate of Occupancy has been issued by the Building Inspector. If any corrections, changes, or other stipulations are required by the Building Inspector prior to issuance of a Certificate of Occupancy, the Building Inspector shall keep a copy of said required actions in his office.

7.3 MAINTENANCE BOND

The Planning Board may require a performance surety (in the form of a bond, passbook, or cash only) covering maintenance of roads and improvements for a period of one (1) year from the date of completion, in an amount not to exceed 10% of said cost of improvements. If repair or unusual maintenance is needed or additional improvements required, then such costs as necessary shall be borne by the applicant or sought from said surety.

SECTION VIII: WAIVERS

8.1 WAIVERS

The requirements of the foregoing regulations may be waived or modified by the Planning Board where appropriate hardship exists or specific circumstances warrant. The applicant shall write to the Planning Board describing the requested term to be waived. The granting of said waiver shall not impair nor diminish the public health, safety and welfare, and shall conform to and carry out the purpose and intent of these regulations and the Master Plan.

SECTION IX: ENFORCEMENT

9.1 ENFORCEMENT PROVISIONS

These regulations shall be enforced by the Board or its duly authorized representative. In the event that the Board, or its representative shall determine that these regulations have not been complied with, or that the terms of any approval given under these regulations has not been met or satisfied in a timely fashion, the Board shall have the authority to take such action as it shall deem lawful or necessary, including but not limited to the revocation of any approval(s) granted, the withdrawal of any building permits which may have been issued, or the withholding of any building permit by request of the Selectmen.

The Board shall notify any offending person, firm or organization by certified mail which notice shall contain the specifics of the Board's findings and, if necessary, shall contain a cease and desist order.

SECTION X: VALIDITY

10.1 DECLARATION

If any section, clause, provision or portion of these regulations is held to be invalid or unconstitutional by any court of competent jurisdiction, such holdings shall not affect or impair any other section, clause, provision or portion of these regulations.

10.2 EFFECTIVE DATE

These regulations are effective as of (date), on which day they were filed with the Greenland Town Clerk and Board of Selectmen.



PLANNING BOARD
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CERTIFIED COPY – SITE PLAN REVIEW REGULATIONS
Thursday, April 02, 2015

The Planning Board certifies that the Site Plan Review Regulations, amended March 19, 2015, were approved at the public hearing held Thursday, March 19, 2015.

NAME	POSITION	SIGNATURE
Stu Gerome	Chairman – Planning Board	
Rich Winsor	Vice Chairman – Planning Board	
Scott Baker	Planning Board	
Courtney Homer	Planning Board	
Chip Hussey	Planning Board	
Dave Moore	Planning Board	
John McDevitt	Board of Selectmen’s Rep	
Steve Gerrato	Alternate – Planning Board	



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COMPREHENSIVE APPLICATION
Guidelines for Processing Applications & Fee Schedule Worksheet

While the Zoning Ordinance and Planning Board Regulations are lengthy, they are designed to deal with different situations from single issue waivers and permits to large scale residential developments and commercial site plans. The Zoning Ordinance and Site Plan Regulations are available online at: www.greenland-nh.com (click on Applications/Forms or Building Inspector).

Not all requirements may be applicable to your application. Although not required, it is recommended applications be discussed informally with the Greenland Planning Board or their representative. The key to receiving a prompt decision is to have all the necessary information to the Planning Board before their public hearing date (the third Thursday of every month). All applications **must** be submitted to the Planning Board at least **21 days** prior to the public hearing at which it will be formally reviewed. In order to be scheduled, your application must be complete. Submission deadlines can be found online at www.greenland-nh.com (click on Applications/Forms or Building Inspector; select Public Hearing Dates/Application Deadlines: Planning Board & ZBA). Revised plans of any type must be in the Town Office **ten (10) days** prior to the public hearing date.

SUBMISSION OF APPLICATION MATERIALS

In accordance with RSA 676:4,I(b): *All materials required to constitute a complete application must be submitted to the Town at least **21 days** prior to the public hearing at which it will be considered for application acceptance.* Revised plans of any type must be in the Town Office **ten (10) days** prior to the hearing date.

