

TOWN OF BRIDGEWATER, NEW HAMPSHIRE
SITE PLAN REVIEW REGULATIONS

Adopted September 17, 1985

April 2005

TOWN OF BRIDGEWATER, NEW HAMPSHIRE

SITE PLAN REVIEW REGULATIONS

SECTION 1: AUTHORITY

Pursuant to the authority vested in the Bridgewater Planning Board by the voters of the Town of Bridgewater on March 12, 1985, in accordance with Chapter 674:43 of the New Hampshire Revised Statutes Annotated, the Bridgewater Planning Board adopts the following regulations for the submission of Site Plans for review under Non-Residential or Multi-Family Site Plan Review procedure.

No development or change in use for non-residential properties, or for multi-family dwelling units other than one and two-family dwellings, whether or not such development includes a subdivision or re-subdivision of the site shall be established, nor shall any building or other structures for such use be erected or externally remodeled or enlarged and no area for parking, loading, vehicle services or driveway access, shall be established or changed except in conformity with site plan approved by the Planning Board.

SECTION 2: PURPOSE

The intent of these Site Plan Review Regulations is to protect the public health, safety, and welfare, to ensure the adequacy of traffic access, circulation and parking; to ensure the provision of adequate buffers, landscaping and screening to protect adjoining properties against any possible detrimental or offensive uses on the site, including but not limited to unsightly or obnoxious appearance, smoke and noise; and to protect against adverse environmental impacts from a proposed development, including inadequate sewerage disposal, refuse and other waste and/or inadequate surface drainage.

These regulations recognize that certain developments and uses of land, even though generally suitable for location in a particular zoning district, because of their complexity, size or possible impact, may adversely affect the public health, safety and welfare unless careful consideration has been given to certain critical design elements. It is the intent of these regulations to provide a vehicle for the review of an applicant's attention to such critical design elements within the development subject to site plan review, and to allow the Bridgewater Planning Board to approve, approve with conditions, or to disapprove, applications pursuant to these Regulations.

SECTION 3: JURISDICTION

1. A site plan submitted to the Planning Board for review and approval must be in compliance with the Town of Bridgewater Zoning Ordinance, The Town of Bridgewater Subdivision Regulations or any other ordinance which pertains to the proposed development. In the event a special exception or variance is required for such compliance, the Planning Board may conditionally approve the Site Plan. Such conditionally approved plan is not valid and may not be recorded until the Zoning Board of Adjustment has acted. All plans shall be prepared in accordance with these Site Plan Regulations, including the Site Plan Checklist, which is part thereof, and shall be accompanied by a properly filled out application for a building permit.

2. For site plans that involve land designated as “Special Flood Hazard Areas” (SFHA) BY THE National Flood Insurance Program (NFIP):

A. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C 1334.

B. The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, include the 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:

- (i) all such proposals are consistent with the need to minimize flood damage;
- (ii) all public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage; and
- (iii) adequate drainage is provided so as to reduce exposure to flood hazards.

SECTION 4: CERTIFICATE OF USE AND OCCUPANCY

Upon completion of construction and prior to the occupancy of the premises, a Certificate of Use and Occupancy shall be obtained from the Board of Selectmen or its agents.

SECTION 5: SITE PLAN APPLICATION AND REVIEW PROCEDURE

A. INFORMATIONAL REVIEW

Applicants will need to appear before the Planning Board to discuss the preliminary review of the proposal with the board. The Planning Board shall review the submittal items and determine if the plan meets the minor or major site plan criteria. Once the Planning Board determines that the plan is a minor or major site plan the informational review process shall begin. The board will review the proposal and inform the applicant of all the requirements needed to submit the application.

Applicants may request a date to present the site plan application to the board at this time.

B. DETERMINATION OF MINOR OR MAJOR SITE PLAN

Minor Site Plan is a site plan which meets the following criteria:

1. The purpose of the plan is for a change of use or expansion of present use;
2. The site plan will have a minimum traffic impact on the surrounding road network;
3. There is no alteration of access to public streets;
4. Minimum lot grading;
5. Minor drainage improvements are required to accommodate any increased drainage due to improvements;
6. Increase in gross floor area not to exceed 33% of the existing floor area up to 5,000 square feet (Expanded building shall not exceed 15,000 square feet).
7. Expansion of pavement: not to exceed 33% of the existing paved area up to 6,500 square feet;
8. There are no unusual or special conditions which require full Planning Board review.

