

## SITE PLAN REVIEW REGULATIONS

TOWN OF RANDOLPH, NEW HAMPSHIRE

AS IT WOULD READ WITH THE DRAFT REVISIONS

APRIL, 2007

THESE REGULATIONS REQUIRE AND AUTHORIZE THE RANDOLPH PLANNING BOARD TO REVIEW AND APPROVE IN ADVANCE ANY PROPOSALS FOR STARTING OR ALTERING COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR OTHER NON-RESIDENTIAL OR MULTI-UNIT RESIDENTIAL DEVELOPMENTS WITHIN THE TOWN OF RANDOLPH.

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AMENDED XXXXXXXXXXXXXXXX

NOTE: THESE REGULATIONS ARE SUBJECT TO CHANGE BY AMENDMENT. ALL AMENDMENTS WILL BE FILED WITH THE TOWN CLERK OF THE TOWN OF RANDOLPH AND IT IS THE RESPONSIBILITY OF INTERESTED PARTIES TO CONSULT THE TOWN CLERK FOR THE LATEST AMENDMENTS

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## **ARTICLE I: AUTHORITY AND SCOPE**

Pursuant to the authority vested in it on March 12<sup>th</sup>, 1996, by the voters of the Town of Randolph in Town Meeting assembled and in accordance with the provisions of RSA 674:43 of the State of New Hampshire, the Randolph Planning Board adopts the following rules governing the approval and carrying out of plans for the development or change or expansion of use of land involving nonresidential uses or multifamily dwellings, whether or not such development or change or expansion of use incorporates a subdivision or re-subdivision of the site; and such rules shall be entitled the "Site Plan Review Regulations, Town of Randolph, New Hampshire," hereinafter referred to as "these Regulations."

Whenever any development of a site associated with a nonresidential use or multifamily dwelling is proposed, before any construction, land clearing or building development is begun, before any permit for the erection of any building or authorization for development on such site shall be granted, and before any site plan may be filed with the Coos County Registry of Deeds, the owner or his/her authorized agent shall apply for and secure approval of such proposed site development in accordance with the procedure contained herein.

The following activities do not require site plan review:

1. The construction or enlargement of any single or two-family dwelling or building accessory to such dwelling.
2. Seasonal roadside farmstands limited to sale of the agricultural products produced on the farm on which it is located or other agricultural properties owned or leased by the same agricultural enterprise.
3. Governmental land uses as exempt pursuant to state and federal law. It is requested that governmental land uses appear before the Planning Board to discuss the town standards contained herein and opportunities to increase conformance if appropriate.

## **ARTICLE II: PURPOSE**

### **A. General Purposes**

The general purpose of these Regulations is to provide standards by which applications for development will be evaluated by the Town of Randolph and by which actual performance of those operations and uses will be monitored by Town officials for compliance. The purpose of these standards is to protect the Town in general, and abutting and neighboring landowners in particular, from any potential negative impacts that new nonresidential or multifamily residential uses may have on the physical environment or on the quality of life currently enjoyed by residents.

### **B. Specific Purposes**

The specific purposes of the Site Plan Review process are to:

1. Provide for the safe and attractive development or change or expansion of use of a site and to guard against such conditions as would involve danger or injury to health, safety or prosperity by reason of:
  - a. inadequate drainage or conditions conducive to flooding of the property or of any other property;
  - b. inadequate protection for the quality of groundwater;

- c. introduction of undesirable elements, or levels, of pollution such as noise, smoke, soot, particulates or any other discharge into the environment which could prove harmful to persons, structures or neighboring properties; and
  - d. inadequate provisions for fire safety, prevention and control.
2. Provide for the harmonious and aesthetically pleasing development of the municipality and its environs.
  3. Provide for open spaces and green spaces of adequate proportions.
  4. 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.
  5. Require streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light and air and access for emergency apparatuses and equipment to buildings to be suitably located and coordinated so as to compose a convenient system for traffic movement.
  6. Require, in proper cases, that plats showing new streets or the narrowing or widening of existing streets be submitted to the Planning Board for approval.
  7. 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.
  8. Require that nonresidential or multifamily developments or expansions of use shall meet conditions favorable for health, safety, convenience and prosperity.

### **ARTICLE III: EFFECT OF OTHER LAW**

#### **A. Application of Most Restrictive Regulations**

Whenever the regulations made under the authority hereof differ from those prescribed by any statute, ordinance or other regulations, that provision which imposes the greater restriction or the higher standard shall govern, to the extent not contrary to state law.

#### **B. Applicability of Other Ordinances**

The Site Plan Review procedure in no way relieves the developer, his or her agent, or representative from compliance with the Randolph Land Use Ordinance, Subdivision Regulations or any other ordinance or regulation which pertains to the proposed development. No site plan will be approved unless it complies in all respects with any and all pertinent legal requirements.

#### **C. Separability**

If any provision herein shall be held to be invalid by any court, such holding shall not invalidate any other section, clause or portion of these Regulations.

## **ARTICLE IV: DEFINITIONS**

### **A. Board**

Board means the Planning Board of Randolph, New Hampshire.

### **B. Change of Use**

Change of use means an alteration in the nature of a use which creates or alters a nonresidential use or a residential use involving more than two (2) dwelling units, and includes any such change which takes place incrementally over a period of time.

### **C. Development**

Development means the construction of improvements on a tract or tracts of land for nonresidential use or for multifamily dwellings involving more than two (2) units.

### **D. Expansion of Use**

Expansion of use means an increase in the activity, intensity or size of a nonresidential use or of a residential use involving more than two (2) dwelling units, or in the area occupied by such a use, and includes any such expansion which takes place incrementally over a period of time.

### **E. Land Use Ordinance and Subdivision Regulations**

For any terms not defined here, the definitions contained in the Randolph Land Use Ordinance and the Randolph Subdivision Regulations shall apply to the Site Plan Review Regulations, where applicable.

## **ARTICLE V: PROCEDURES**

Whenever any development, change or expansion of use, is proposed, and before it takes place; before any construction, land clearing or building activity is begun; before any authorization or permit therefore may be granted; before any contract or offer for sale, rent, condominium conveyance or lease of lots may be negotiated; and before any site plan may be filed in the Office of the Register of Deeds of Coos County, the developer or his or her authorized agent shall apply for and secure approval of such proposed development, change or expansion of use, in accordance with the following procedure:

### **A. Preliminary Consultation and Review**

1. The applicant may appear at a regular meeting of the Planning Board to discuss a proposal in conceptual form and in general terms. Such preliminary consultation shall be informal and directed towards:
  - a. reviewing the basic concepts of the proposal;
  - b. reviewing the proposal in the context of the Randolph Master Plan, the Land Use Ordinance and the Subdivision Regulations; and
  - c. advising the applicant with regard to relevant state and local requirements.
2. Preliminary consultation and review shall not bind the applicant or the Board. No discussions beyond the conceptual and general review shall take place without identification of abutters and notice as provided in Section F below.

3. Preliminary consultation and review shall be separate from consideration of a completed application under Sections B and C below and the time limits for acting under Section D shall not apply until an application has been submitted and accepted as complete by the Board.

**B. Completed Application**

1. In order to invoke jurisdiction by the Board, a completed application must contain finished proposals with sufficient information to allow the Board to proceed with consideration and to make an informed decision.
2. A completed application shall consist of an application for Site Plan approval properly filled out and filed with the Board in accordance with Section C, below, accompanied by:
  - a. The names and addresses of the owner(s), applicant if different than owner, easement holders, and any professional whose seal appears on the plan, and of all abutters as indicated in Town records not more than five (5) days prior to the day of filing.
  - b. A check payable to the Town of Randolph to cover filing fees, mailing, advertising, recording and other costs as provided in Section G, below.
  - c. Three (3) paper print copies and a PDF of the Site Plan layout in accordance with, and accompanied by the information required by, Article VII.