1. Applications will not be considered complete unless they are:
 - a. Signed by all property owners of record.
 - b. Accompanied by a list of abutters.
 - c. Accompanied by the appropriate fee(s).
2. Applications for subdivision must adhere to all applicable sections of the Town of Greenland Subdivision Regulations.
3. Applications for site plan review must adhere to all applicable sections of the Town of Greenland Site Plan Review Regulations.
4. Applications will not be considered complete without the following:
 - a. Eleven (11) complete packets; **each must contain**
 1. Project Type and Description (page 2); all other pages **do not need to be copied**—the original only must be submitted.
 2. Waiver requests.
 3. Complete plan sets (11" x 17").
 - b. Five (5) plats prepared by a licensed New Hampshire surveyor (any appropriate engineering drawings must be presented with the application at the public hearing).
 - c. Plans in PDF format must be submitted to the Planning Board Secretary.
 - d. Three (3) sets of computer generated or typed mailing labels of the applicant, representative and abutter's addresses **must** be submitted as part of the application. Label size: 1" (height) x 2.63" (width).



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PROJECT TYPE AND DESCRIPTION
See Application Definitions Below

Please include eleven (11) copies of this page only.

APPLICATION DATE	
PROPERTY ADDRESS	
Application Type	
<input type="checkbox"/> Preliminary Conceptual Consultation	<input type="checkbox"/> Design Review
<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Subdivision of Land
<input type="checkbox"/> Boundary Line Adjustment	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Voluntary Merger (RSA 674:39-a)	
Description of Project or Application	
APPLICATION DEFINITIONS	
1.	<i>Preliminary Conceptual Consultation Phase [RSA 676:4(II)(a)]</i> Review of the basic concept of the proposal and suggestions which might be of assistance in resolving problems. Consultation will be non-binding. The Planning Board and applicant may discuss proposals in conceptual form only and in general terms such as desirability of types of development and proposals under the master plan. Discussions may occur without the necessity of giving formal public notice, but may occur only at public hearings of the Planning Board.
2.	<i>Design Review Phase [RSA 676:4(II)(b)]</i> Non-binding discussions beyond conceptual; general discussions involving more specific design and engineering details. Formal public notice must be made; abutters and the general public must be notified.
3.	<i>Site Plan Review [RSA 674:43]</i> Review of site plans for specific types of development to ensure compliance with all appropriate land development regulations and consistency with the Comprehensive Plan. Formal public notice must be made; abutters and the general public must be notified.
4.	<i>Abutters (RSA 672:3)</i> Any person whose property adjoins or is directly across the street or stream. (See the RSA for the complete definition.)



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This form and all required information must be completed and filed a minimum of **21 days** prior to the public hearing at which it is to be heard. Revised plans of any type must be in the Town Office **ten (10) days** prior to the hearing date. Submission deadlines can be found online at www.greenland-nh.com (click on Applications/Forms or Building Inspector select Public Hearing Dates/Application Deadlines: Planning Board & ZBA).

Applicant Information		
<i>Entity of authority to represent an agent and/or landowner before the Planning Board; will be responsible for dissemination of all information to the landowner and/or agent. An applicant is often, but not necessarily, a surveyor, engineer, attorney or real estate professional.</i>		
Name		
Company		
Address		
City/State/Zip		
Phone		
Email		
Property Address		
Map & Lot	Zoning District	
Overlay Districts or Other Regulations Affecting Subject Property		
<input type="checkbox"/> State Highway Permit	<input type="checkbox"/> Shoreland Protection	<input type="checkbox"/> Aquifer Protection
<input type="checkbox"/> Scenic Roadway	<input type="checkbox"/> State Subdivision	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Current Use Tax	<input type="checkbox"/> Conservation Easement	<input type="checkbox"/> Wetlands Conservation Area
Other (Specify):		
Contact Information		
Owner of Record	Lessee Information (if applicable)	Agent Information*
Name	Name	Name
Company	Company	Company
Address	Address	Address
City/State/Zip	City/State/Zip	City/State/Zip
Phone	Phone	Phone
Email	Email	Email

*See Verification and Signatures

Additional Professionals Authorized to Submit Materials

Professionals who are authorized to submit additional materials on behalf of the application may include, but are not limited to: NH Certified Soil Scientist, Wetlands Scientist, Surveyor, Engineer, Attorney, Real Estate Professional, etc.