Major Site Plan is a site plan which exceeds the minor site plan criteria.

C. APPLICATION PROCEDURE AND REQUIREMENTS FOR SITE PLAN

An owner or a designated agent shall file an application for a minor or major site plan with the Board after the preliminary review and not less than fifteen (15) days prior to a regularly scheduled meeting of the Board. The Board shall only consider a completed application which includes:

1. An application (properly completed) on a form available at the Town Office;
2. A completed checklist available at the Town Office;
3. Signatures on the application by the property owner or the owner's agent. If an agent signs the application, an affidavit authorizing the agent to act on the owner's behalf shall be submitted as well;
4. An application fee which is due upon submission;
5. Include three (3) copies of the site plan and three copies of all other plans and documents required in section 10. At the discretion of the Planning Board the requirements for fully engineered site plans may be waived for minor projects with no significant site changes (to be determined at the informational review).

D. Notification and Public Hearing Procedure

The Board, before considering or taking formal action upon a site plan, shall hold a public hearing as required by the provisions of RSA 676:4 to provide an opportunity for public testimony.

At the hearing, the applicant, any abutters or any person with a direct interest in the matter may testify in person or in writing. Other persons may testify subject to Board approval at the hearing.

If the Site Plan needs no special exception or variances from the Zoning Board of Adjustment, the applicant and all abutters shall be notified of the hearing by certified mail, return receipt requested, stating the time and place of such hearing, and a general description of the site plan proposal and its location, at least ten (10) days before the date fixed for the hearing. If the Zoning Ordinance is involved, Planning Board action is advisory only. Notification shall be carried out for the hearing called by the Zoning Board of Adjustment.

E. BOARD ACTION ON COMPLETED APPLICATION

The Board shall consider a completed application within thirty (30) days of its submission and acceptance, and shall act to approve, modify and approve, or disapprove the application within ninety (90) days, subject to an additional ninety (90) day extension as provided in accordance with RSA 676:4. Additionally, the applicant may request a waiver of this requirement and consent to a mutually agreeable extension of the period for action.

Approval of the final site plan shall be written endorsement on the plan and signed by a majority of the Board. In case of disapproval of any part of the plan, the grounds for such disapproval shall be stated in the records of the Board and notice given to the applicant. If the Board grants approval subject to modifications being made to the plan, the applicant shall submit a revised plan showing all modifications. The revised plan shall become the final plan for filing with the Planning Board.

No building permits shall be issued on any plan acted upon by the Planning Board until such time as the Selectmen or their authorized agent has received a copy of the approved site plan with the Building Permit Application.

SECTION 6: AMENDMENT OF APPROVAL

The Planning Board shall have the power to modify or amend its approval of a site plan on application of the owner, lessee, or mortgagee of the premises, or upon its own motions, if such power is reserved by the Board in its original approval. All of the provisions of this regulation applicable to the approval shall be applicable to such modification or amendment.

SECTION 7: PERFORMANCE BOND

The Planning Board may require the applicant to post a bond or file an escrow agreement in an amount approved by the Board to guarantee conformity with the elements such as street, sewer, water or drainage improvements of the site plan. Where an applicant is required to post a bond, it shall be posted prior to the start of any construction, improvement or issuance of a building permit.

SECTION 8: STATUTE OF LIMITATIONS

Planning Board approval of a site plan shall be valid for one year from the date of approval. If a building permit has not been issued or if a building permit has been issued but not substantially (defined as more than fifty percent (50%) complete in the view of the Building Inspector) acted upon within a one (1) year period, the approval shall automatically become null and void. Projects requiring more than a one year period shall be negotiated as to time of substantial completion prior to approval.

SECTION 9: FEE SCHEDULE

An application for approval of a site plan shall be accompanied by a forty dollar (\$40.00) review fee (\$15.00 for sign only), a list of abutters names and addresses and a certified mailing fee per each abutter.