**C. Filing and Submission of Completed Application**

1. A completed application is an application which has been accepted as such by the Board after formal submission at a meeting convened as a public meeting with due notification as required by RSA 676:4(I)(d) and by Section F(1) below.
2. An application considered by the applicant to be complete may be filed with the Board for consideration only at a regular scheduled monthly meeting at least twenty-one (21) days prior to the date of the public meeting at which it is to be formally submitted for acceptance as a completed application. The Board shall, at the next regular meeting or within 30 days following the delivery of the application, for which notice can be given, determine the completeness of a final submission.
3. If the Board determines that a submitted application is incomplete it may not accept such application, nor mail, post or publish notices for a public hearing as provided for under Section F(2) below.
4. Applications may be disapproved by the Board without a public hearing on grounds of failure of the applicant to supply information required by these Regulations, including:
  - a. abutters' identification and information required for a completed application;
  - b. failure to pay costs of notices or other costs and fees required by these Regulations; or
  - c. failure to meet any reasonable deadline established by or under these Regulations.
5. When a completed application is accepted by the Board, the Board shall provide a receipt to the applicant, upon request, indicating the date of formal acceptance.

**D. Board Action on Completed Application**

1. After acceptance of the completed application, and after a duly noticed public hearing as provided for in Section E below, the Board shall act to approve, approve with conditions, or disapprove the application within sixty-five (65) days after accepting its submission, subject to extension from the Selectmen or waiver from the applicant as provided in accordance with RSA 676:4, as amended.

2. The Board shall notify the applicant, by notice in writing signed by the Chair, of its actions on the application. The Notice of Action shall also be on file with the meeting minutes within five (5) business days of the vote and available for public inspection. In the case of disapproval, the grounds for such disapproval shall be set forth in the Notice. In the case of approval, the Notice shall set forth the following as applicable:
  - a. The language of any deed restrictions, covenants or articles of association submitted by the applicant and accepted by the Board.
  - b. Any waivers granted by the Board from the requirements of these Regulations.
  - c. Conditions of approval, if any, such as:
    - i. Requirements for off-site improvements.
    - ii. Any conditions required prior to signing and recording the final plan (conditions precedent), for example, approval of the fire chief, required state and local permits.
    - iii. Any conditions of approval that must appear on the final plan, e.g., long-term responsibility for maintenance of roads, stormwater and other utilities and facilities, restrictions on the use of the property, or safeguards that must be observed during development of the property or once the project is in use (conditions subsequent).
    - iv. A description of land, if any, to be dedicated to widen existing streets or accomplish some other purpose.
    - v. Requirements regarding utilities.
  - d. A statement that all improvements required by the Planning Board shall be completed and constructed at the sole expense of the applicant or the successors and assigns of the applicant.
  - e. A reference to the security to be provided by the applicant as guarantee of performance in construction of the required improvements.
  - f. A statement of responsibility for possible damage to existing streets during construction.
  - g. All agreements, if any, between the applicant and Board concerning matters not required by these regulations, but to be performed by the applicant.
  - h. Criteria established by the Board for determining “active and substantial development” and “substantial completion” pursuant to RSA 674:39 Five-Year Exemption.
3. If the Board approves the application, with or without conditions subsequent, such approval, together with any such conditions, shall be certified by written endorsement on the Site Plan and signed by a majority of the Board. The Board, or its agent, shall transmit a mylar copy of the Site Plan with the endorsement thereon to the Registrar of Deeds of Coos County. The developer shall be responsible for the payment of all recording fees. Unless all of the information in paragraph (2) above appears on the final plan to be signed and recorded, the Notice of Action shall be recorded at the Coos County Registry of Deeds along with the final plan.

If the Planning Board has not taken action to approve or disapprove the completed application within the time period determined under subsection D.1 above, and has not obtained an extension or waiver under subsection D.1 above, the applicant may obtain from the Selectmen an order directing the Board to act within thirty (30) days. If the Board does not act on the application within that thirty (30) day time period, then within forty (40) days within issuance of the order, the Selectmen shall certify on the



application that the plan is approved pursuant to RSA 676:4 I (c) (1) unless during that period the Selectmen have identified in writing that the site plan does not comply with some specific provision of the Site Plan Regulations or Zoning Ordinance.

**E. Public Hearing**

1. Prior to approval of a Site Plan, a public hearing shall be held as prescribed by RSA 676:4, with notice of such hearing given in accordance with Section F below.
2. The Planning Board may hold a hearing on Site Plan Review in conjunction with a subdivision hearing if both are required for a project. A Planning Board hearing on a Site Plan Review application may be held jointly with a Board of Adjustment hearing for a variance or Special Exception.

**F. Notices**

1. Notice of preliminary consultation and review beyond the conceptual and general, notice of the intent to submit an application to the Board to be considered for acceptance as complete, and notice of a public hearing shall be mailed by the Board to the owner(s), easement holders, professionals whose seal appears on the plan, abutters and the applicant (if not the owner) by certified mail at least ten (10) days prior to the scheduled meeting at which the application is to be considered and, at the same time, notice shall be posted in at least two public places within the town and published in a newspaper of general circulation. Such notice shall include the date, time and place of the meeting, a general description of the proposal and the location of the proposed site development. In addition, for those proposals in which any structure or proposed building site will be within 500 feet of the top of the bank of any lake, pond, river or stream, the Board shall also notify NHDES by first class mail.
2. Notice of any public hearing on a completed application shall be given in the same way as notice of intent to submit an application, but if notice of the public hearing has been included in the notice of submission or in any other earlier notice, additional notice of the public hearing shall not be required, nor shall additional notice be required of any adjourned session of a properly notified hearing where the date, time and place of the adjourned session was made known at a prior session.
3. Pursuant to RSA 36:56, upon receipt of an application for site plan review, the Board shall review it and determine whether or not the development, if approved, could reasonably be construed as having the potential for impact beyond the boundaries of the Town of Randolph. This regional impact could result from a number of factors, such as, but not limited to, the following:
  - a. Relative size or number of units compared with existing stock;
  - b. Transportation networks;
  - c. Proximity to the borders of a neighboring community;
  - d. Anticipated emissions such as light, noise, smoke, odors or particles;
  - e. Proximity to aquifers or surface waters which transcend municipal boundaries; and
  - f. Shared facilities such as schools and solid waste disposal facilities.

Doubt concerning regional impact shall be resolved in a determination that the development has a potential regional impact. Upon determination that a proposed development has a potential regional impact, the Board shall afford the Regional Planning Commission and the affected municipalities the status of abutters for the limited purpose of providing notice and giving testimony. Within five (5) business days of reaching a decision that a development has regional

impact, the Board shall, by certified mail, furnish the Regional Planning Commission with copies of the minutes of the meeting at which the decision was made and copies of the initial project plan, and the affected municipalities with copies of the minutes of the meeting at which the decision was made. At least fourteen (14) days prior to the public hearing, the Board shall notify, by certified mail, all affected municipalities and the Regional Planning Commission of the date, time and place of the hearing and the right to testify concerning the development.

**G. Fees and Expenses**

1. A completed application shall be accompanied by payments to cover the following:
  - a. a Site Plan Review Application Fee as provided by the Town Office, ; and
  - b. all costs of required notices, whether mailed, posted or published, non-payment of which by the applicant shall constitute valid grounds for the Board to terminate further consideration of the application and to disapprove it without a public hearing.
2. In addition to the payments under paragraph 1, above, the Board shall require that any costs incurred by the Board under Article VIII in connection with commissioned research or the engagement of consultants to assist it in making informed decisions shall be paid by the applicant prior to final action on the site plan, as provided by RSA 676:4(g), 674:44 and 676:4-b.

**H. Minor Site Plan Review**

When development activities associated with a nonresidential use or multifamily development are limited to the following, Minor Site Plan procedures and application requirements contained in Article VII, D may be followed.