Name	Name
Company	Company
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email
Name	Name
Company	Company
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email
Name	Name
Company	Company
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email
Name	Name
Company	Company
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email



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VERIFICATION AND SIGNATURES

The applicant, owner and/or agent certify that this application is correctly completed with all required attachments and documents. Any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Greenland in the final subdivision/site plan review process of this property shall be borne by the following party:

Applicant Owner Agent

Failure to indicate a responsible party for fees and associated costs will result in the denial of the application without a public hearing in accordance with RSA 676:4.

The owner/agent hereby authorizes the Greenland Planning Board and its agents to access the subject land for the purpose of reviewing the subdivision plan or site plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, and to insure conformance of the on-site improvements with the approved plan and all Town of Greenland ordinances and regulations.

The undersigned owner/agent hereby submits to the Greenland Planning Board a completed application package for its approval of said plat. In consideration for approval and the privileges occurring thereto, the owner hereby agrees as applicable:

- To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
- To provide and install standard street signs as approved by the Town for all street intersections.
- To give the Town, on demand, proper deeds for land or right of ways reserved on the plat for streets, drainage or other purposes as agreed upon.
- To save the Town harmless from any obligation it may incur or repairs it may make due to my failure to carry out any of the foregoing provisions.
- To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan, plat or new application is submitted and approved by the Board.
- To construct improvements or post the Planning Board's Performance Guarantee to insure completion of the improvements shown on the plat and related drawings.
- There are no known violations of the Town of Greenland Zoning Ordinance or Greenland Planning Board Regulations present on the property that have not been disclosed as part of this application.
- To insure proper boundary monumentation at the project's completion in accordance with the Town of Greenland Subdivision Regulations.

Signatures

(Name) _____ of (Company) _____ is hereby designated as the person authorized to act as my agent in securing any and all permits necessary from the Greenland Planning Board for the development of my property. All communications to the owner may be addressed to the agent or applicant on the agent's behalf.

Applicant Signature _____ Date _____

Owner Signature _____ Date _____



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NAMES AND ADDRESSES OF APPLICANT & ABUTTERS

Include map and lot numbers of all abutters adjacent to the property. The legal definition for an abutter can be found at NH RSA 672:3, as amended; for purposes of notification, all parties in RSA 676:4(1)(d). Please use additional paper if necessary. Mailing labels may also be copied and attached.

Applicant		Representative, if applicable	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
ABUTTERS			
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Map</i>	<i>Lot</i>	<i>Map</i>	<i>Lot</i>
<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	



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APPLICATION FEES

In accordance with RSA 676:4, I(g): the applicant shall pay the following fees to compensate the Town for its expenses in processing, noticing and reviewing each application; one (1) or more may apply, however, only one (1) notice fee is required.