1. Home business
2. Addition of free-standing solar panels, wind energy tower, or satellite dish for on-site use
3. Changes in landscaping or screening not involving changes to grade
4. Accessory structures of no more than 200 sq.ft.
5. Alterations to the exterior of the building not changing footprint and not increasing size, height or mass
6. Changes to only lighting or only signage
7. Changes from one permitted nonresidential use to another, or from a nonresidential use allowed by Special Exception to a permitted use, provided the change in use does not involve any of the following:
  - a. Increase in the number of dwelling units
  - b. Increase in pedestrian or vehicular traffic
  - c. Change in required parking or reconfigured parking
  - d. Additions or reconfigured building footprint, height or mass
  - e. Reconfigured entries or loading/unloading areas
  - f. Increased impervious surface
  - g. Reductions in landscaping or screening

- h. Changes to grade
- i. Additional or increased outdoor use areas such as for dining or recreation, including decks and patios
- j. Increases in delivery or service vehicles, or heavy equipment
- k. Significant change or increase in hours of operation
- l. Increase in noise or odor

## ARTICLE VI: STANDARDS

- A. Any site plan approved by the Board under these regulations shall be consistent with the Standards described below and the Purposes described in Article II, as well as the provisions of the Land Use Ordinance and Subdivision Regulations as applicable, and, for these purposes, the Board may impose such requirements as it deems necessary and appropriate.

All site developments shall be designed and laid out to foster good street access management so as to have the least negative impact upon traffic safety and flow and to encourage safe traffic movement by minimizing access points onto streets. Access management standards for Randolph are found in Attachment A of these Regulations.

- B. The Board may establish requirements which are more stringent than those referred to in Section C below, where the topography, density of development, nature of solid waste or other conditions warrant such action.
- C. Without detracting in any way from the generality of the authority conferred by the preceding sections, the Board shall ensure that any approved Site Plan contains such provisions as may be necessary to meet the following standards:

1. **Stormwater Standards** which require that:

- a. on-site drainage and erosion and sediment control measures are designed to effectively manage surface and subsurface drainage, and to minimize soil erosion and siltation, during and after site development;
- b. storm drainage of the site is designed to handle adequately a 50-year frequency 24-hour rainfall amount as determined by the National Weather Service or other source based on current data and trends acceptable to the Planning Board, and for the retention of excess storm water for later gradual release when site drainage systems, or existing drainage systems to which site drainage systems are connected, become overloaded. Any emergency overflow structures are based on the 100-year 24-hour frequency storm discharge rate;
- c. all stormwater management and erosion control measures in the plan adhere to Volumes 1, 2 and 3 of the *New Hampshire Stormwater Manual*, current edition, published by NHDES, to the extent practicable;
- d. the smallest practical area of land is exposed at any one time during development;
- e. when land is exposed during development, the exposure is kept to the shortest practical period of time. Land is not be left exposed during the winter months;
- f. where necessary, temporary vegetation and/or mulching and structural measures are used to protect areas exposed during development;

- g. provisions are made to effectively accommodate the increased run-off caused by the changed soil and surface conditions during and after development;
  - h. the permanent, final vegetation and structures are installed as soon as practical in the development;
  - i. the development plan is fitted to the topography and soils so as to create the least erosion potential; whenever feasible, natural vegetation is retained and protected;
  - j. the applicant bears final responsibility for the installation, construction, and establishment of provisions for ongoing maintenance of all stormwater and erosion control measures required by the Planning Board. Final approval will not be granted until the plan and a mechanism for ensuring ongoing maintenance are approved by the Planning Board;
  - k. flow volume, velocity, and pollutant loading is not higher at the property line post-development when compared with pre-development conditions; and
  - l. provisions are made for winter snow storage and/or removal as necessary to ensure that existing or proposed drainage facilities can adequately dispose of melting snow.
2. **Utility Standards** which require that:
- a. on-site waste and sewage disposal systems do not pollute water supply sources, wetlands, water courses or floodplains;
  - b. water supply, sewage and solid waste disposal facilities are designed in accordance with all applicable state and local regulations;
  - c. no use shall be carried out on a parcel of land which is not capable of sustaining the on-site sanitary facilities required for such use by state or local regulations;
  - d. the design of any community water supply or sewage disposal system shall be approved by the State before the Board grants approval, although the Board may impose additional requirements;
  - e. no community water supply or sewage disposal system shall be approved by the Board unless it is satisfied that adequate provisions have been made for continued operation and maintenance;
  - f. in order for the site to be adequately supplied with gas, electricity or other necessary or appropriate utility facilities and services, the developer shall make such provisions, including easements, as are needed to meet the standards and requirements of the utility companies involved. The Board may, if it is of the opinion that such measures are needed for the harmonious and aesthetically pleasing development of the community or for the protection of public health or safety, require utility installations to be placed underground or otherwise specially situated; and
  - g. easements shall be provided for utilities, access and drainage and shall, to the extent possible, be located on rear or side lot lines but shall not adversely affect abutting properties.
3. **Community Protection, Conservation and Landscaping Standards** which require that:
- a. persons and property within the community are protected against undesirable noise levels, vibration, odors, soot, particulate or other pollutants or environmental hazards emanating from the site;
  - b. the quality of land used for development is not such as may endanger health or safety;
  - c. the site design will integrate attractive tree stands and land formations to the extent practicable;
  - d. the site area is appropriately landscaped to screen, shield and separate the development from

adjacent properties, public streets and highways and other public spaces, including areas for utilities and outdoor storage of solid waste or other materials;

- e. landscaping of parking lots and buffer zones capable of reducing noise and preventing visual problems are utilized as needed.
- f. the landscaped buffer shall include a combination of noninvasive shrubs, grasses and trees in character with the area; species chosen will be drought and salt tolerant;
- g. the buffer areas shall not be used for parking or storage or display of material or items for sale, or any other use which conflicts with the buffer purpose;
- h. the addition of fencing or berms may be required when necessary to reduce noise, for visual considerations, and other impacts due to the nature of the proposed use and/or use of abutting properties;
- i. signs, which may be erected for advertising or informational reasons, must be located on the same premises and shall conform to the provisions of the Randolph Land Use Ordinance, shall not interfere with the line of sight for street traffic, nor with the passage of bicyclists or pedestrians, and shall be located outside of a road right-of-way or at least 15 feet from the near edge of the paved or graveled surface of such road, whichever distance is the greater, and may be lighted only by continuous, uninterrupted illumination designed primarily for night-time informational purposes;
- j. open spaces and green spaces are preserved and provided for to the maximum extent possible, and, to that end, the combined portions of any development site covered by structures, paved roadways, driveways, parking areas, patios or other impervious surfaces, is minimized, and wetlands, flood plains and areas with slopes exceeding twenty-five percent (25%) are excluded from the development area;
- k. wilderness areas, sanctuaries, special varieties of vegetation and natural features are preserved whenever feasible; trails for hiking and other recreational uses are taken into consideration, and any adverse impacts of the development upon such facilities and activities are reduced by buffer zones, landscaping or other means to the extent practicable; and
- l. the Planning Board may set more stringent requirements with respect to Community Protection, Conservation and Landscaping Standards if the topography, natural features of the site, density of development or other relevant conditions warrant such action in the opinion of the Board.

4. **Hazard Reduction Standards** which require that:

- a. all developments to which these regulations apply fully conform to applicable state standards, regulations or requirements, including state fire codes and regulations;
- b. there are adequate safeguards against the outbreak and spread of fire; appropriate facilities to assist the community in fire prevention and control; and means of easy access from town streets and state highways to and within the site for fire and other emergency vehicles and personnel;
- c. provisions for emergency vehicle access and for emergency personnel operation, including water supply, are reviewed and approved, as appropriate, by the Town Fire Chief, Forest Fire Warden, Police Chief, Road Agent and personnel of the Randolph Life Squad; and
- d. all dead-end streets shall be provided with a cul-de-sac or turnaround consistent with the Randolph Subdivision Regulations Street Design specifications with adequate room for the movement of snowplows and fire equipment.

**5. Road and Street Standards** which require that:

- a. all streets shall meet the Street Design standards of the Randolph Subdivision Regulations and the Access Management standards found in Attachment A of these Regulations;
- b. adequate off-street parking and loading facilities shall be provided for the number and type of vehicles which are expected as part of the operation of facility, including all commercial vehicles, any oversized vehicles such as tour buses, trailers and ramps for loading and unloading, e.g., recreation equipment or livestock, including off-street areas for maneuvering ;
- c. off-street parking shall be provided in accordance with the minimum requirements set forth in Attachment B of these Regulations, unless the Board determines that special conditions render compliance either not feasible or not necessary; shared parking is encouraged to reduce disturbance of natural vegetation and increased stormwater runoff;
- d. parking lots shall be provided only at the side or to the rear of nonresidential buildings that are visible from town roads. When such placement is not practicable for unalterable reasons, thickly vegetated buffers shall be provided, whose width, length and planting materials shall be sufficient to visually screen the view of parked vehicles from the public way;
- e. access, parking and loading areas are to be constructed so as to minimize dust, erosion and runoff conditions that would have a detrimental effect on abutting or neighboring properties;
- f. the Planning Board may require that access, parking and loading areas be paved if deemed appropriate. Pervious surfaces are encouraged; permeable pavers may be used as part of a stormwater management system when accompanied by an adequate plan for long-term maintenance;
- g. all roads, parking areas, drainage facilities, bridges and other relevant structures or facilities shall be built in accordance with these Regulations and the *Standard Specifications for Road and Bridge Construction*, as amended, published by the State of New Hampshire and all applicable standards and specifications contained in the Randolph Subdivision Regulations;
- h. the developer shall be responsible for the erection of street name signs at all intersections, and for posting roads as “private” until or unless accepted by the Town;
- i. the developer shall assume responsibility for the construction and maintenance of any private road to be built in connection with the development ;
- j. private roads within any development to which these regulations apply shall conform to, and be maintained at, the standards of town roads and shall, as a condition of approval by the Board, be subject to inspection by the Board of Selectmen or their appointed agent; and
- k. driveways shall not exceed 750 feet in length, nor shall any portion of a driveway have a slope greater than 12%.

**6. Lighting Standards** which require that:

- a. any luminaire with a lamp or lamps rated at a total of *more* than 1800 lumens shall be fully-shielded so as to produce no light above a horizontal plane through the lowest direct-light-emitting part of the luminaire;
- b. any luminaire with a lamp or lamps rated at a total of more than 1800 lumens, and all flood or spot lights with a lamp or lamps rated at a total of more than 900 lumens, shall be mounted at

a height equal to or less than the value  $3 + (D/3)$  where D is the distance in feet to the nearest property boundary. The maximum height of the luminaire shall not exceed twenty (20) feet;

- c. any luminaire with a lamp or lamps rated at 1800 lumens or less, and all flood or spot lights with a lamp or lamps rated at 900 lumens or less, may be used without restriction to light distribution or mounting height, except that, to prevent light trespass and glare, if any spot or flood luminaire is aimed, directed, or focused so as to cause light trespass to be a nuisance for neighboring properties, or to create glare for persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output reduced or shielded as necessary to eliminate such conditions;
- d. luminaires mounted on a canopy such as for a gas station, bus shelter, or portico, shall be recessed in the ceiling of the canopy so that the lens cover is recessed or mounted flush with the canopy and fully shielded;
- e. only lamps with a Correlated Color Temperature of 3000 Kelvin (3000k) or less shall be utilized; and
- f. moving, fluttering, blinking or flashing lights shall be prohibited.

#### **D. Minimum Standards**

The Planning Board may set more stringent requirements with respect to any of the foregoing specifications if conditions warrant such action in the opinion of the Board. Topography and natural features of the site, as well as the density of development, are examples of such conditions.

#### **E. Off-Site Improvements**

The Planning Board may require the applicant to extend or improve, or contribute to the cost of the extension or improvement of, the street, street lighting, sidewalk, water or storm drainage facilities serving the site, where such extensions or improvements are required to adequately serve the proposed development. The amount of the applicant's required contribution shall be reasonably and proportionately related to the needs created by the development and to the benefits accruing to the development from the improvements.

### **ARTICLE VII: SUBMISSION REQUIREMENTS**

- A. The Planning Board shall not accept an application for Site Plan approval as a completed application unless it contains all of the information needed to make an informed decision regarding every element of such application, and to that end the Board may require a completed application to include the results of specific investigations, environmental assessments, traffic studies, economic impact analyses or other graphic or written reports in addition to the requirements set forth in this article.
- B. The information and materials required for a completed application under the various categories into which this article is divided may be consolidated for presentation unless the Board requires that any or all of such information and materials be presented in the form of one or more separate plans corresponding to such categories.
- C. In particular, and without in any way detracting from the generality of the foregoing paragraphs, a completed application shall contain, at a minimum, the information and materials indicated below:

1. **General Requirements:**

- a. Proposed project name or title of the plat;
- b. names and addresses of the developer, applicant and owner(s) of land;
- c. name and address of any New Hampshire licensed land surveyor or engineer whose name appears on the plan, as well as the name and address of any other professional responsible for preparation of plans presented to the Board.
- d. list of abutters and their addresses taken from municipal records not more than five (5) days before submission;
- e. a PDF and three (3) dark line print copies of the Site Plan 22" x 34" in size, suggested scale 1"=40', with a fourth, mylar, print provided upon Site Plan approval; containing and accompanied by details adequate to demonstrate conformance with these Regulations; and
- f. a check to cover the costs specified in Article V(G).

2. **Site Plan Requirements:**

- a. A vicinity sketch (suggested scale 1" equals 1000') showing the location of the site in relation to surrounding public streets and other significant topographical and manmade features.
- b. Date, dates of any revisions, title, north point scale.
- c. Name, address, signature and stamp of any licensed engineer, surveyor, or architect who prepared the plan.
- d. Surveyed property lines showing bearings, distances, monuments, and the lot area; and names of all abutters including tax map and lot number.
- e. The location of all setbacks required by the Zoning Ordinance.
- f. The lot area and street frontage.
- g. The location of all existing and proposed deed restrictions, rights-of-way, easements, covenants.
- h. A soils classification map, together with descriptive information for each type of soil. For lots less than 2.5 acres an on-site soil survey shall be conducted by a soil scientist certified in N.H.
- i. Existing and proposed grades, drainage systems and structures, with topographic contours at intervals not exceeding 2 feet.
- j. The location of all buildings within 200 feet of site, and the location of all intersecting roads or driveways within 200 feet, together with an identification of the use of abutting properties.
- k. Natural features such as perennial and intermittent streams, including any eroding shorelines, wetlands delineated by a wetland scientist certified in N.H., lakes or ponds, vernal pools, floodplains, types of vegetation, and ledge outcrops. Man-made features such as, but not limited to, existing roads, structures, landscaping, stone walls, recreational trails. Such map shall indicate which of such features are to be retained including what measures will be taken to protect them, and which are to be removed or altered.