<input type="checkbox"/> Preliminary Conceptual Consultation			
DESCRIPTION	QTY	COST	TOTAL
Administration	1	\$35	\$35
TOTAL FEES: PRELIMINARY CONCEPTUAL CONSULTATION			\$
<input type="checkbox"/> Design Review			
DESCRIPTION	QTY	COST	TOTAL
Administration	1	\$35	\$35
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
TOTAL FEES: DESIGN REVIEW			\$
*Escrow Account: Plan Review (SEPARATE CHECK)			1 \$400 \$400
<input type="checkbox"/> Site Plan Review			
DESCRIPTION	QTY	COST	TOTAL
Review/Filing Fee: first \$100,000 of construction costs	1	\$150	\$150
Review/Filing Fee: per additional \$1,000; maximum fee: \$2,000		\$5	\$
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
TOTAL FEES: SITE PLAN REVIEW			\$
*Escrow Account: Plan Review (SEPARATE CHECK)			1 \$1,000 \$1,000
<input type="checkbox"/> Subdivision of Land			
DESCRIPTION	QTY	COST	TOTAL
Lot Line Adjustment		\$100	\$
Subdivision: first two (2) lots, including existing	1	\$150	\$150
Subdivision: each additional lot		\$75	\$
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
TOTAL FEES: SUBDIVISION OF LAND			\$
*Escrow Account: Plan Review (SEPARATE CHECK)			1 \$1,000 \$1000
<input type="checkbox"/> Boundary Line Adjustment			
DESCRIPTION	QTY	COST	TOTAL
Lot Line Adjustment		\$100	\$
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
TOTAL FEES: BOUNDARY LINE ADJUSTMENT			\$

Continued on Next Page

<input type="checkbox"/> <i>Conditional Use Permit</i>			
DESCRIPTION	QTY	COST	TOTAL
Administration	1	\$100	\$100
Public Notice: per notice		\$85	\$
Abutters: per abutter or other party notified		\$8	\$
TOTAL FEES: CONDITIONAL USE PERMIT		\$	
<input type="checkbox"/> <i>Voluntary Merger</i>			
DESCRIPTION	QTY	COST	TOTAL
Administration		\$75	\$
TOTAL FEES: VOLUNTARY MERGER		\$	
ADDITIONAL NOTE			
Other costs incurred by the Board in reviewing the application (engineering, legal, planner review, etc.), as limited in RSA 676:4 and the Town Regulations, will be passed through to the applicant by the Board unless specifically waived. *Exact cost to be determined after review of plans by Town Engineer and Circuit Rider/Planner as provided for in RSA 676:4-b (Third Party Review and Inspection).			
RECORDING FEES			
Per sheet; the applicant shall pay the cost(s) of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the County Registry of Deeds. <i>DUE UPON PRESENTATION OF THE MYLAR FOR SIGNATURE; CHECKS MUST BE MADE PAYABLE TO: ROCKINGHAM COUNTY REGISTRY OF DEEDS **SEE FILING FEES: ROCKINGHAM COUNTRY REGISTRY OF DEEDS**</i>			

OFFICE USE ONLY				
Application Type	Amount Paid	Check Number	Date	Received By
Preliminary Conceptual Consultation	\$			
Design Review	\$			
Site Plan Review	\$			
Subdivision of Land	\$			
Boundary Line Adjustment	\$			
Conditional Use Permit	\$			
Voluntary Merger	\$			
Escrow Account	\$			



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FILING FEES: ROCKINGHAM COUNTY REGISTRY OF DEEDS

Must be returned with mylar

APPLICANT INFORMATION			
Name			
Company			
Address			
City/State/Zip			
Phone			
Email			
Property Address	Map & Lot	Zoning District	
FILING FEES: ROCKINGHAM COUNTY REGISTRY OF DEEDS			
State LCHIP Fee: per set		\$25	\$
Plans: per sheet – 17 x 22 (\$14 plus \$2 surcharge)		\$16	\$
Plans: per sheet – 22 x 34 (\$24 plus \$2 surcharge)		\$26	\$
Copies: per sheet		\$3	\$
All fees are due upon presentation of the mylar for signature. <u>Separate checks</u>—must include phone number and made payable to: ROCKINGHAM COUNTY REGISTRY OF DEEDS			

OFFICE USE ONLY					
Application Type	Amount Paid	Check Number	Date	Received By	
State LCHIP Fee	\$				
Plans: 17 x 22	\$				
Plans: 22 x 34	\$				
Copies	\$				

PLAN NUMBER _____

** NOTE: MYLARS MAY NOT BE LARGER THAN 22 X 34 **

APPLICATION CHECKLIST

Applications shall contain the following information, where applicable, to be considered complete. However, this checklist is intended only as a guide; the Planning Board may require additional information as deemed necessary. All plans shall conform to the applicable requirements of the Zoning Ordinance, Building Regulations, Subdivision and Site Plan Regulations as well as other State, local and federal requirements. All data/information sources should be referred.