- l. The use, shape, size, height, and location of proposed structures, including existing buildings to be expanded or altered; include elevation views of shape, dimensions, facade design.
- m. The size and proposed location of water supply with protective radius and wastewater facilities; all distances from existing water and wastewater facilities on the site and on abutting properties to a distance of 200 feet. A report of the results of groundwater and percolation tests, with the locations of test pits, the water level and date on which each pit was dug, the depth to seasonal high water level, a description of soil layers and of hard pan ledge and other relevant characteristics, and an identification of one or more appropriate areas for the location of leach fields which meet the requirements specified for the development in state and local regulations. For community water supply or wastewater facility, include copy of proposed legal documents establishing homeowners' association or other arrangement for operation and maintenance including provisions for collection of fees and remedy for nonpayment.
- n. A description of all waste other than domestic wastewater to be produced during and after construction and the plan for proper disposal.
- o. Location of any potential contamination sources to be located on site such as underground storage tanks and areas where toxic or hazardous material will be used in greater than typical household quantities. Include best management practices to be followed.
- p. The size and location of existing and proposed public and private utilities and utility connections, with all necessary engineering data.
- q. Provisions for fire prevention and control, including access, water supply.
- r. A plan for erosion and sediment control during construction showing the location of areas to be stripped of vegetation or otherwise exposed or rendered vulnerable, together with proposals for reclamation, revegetation, stabilization or protection of such areas; and showing the location and design of all erosion and sediment control measures with any relevant information related to the implementation and maintenance of such measures.
- s. A stormwater management plan providing adequate detail to demonstrate compliance with the appropriate applicable best management practices identified in Volumes 1, 2 and 3 of the *New Hampshire Stormwater Manual*, current edition, published by NHDES. This shall include, for example, a storm drainage plan, including plans for retention and slow release of stormwater where necessary, including the location, elevation and size of all catch basins, dry wells, drainage ditches, swales, culverts, retention basins, and storm sewers. Indicate direction of flow through the use of arrows. Show the engineering calculations used to determine drainage requirements, as well as the date and source for precipitation data. A plan for long-term maintenance of the stormwater facilities must be included.
- t. Plan for snow removal indicating location of snow storage.
- u. A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access and egress, and proposed changes to existing public streets, sidewalks or curbs, including any traffic control devices or signs necessary in conjunction with the site development plan.
- v. Proposed streets with street names, driveways, parking spaces, sidewalks, with indication of direction of travel for one-way streets and drives, and inside radii of all curves. Include

estimated trip generation volumes and basis for calculation. The width of the streets, driveways, and sidewalks, and the total number of parking spaces shall be shown, along with the calculations used to determine the required number of spaces. In addition, loading spaces and facilities associated with the structures on the site shall be shown.

- w. Three copies of road and driveway designs in plan and profile, on sheets 22 x 34 inches in size, with a horizontal scale of 1 inch = 50 feet and a vertical scale of 1 inch = 10 feet, which include the following information and are accompanied by a detailed engineer's estimate of construction costs:
  - i. right-of-way lines;
  - ii. slopes and drainage easements;
  - iii. all center line data (tangent, lengths and bearings, curve data and stationings);
  - iv. edge of pavement lines;
  - v. typical cross-section;
  - vi. existing grade at each half station, on profile;
  - vii. proposed grade at each half station, on profile;
  - viii. length of vertical curves and data, on profile;
  - ix. drainage structure location and inverts, station, skew, length, slope and end treatment;
  - x. utility locations;
  - xi. design speed;
  - xii. average daily traffic;
  - xiii. specific material specifications or references.
  - xiv. such additional construction drawings as the Board may request pertaining to pavements, walks, steps, curbing, drainage structures or other relevant facilities.
- x. Noise that can reasonably be expected to be heard beyond the property lines, including hours and duration of impact. Applicants may be required to provide a noise study report including decibels, noise level contours, and list of remedies to reduce impacts to neighboring property and public areas.
- y. Landscaping plan showing areas of natural vegetation to be retained; location, type, and size of all proposed landscaping and screening and buffers.
- z. Exterior lighting plan showing the location of and describing all existing and proposed exterior lighting fixtures, including those associated with buildings, landscaping, signs and parking areas. The lighting plan shall include location, type, proposed mounting height, aiming points for any flood or spot lighting fixtures, color temperature, lumens output, and shielding planned; manufacturer's specification information and illustrations, such as contained in a manufacturer's catalog cuts, for all existing and proposed light fixtures and lamps; and a table showing the amount of existing and proposed outdoor lights by fixture, wattage, lumens, and lamp type.

- aa. A plan for the location of free-standing or building-mounted signs, including the size, location, height, design, mounting; include means of illumination, aiming and shielding of any associated light fixtures.
- bb. Construction drawings including, but not limited to, pavements, walkways, steps, curbing, and drainage structures.

**8. Other Application Requirements:**

- a. Copies of all applicable state approvals and permits and associated application material, including, but not limited to, NHDOT or town driveway permit and NHDES shoreland, wetlands, alternation of terrain and septic design.
- b. The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein. The cost of all such additional information shall be paid by the applicant.

**9. Additional Requirement for Telecommunications Tower Applications:**

- a. A list of all towns within 20 miles of the proposed location for the purpose of notifying such towns of the public hearing. Notices will be sent by certified mail and will be posted in the relevant newspapers used by such towns for legal notices and the costs of such notifications shall be paid by the applicant.
- b. A scaled plan including a scaled elevation view, surrounding topography, surrounding tree cover and natural vegetation, radio frequency coverage, design characteristics aimed at avoiding visual obtrusiveness, proposed landscaping, fencing, parking, access roads, adjacent uses and any other information deemed necessary by the Planning Board to assess compliance with the Randolph Land-use Ordinance and these Regulations.
- c. Written proof that the proposed use/facility would comply with FCC regulations on radio frequency (RF) exposure guidelines.
- d. Written proof of the applicant's legal right to use the proposed site.
- e. Written proof that an evaluation has taken place, with the results of such evaluation, satisfying the requirements of the National Environmental Policy Act (NEPA) referenced in applicable FCC rules. If it is determined that an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) is required under FCC rules and NEPA, submission of the EA or EIS to the Planning Board prior to the beginning of the federal 30 day comment period and of the Town's Site Plan Review process, shall be required.
- f. An inventory, submitted by each applicant for a facility, describing all of its existing facilities within the jurisdiction of the Town, and within five miles of the border thereof or, upon request, within a 20 mile radius of the location of the proposed site under consideration, with specific information about the location, height and design of each such facility antenna heights and diameters and a description of all visible structures, as well as the economic and technical feasibility of co-location on such facilities. The Planning Board may share such information with other applicants applying for approvals or special use permits under the Randolph Land-use Ordinance and these Regulations or with other organizations seeking to locate antennas within the jurisdiction of the Town, provided however that the Planning Board is not, by sharing such information, in any way representing that such sites are available or suitable.

- g. A list from each applicant for a facility of any additional towers which may be needed in Randolph to complete its planned wireless coverage, including sites outside of the Town.
- h. Written proof that the applicant has at least one client under contract to use the proposed facility with a copy of the federal license from the FCC indicating that it is eligible to deploy its systems under the Federal Telecommunications Act of 1996.
- i. Written evidence demonstrating why an applicant needs to construct a new tower or other ground- mounted structure, such evidence to address the question of why no existing structure or alternate technology (such as distributed antenna system or DAS) can accommodate the proposed use by discussing such issues as location within relevant geographic area, required height, electromagnetic interference, unreasonable financial burden and any other questions raised by the Planning Board.
- j. The results of a noise test to demonstrate that equipment needed for operation of a proposed facility shall not generate noise audible at the nearest property line between the proposed site and a residential or potential residential site. The applicant shall provide 30 days notice of a date when it will demonstrate with appropriate acoustical equipment that this requirement can be met.
- k. The results of a balloon test. The applicant shall provide notice of a date on which a balloon (or balloons) will be floated at the proposed site, and provide pictures from all locations within the Town and a radius of 20 miles around the proposed site from which the balloon(s) may be seen.
- l. Detailed engineering information describing the size and height of towers and antennas and other equipment required to achieve the coverage desired for the proposed facility.
- m. A report by an acoustical engineer estimating the noise level which is likely to be generated by wind passing through and around the structure at the proposed location.
- n. A proposed agreement with the Town allowing for the co-location of additional facilities upon any new structure by a future applicant if such co-location would not have substantial adverse impacts.
- o. A proposed agreement with the Town holding the Town harmless for any injury or death or damage to property resulting from any malfunction or other accidental cause or from negligence in connection with the operation of the proposed facility.

**D. Minor Site Plan Application Requirements**

- 1. In lieu of the requirements listed in Section C. above, an applicant for a Minor Site Plan may submit 3 copies of a self-prepared drawing illustrating the proposed alterations. Size can be from 8.5 in. x 11 in. to 24 in. x 36 in. Drawings must contain an approximate scale, and arrow indicating the general direction of north. The Site Plan must be drawn reasonably to scale and contain enough detail to enable the Board to determine compliance with these Regulations. Setbacks must be indicated, along with features surrounding the proposed alteration sufficient to provide the Board with an understanding of the context of the proposed alteration. The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

2. For Minor Site Plan applications, a public hearing may be held at the same meeting as the submission of the application, provided the application is accepted as a complete application by the Board.
3. Documentation of approval of Minor Site Plans may be limited to the meeting minutes and the signature of the Planning Board Chair on any submitted drawings, maps or other materials showing the details of the approved development activity.

## **ARTICLE VIII: STUDIES AND CONSULTANTS FOR INFORMED DECISIONS**

At any time during consideration of an application for site plan approval the Board may, for the purpose of making an informed decision:

- a. Commission such special investigative studies, environmental assessments, traffic studies, economic impact studies, legal reviews of documents, administrative measures or other research as the Board may consider necessary.
- b. Appoint one or more consultants to assist the Board in ascertaining whether such application meets the standards and requirements of these Regulations, in setting conditions and monitoring their observance, in detecting changes or deviations from the approved plan and assessing their effects, in deciding upon the release of a performance guarantee or the issuance of a certificate of completion, or in regard to any other relevant matters, and the costs thereof shall be paid by the applicant.
- c. When considering an application for a special permit to construct or remodel a telecommunications tower, the Planning Board may have any information submitted under Article VII (C) (9) above, or any other provision of the Randolph Land Use Ordinance or these Regulations, reviewed by a consultant for verification of any claims made by the applicant regarding technological limitations and feasibility of alternative locations or of any other matter connected with the application.
- d. The costs of any reviews, special investigative studies, environmental assessments, traffic studies, economic impact studies, legal reviews, research, consultants, legal attorneys or other persons or measures required by the Planning Board in connection with an application under this article shall be paid by the applicant.

## **ARTICLE IX: PERFORMANCE GUARANTEE AND INSPECTION FEES**

1. Before, and as a condition of, approval of any Site Plan the Planning Board may require the developer to file with the Town a performance bond, letter of credit, certified check or other form of surety acceptable to the Selectmen in an amount of money equal to the cost of the construction contemplated by the Site Plan.
2. The developer's obligation as set forth in a performance guarantee shall be secured by a surety company authorized to do business in New Hampshire.
3. The security shall be released when the Planning Board is satisfied that the applicant has complied with all requirements as set forth in the Notice of Action and shown on the approved site plan. The decision to release the security shall be based upon an assessment of the plans, any required inspections during construction, and the final plans of completed work. The Planning Board shall notify the Selectmen that all conditions of the security have been performed and the security may be released. A portion of the security may be held for two years if necessary to determine performance.

The security shall be reduced during the course of construction by the Selectmen in such amounts as the Planning Board and Selectmen deem to be in the best interest of the Town, but on the condition that the remaining security shall be sufficient to complete all remaining construction.

4. In the event that the Town of Randolph is required to enforce the bond, it shall be entitled to reasonable attorney's fees, awarded by the court, to be paid by the developer.
5. Before, and as a condition of, approval of an application for the construction of a telecommunications tower, the applicant shall be required to post a performance bond meeting the requirements of this section in an amount adequate to cover the costs of repair and/or removal of such tower and restoration of the site to its previous condition as provided in the Land Use Ordinance.
6. Where so required by the Planning Board, prior to the approval endorsement of the Planning Board on the final plan, the applicant shall pay the Town an amount of money estimated by the Planning Board to fully compensate the Town for all inspections and testing charges deemed necessary by the Planning Board relating to such improvements required as conditions of approval. All inspection and testing shall conform in quality and quantity to accepted engineering and construction practices.
7. When any road is to be dedicated to and considered for acceptance by the Town, the applicant shall supply the Board with a proposed deed including a metes and bounds description prepared by a licensed surveyor, a certification that the right-of-way bounds have been set at the locations shown on the plan, and an "as built" plan showing the completed line of street elevations, drainage systems (including culverts, catch basins and drainage easements) guard rail and sign locations super imposed in contrasting color (preferably red ink) on a print of the road design, and such road shall be inspected and evaluated by the Board of Selectmen or their appointed agent in order to identify any deviations from town road standards.

## **ARTICLE X: WAIVER**

- A. **General Waiver:** Upon a written request from the applicant, the Board may vote to waive any provision of the Site Plan Review Regulations if the Board, by majority vote, finds that:
  1. Such provision poses an unnecessary hardship upon the applicant and that such waiver would not be contrary to the spirit and intent of these regulations, or
  2. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.
- B. **Waiver of Submission Requirement:** Upon a written request from the applicant, or upon a motion by a sitting member of the Board, the Board may vote to waive, in whole or part, any provision of Article VII when, in the opinion of the Board, such provision would be inappropriate or superfluous to an informed evaluation of the Site Plan in question.
- C. **Waiver of Performance Guarantee:** The Board may waive the requirement to post bond or other surety and grant approval of the Site Plan on condition(s) acceptable to the Board and the Selectmen.

## **ARTICLE XI: CHANGES OR DEVIATION FROM APPROVED PLAN**

1. If, during the development stage and/or construction period, the developer desires to make any changes or to deviate from the Site Plan, as approved, they or their agent may appear at a regularly scheduled

meeting of the Planning Board to request the Board to approve such change or deviation and may present to the Board such documentation as they consider necessary in support of such request.

2. If the Board determines that such proposed change or deviation constitutes a significant alteration in the approved Site Plan, it may require such additional information as it deems necessary and it shall proceed to schedule a public hearing with prior notice as required by Article V.
3. After a public hearing, as provided above, the Board shall make a decision regarding the proposed change or deviation, taking into consideration its effect upon the scope and intent of the original approved plan and upon the health, safety and welfare of the community and its citizens.

## **ARTICLE XII: CONSTRUCTION OF IMPROVEMENTS**

1. A developer shall construct the improvements consistent with the approved Site Plan and comply with all conditions and requirements within the time limit stipulated in the approved Site Plan, not to exceed three years from the date of approval, and shall notify the Planning Board and the Board of Selectmen, in writing, when such construction has been completed and conditions met.
2. If it is determined that any conditions and/or requirements remain unfulfilled, or that any improvements provided for in the approved Site Plan have failed for any reason or do not meet the specified conditions or requirements, the Board shall notify the developer, in writing, of such deficiencies and establish a time, not to exceed one (1) year for their rectification.
3. Should said deficiencies continue uncorrected, the Planning Board shall take all necessary actions to protect the Town's rights and interests, including, but not restricted to, suspension and/or revocation of the approval of the Site Plan; and, in the event of legal action, the Town shall be entitled to reasonable attorneys' fees, awarded by the court, to be paid by the developer.

## **ARTICLE XIII: CERTIFICATE OF COMPLETION**

When the Planning Board is satisfied that an applicant has completed the development, expansion or change of use of a site in accordance with the approved site plan and these Regulations, including any conditions attached thereto, the Board shall issue a certificate of completion and file a copy thereof with the Board of Selectmen.

## **ARTICLE XIV: ENFORCEMENT**

These Regulations shall be considered to be a part of each approved site plan. These Regulations shall be enforced by the Selectboard. The Selectboard shall undertake such enforcement in a manner similar to that of enforcing the Land Use Ordinance, including the delegation of prosecution of specific enforcement actions to such other qualified individuals as may be appropriate from time to time. Any and all penalties available to the appropriate enforcement official per RSA 676:15-18, as amended, are hereby incorporated into these Regulations by reference. Any owner failing to submit a site plan for review as required by these Regulations before installing facilities or starting construction for such installation may be enjoined from the use of such facility by the Board of Selectmen.