Name of Applicant	Date
I. FORMAL APPLICATION	
A. Completed "Application for Subdivision Approval"	
B. State of New Hampshire Subdivision Approval Number	
C. Names and addresses of all abutters, plus three (3) sets of mailing labels per abutter	
D. Administrative fees (see fee schedule in Subdivision Regulations 2.3.6)	
E. High intensity soils information	
F. Data on test pits and percolation tests <ul style="list-style-type: none"> • Location of test pits • Percolation test data and rate • Certification of test witness • Outline of the area reserved for leach fields 	
G. Five (5) complete sets of full size plans, and seven (7) copies of 11x17 plans, stamped by a NH registered land surveyor; NH Registered Wetlands Scientist; roadway, drainage and utility plans stamped by a professional NH engineer. All plans should contain: <ul style="list-style-type: none"> • Names, addresses and telephone number of the owner, applicant, agent/or engineer, architect and/or land surveyor (all professionals working on plan are considered abutters; see II-B) • Name of the project • Names and addresses of all abutters (including those the street or stream) • Date, "North" arrow and scale • Tax Map reference • Location of the site • Planning Board approval block • Septic and well locations • Open space calculation 	
II. SUBDIVISION PLAN (Scale not more than 100' to 1")	
A. Vicinity sketch with surrounding streets	
B. Existing contours at intervals not exceeding 2'	
C. Bearings and distances of surveyed property lines	
D. Existing easements, and natural features including watercourses, waterbodies, etc.	
E. Location of existing buildings, wells, septic systems, water mains, sewers, culverts and drains within 100'	
F. All property to be set aside for park or playground use	

Continued on Next Page

III. CONSTRUCTION PLAN (See Section V, Item E: Road Construction Standards)
A. Profiles showing existing and proposed elevations and grades along centerlines of all roads
B. Plans and cross-sections of street showing facilities (e.g. signs, drainage, etc.) and utilities (e.g. water, electricity, etc.)
C. The proposed locations and types of sidewalks, street lighting, curbs, gutters; character, width and depth of pavement and sub-base
D. Topographic contours
E. Site-grading plan
F. The Town Engineer can agree to minor road plan adjustments in the field. All such agreements are to be reported to the Planning Board. All other changes must be referred to the Planning Board with the proper request and revised plans.
G. For the duration of the roadway construction phase of the project, the applicant shall be required to maintain construction warning signs notifying motorists of construction in progress. This must be coordinated with the Greenland Police Department.
IV. GENERAL
A. Erosion control measures must be in place and maintained throughout the duration of project construction.
B. The Town Engineer, paid for by the applicant , must inspect the installation of erosion and sedimentation control measures, septic or sewer system installations and storm water drainage systems to ensure compliance with the approved plan.
C. Any variance or waivers granted must be keyed to the final plan.
D. The mylar must include a note requiring that street numbers for new houses be assigned by the appropriate Town of Greenland official, and must be visible from the road.
E. No changes to the approved plan(s) can be made without appearing before the Planning Board.
F. Performance bond
G. Potential Planning Board requirements: <ul style="list-style-type: none"> • Stormwater runoff calculations and engineer's certification • Calculation on type and quantity of sanitary waste • Traffic impact analysis • Protective covenants • Deed conveying streets or right-of-ways
H. POLICE CHIEF review and written comments prior to approval.
I. FIRE CHIEF review and written comments prior to approval.
J. No occupancy permit shall be issued until such time as the requirements of the fire protection system have been installed, tested and accepted in accordance with the Site Plan Review Regulations.
K. No occupancy permit shall be issued until the landscaping is inspected by the Building Inspector; landscaping shall be completed according to the plan.

NOTE: For more complete information, it's strongly recommended that the applicant read Greenland's most current issue of Building Regulations, Zoning Ordinance, Subdivision Regulations and Site Plan Regulations.