## **ARTICLE XV: AMENDMENTS**

Amendments to these Site Plan Review regulations shall be made in the same manner in which amendments to the Randolph Subdivision Regulations are made.

## **ARTICLE XVI: APPEALS**

Any person aggrieved by any official action of the Planning Board may appeal therefrom to the Superior Court as provided by RSA 677:15.

## **ARTICLE XVII: EFFECTIVE DATE**

These Regulations shall take effect upon a vote and certification by the Planning Board and the filing of the Regulations with the Town Clerk.



## Attachment A Town of Randolph Site Plan Regulations Access Management Standards

### PURPOSE:

In order to promote safe and reasonable access between streets and lots, improve the convenience and ease of movement of travels on streets and permit reasonable speeds and economy of travel while maintaining the capacity of the roadway, the location and design of access points within the Town of Randolph shall be in accordance with the following access management regulations, which involve: 1) the number, spacing and width of access points; 2) turning radii; 3 corner clearance; 4) throat length; 5) shared access; 6) alignment of access points; 7) sight distance; 8) internal and parallel roads; 9) pedestrian and bicycle access; and 10) roundabouts traffic circles.

### 1. NUMBER, SPACING AND WIDTH OF ACCESS POINTS

A. Driveway Approach Width (nonresidential): The maximum width of a driveway approach for a two-way driveway shall not exceed thirty-six feet (36') including two-foot (2') shoulders. The minimum width of a driveway approach for two-way driveway shall not be less than twenty-four feet (24') including two-foot (2') shoulders.

B. Driveway Approach Width (residential): The maximum width of a driveway approach shall not exceed fifteen feet (15'). The minimum width of a driveway approach shall not be less than ten feet (10'). The Planning Board may require paving of these approaches

C. Driveway Access Spacing: Driveway access spacing shall be measured from the edge of the proposed driveway pavement to the nearest edge of the roadway of the adjacent or opposite driveway or street. Driveway access spacing shall meet the requirements of Table 1 or for state highways, the standards in the New Hampshire Department of Transportation report, "Policy For Permitting of Driveways and Other Accesses to the State Highway System", as amended, whichever is more stringent.

**Table 1 Driveway Spacing**

Roadway Classification	Minimum Spacing (feet)	Desirable Spacing (ft.)
Route 2	300	500
Minor Arterial	100	300
Collector	100	200

D. Consolidating Existing Accesses: The applicant shall take advantage of all opportunities to consolidate existing access points and to provide cross access between existing developments or lots.

## 2. TURNING RADII

A. The principal users of the roadway shall be considered when determining the inside turning radii. The inside turning radii shall vary between a minimum of fifteen feet (15') and a maximum of thirty feet (30') and meet the minimum and maximum requirements of Table 2. The New Hampshire Department of Transportation may require turning radii at intersections with state highways to be greater.

**Table 2. Inside Turning Radii**

<b>Land Use</b>	<b>Minimum Inside Turning Radii</b>	<b>Maximum Inside Turning Radii</b>
Residential Only	15	20
Commercial/Industrial Only	20	30
Mixed Uses	15	30

## 3. CORNER CLEARANCE

No driveway approach may be located closer to the corner than indicated in Table 3. The measurement shall be taken from the intersection of property lines at the corner to the nearest edge of the proposed driveway pavement. When these requirements cannot be met due to lack of frontage, the nearest edge of the proposed driveway pavement shall be located as far as possible from the intersection of property lines at the corner.

**Table 3. Distance of Driveway Approach from Corner**

<b>Roadway Classification</b>	<b>Distance from Corner (feet)</b>
Route 2	300
Minor Arterial	100
Collector	100
Local Street	30

#### **4. THROAT LENGTH**

Driveway throat length shall be measured from the edge of the property line to the furthest end of the driveway. A minimum driveway throat length of twenty-five feet (25') for collector streets, forty feet (40') for minor arterials, and fifty-five feet (55') for Route 2 shall be required. The purpose of the driveway throat length is to allow for traffic entering the site to be stored on site in order to avoid a line of traffic on the roadway causing delays and a potentially hazardous situation. Sufficient space within the driveway should also be provided to allow for turning around without backing onto the adjacent roadway.

#### **5. SHARED ACCESS**

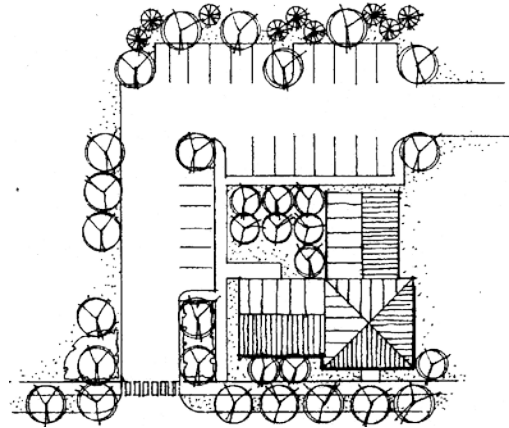
A. Shared driveways are encouraged and may be required between adjacent lots. In such cases, a joint access easement between the property owners may be required. The location and dimensions of said easement shall be determined by the Planning Board.

B. Parking provision for any combination of uses on the same site shall consider the opportunity for combined visits (i.e. one parking space in front of a gas station pump may count as one parking space for both the convenience store and the gas station in a combined gas station/ convenience store development). Shared parking arrangements with adjoining nonresidential developments or other uses on site are encouraged. Off-site shared parking shall be protected with a shared parking easement agreement which shall be reviewed and approved by the Planning Board and recorded with the approved plan.

C. Parking shall be located within six hundred feet (600') of the principal use and connected to the principal use by a five foot (5') wide pedestrian path, if necessary.

D. Parking shall not be permitted in any required setback or between the principal structure and a public street, including corner lots. Parking shall be located to the side or rear of the principal structure. The Planning Board may waive this requirement in situations where lot configuration or use renders such parking lot location impractical; however, effort shall be made to locate parking to the side or rear of buildings. See Diagram 1.

E. Side yard parking shall be limited to a single row of vehicles. See Diagram 1.



*Diagram 1. Parking to Side and Rear of Principal Structure.*

## **6. ALIGNMENT OF ACCESS POINTS**

A. Intersection Alignment: If a proposed driveway cannot meet the requirements of Section 1, above, then the proposed driveway shall be aligned directly opposite an existing or proposed opposite driveway and the configuration shall be treated as a four-way intersection.

B. Angle of Driveway Approach: The angle of driveway approach shall be approximately ninety (90) degrees for two-way driveways and between sixty (60) degrees and ninety (90) degrees for one-way driveways. Angles of one-way driveways shall be in the appropriate direction.

## **7. SIGHT DISTANCE**

A. All season safe sight distance is defined as a line which encounters no visual obstruction between two (2) points, each at a height of three feet nine inches (3'-9") above the pavement and allowing for a snow window and /or seasonal vegetation. The line represents the critical line of sight between the operator of a vehicle using the access (point 1, ten feet (10') back from the road pavement) and the operator of a vehicle approaching from either direction (point 2).

B. Safe sight distance shall be compatible with the maximum speed limit posted on the roadway as indicated in Table 4. Additionally, The New Hampshire Department of Transportation requires 400 feet of sight distance in all cases on state highways.

**Table 4. All-Season Safe Sight Distance**

Speed Limit (mph)	All Season Safe Sight Distance (feet)						
	Downgrades			Upgrades			Flat
	3%	6%	9%+	3%	6%	9%+	0-2%
25	158	165	173	147	143	140	155
30	205	215	227	200	184	179	200
35	257	271	287	237	229	222	250
40	315	333	354	289	278	269	305
45	378	400	427	344	331	320	360
50	446	474	507	405	388	375	425
55	520	553	593	469	450	433	495

Source: Policy on Geometric Design of Highways and Streets, AASHTO, 2001

C. To prevent hardships to owners of small parcels of land or special land uses, exceptions to the all season safe sight distance requirements may be allowed by the Planning Board for individual homes, agricultural land, town land and temporary accesses for vehicles such as construction vehicles, gravel trucks and log trucks. The road shall then be properly signed for "Blind Drive" or "Trucks Entering." Permission must be obtained from the New Hampshire Department of Transportation for signs on state highways.

## **8. INTERNAL AND PARALLEL ROADS**

A. For commercial and industrial land uses, the Planning Board may require the use of internal roads and roads parallel to Route 2 in order to reduce access points and allow for the movement of traffic internally between adjacent lots.

## **9. BICYCLE AND PEDESTRIAN PROVISION**

A. General Provisions. The subdivision plan shall provide for a system of pedestrian and/or bicycle paths appropriate to the type and scale of development. This system shall connect the major building entrances/ exits, parking areas and any existing sidewalks within or adjacent to the project. The pedestrian and/or bicycle network may be located either in the street right-of-way or outside of the right-of-way in open space or recreation areas. The system shall also be designed to link the project with residential, recreational, commercial facilities, bus stops, trails and existing bicycle or pedestrian facilities. When deemed appropriate, connections with amenities such as parks or open space on or adjacent to the site may be required. Any bicycle or pedestrian provisions within any state highway right of way shall meet New Hampshire Department of Transportation requirements.

B. Pedestrian Paths. A minimum five foot (5') wide pedestrian path shall be provided throughout the site as required by the Planning Board, connecting adjacent streets, sidewalks and parking area(s) to the entrances of principal structures. Pedestrian paths shall be marked by accent strips of brick, concrete block or textured paving materials to define pedestrian walkways and crosswalks. Pedestrian paths may be incorporated with accessible routes as required by the Americans' with Disabilities Act, as amended. Guidelines for sidewalk and path construction features are as follows (guidelines may be modified to meet site specific situations with Planning Board approval):

1. Accessibility. Sidewalk and path corridors shall be easily accessible to all users, whatever their level of ability and shall comply with all Americans with Disability Act (ADA) standards.
2. Adequate Travel Width. The sidewalk or path shall be a minimum of five feet (5') wide.
3. Continuity. The walking route along a sidewalk or path corridor shall be obvious, shall connect destinations and shall not require pedestrians to travel out of their way unnecessarily.
4. Landscaping. Plantings and street trees in the sidewalk or path corridor shall create a desirable environment and shall contribute to the psychological and visual comfort of sidewalk users.
5. Social Space. Sidewalk corridors shall provide places for people to interact. There shall be places for standing and sitting. Sidewalk corridors shall contribute to the character of the Town. Rural pathways/ trails or mixed use trails shall be considered as alternatives where appropriate (See Diagrams 2 and 3).

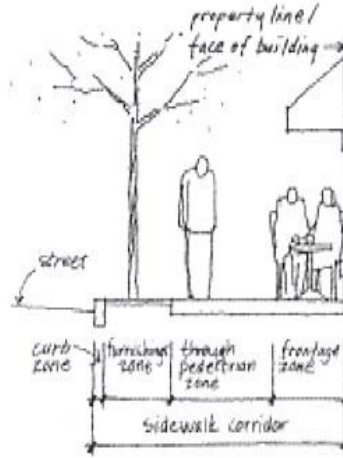
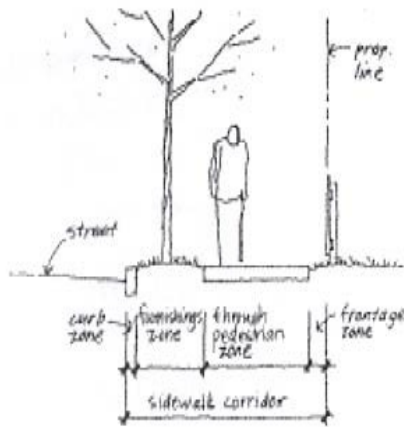


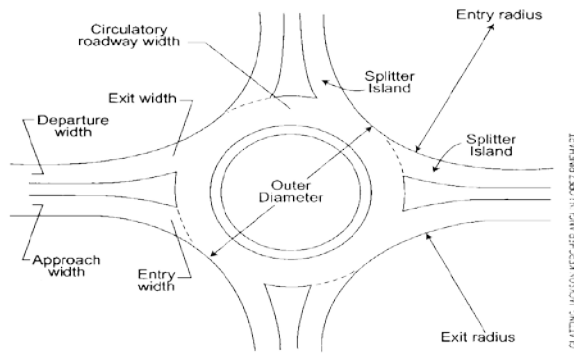
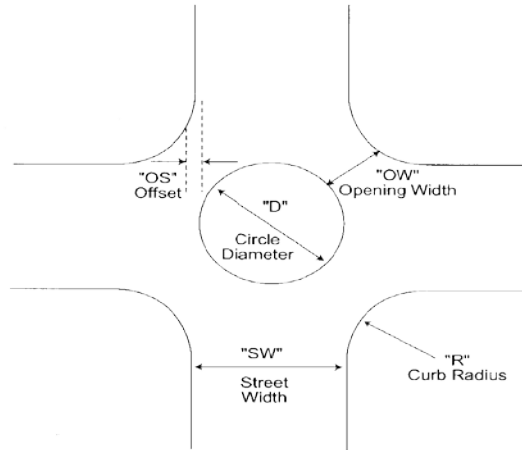
Diagram 2. Typical Residential Sidewalk Section.

Diagram 3. Typical Urban Sidewalk

C. Bicycle Facilities. Separate bicycle facilities may be required by the Planning Board if deemed appropriate. Bicycle facilities may be provided in the form of a separate off-street path or on-street marked bicycle lanes. Bicycle facilities may be combined with pedestrian facilities. Bicycle facilities shall be designed in accordance with AASHTO, *Guide for the Development of Bicycle Facilities*, 1999, as amended.

Roundabouts and traffic circles may be used as an alternative to traditional three or four-way intersections, where traffic conditions allow, to provide safer and more efficient traffic movement. Both require traffic to proceed in a circular manner counter clockwise through an intersection. Roundabouts are generally larger than traffic circles, and are more appropriate for higher speed and higher traffic volume streets than traffic circles. Both shall be designed according to standards of the Federal Highway Administration or New Hampshire Department of Transportation.

*Circle*



*Roundabout*

*Diagram 4. Traffic Circles and Roundabout*



## Attachment B Off-Street parking Space Standards

<u>Use</u>	<u>Parking Space Required</u>
Lodging House, Hotel/Motel	1 for each lodging unit and 1 per 3 employees
Residential	2 per dwelling unit
Church and School	1 per 3 seats in principal assembly room
Private club or lodge	1 per 4 members
Theater	1 per 3 seats
Hospital, nursing and Convalescent home	1 per 3 beds and 1 for every 3 employees on day shift
Professional office, Business service and Medical clinic	1 for every 250 square feet of gross area
Retail business and personal service establishment	1 for every 200 square feet of gross area
Shopping center	1 for every 150 square feet of gross area
Eating and drinking Establishments	1 for every 3 seats
Industrial	1 for each 1.25 production employees in the largest shift; 1 space for each 1.75 non – production employees; and 1 space for each customer or visitor and executive parking need as required all based on the highest expected occupancy
Minimum parking space	9 feet by 18 feet
Minimum aisle width	
One way	18 feet
Two way	24 feet

Adequate parking shall be provided for all commercial vehicles which are required for the ordinary operation of the facility.

These regulations were amended \_\_\_\_\_, 2021 by the Randolph Planning Board.

Randolph Planning Board Approval:

_____	_____
_____	_____
_____	

Received by Town Clerk:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date