SECTION 10: GENERAL REQUIREMENTS CHECKLIST FOR SITE PLAN SUBMISSION

An application for site plan approval shall be accompanied by the following information and documents:

A. BASE SURVEY

1. Bearings and lengths of the boundaries of the parcel.
2. Topography with not more than five foot (5') contour interval. At major construction sites contour interval should be no more than two feet (2'). Existing contours shall be shown as dashed lines.
3. Reference to established permanent bench mark based on U.S.G.S. or other datum approved by the Town Engineer.
4. Location and names of approved roadways and rights-of-way and easements.
5. Boundaries of existing natural features (rivers, lakes, wetlands, swamps, ledges, etc.).
6. Surface cover of area (weeded, cleared, graveled or paved areas).
7. Any important specimen trees.
8. All existing features on and within a minimum of fifty feet (50') of the site boundaries, one hundred feet (100') from front corners on State highways, and one hundred feet (100') back from right-of-way lines (buildings, fences, streams, roads, walks, utility lines, or easements).

B. SITE PLAN

1. Sheet size 24" X 36" with 1" border on three (3) sides and 2" on left edge.
2. Scale: 1" equals twenty feet (20') preferred.
3. Title block in lower right corner giving name and location of development, scale, contour interval, survey by, design by, seal of surveyor, seal of the Engineer or Architect, legend.
4. North arrow.

5. Location plan—shows site in relation to surrounding portion of the Town.
6. Zoning district designations and boundaries

C. SITE PLAN DETAILS

1. Planned roads showing:
 - a. Complete horizontal and vertical alignment data.
 - b. Planned roads width (shoulder to shoulder), include typical cross section.
 - c. Access—drives and openings.
 - d. Right-of-way location.
2. Parking area, location with overall dimensions, parking method (parallel or angle) capacity, and type of surface.
3. Structures and special facilities:
 - a. Location to scale.
 - b. Proposed finished grade elevation at foundation.
 - c. Floor elevations.
4. Finished contours—proposed grades shown in solid lines.
5. Location of proposed and existing water lines, wells, sewerage lines, sewage systems, surface drainage system and utility lines, including location of source, tanks, drains, size of pipes, poles, and sewage disposal fields, service areas, loading area.
6. Limit of lawn areas, location and type of landscape planting, existing trees to remain.
7. Location of walks, fences and screening.
8. Location of signs and lighting.
9. Site lighting.

D. ADDITIONAL MATERIAL OR INFORMATION REQUIRED

1. For on-lot sewage systems: New Hampshire Water Supply and Pollution Control Division approval for construction.
2. Approved driveway permit from State Highway Department.

3. Sight distance at entrance from ten feet (10') off edge of pavement.
4. Plans and elevations of structure and/or signs and lighting facilities.

SECTION 11: DESIGN STANDARDS AND REQUIRED IMPROVEMENTS

A. OFF-STREET PARKING AND LOADING

General requirements:

All developments shall make adequate provisions for off-street parking and loading facilities. Such facilities shall be designed to ensure the orderly flow of traffic on the site. The design shall also minimize the impact of intrusive elements of parking and loading such as noise, dust, and glare upon neighboring properties and land uses.

Whenever an existing use is expanded or changed to a new use, parking and/or loading facilities shall be provided for such new use.

Every development shall provide an area for parking and loading on the site which is improperly drained. The number and size of parking spaces and the loading area shall conform to the requirements of the Bridgewater Zoning Ordinance.

All developments shall provide for parking and loading to be situated on the same parcel of land as the primary use or structure except when off-street public parking is available.

Consideration shall be made for the plowing and storage of snow removal during the winter months.

B. SIGNS

All development proposals shall submit designs for all new proposed signage. Additionally, the size and location of existing signs shall be noted on the plan.

Sign size, type, location, height and illumination shall conform to the Bridgewater Zoning Ordinance.

Any sign which refers to a discontinued use shall be removed. All signs shall be maintained in good condition and in good repair at all times.

C. LANDSCAPING

A landscape plan shall be submitted when required which shall include:

The location (present and future), size and type, including common names, of all new planted material to be installed.

The location, size and common name of all existing plant material to be retained on the site.

The location, width and material of all walkways and pathways.

The location, type, material and dimensions of all fences, walls and outdoor recreation facilities. Selective tree and/or shrub planting may be required in established buffer areas or other areas as determined by the Board. Wood chips or crushed stone shall not be considered acceptable where green areas are required.

A landscaped buffer area shall be required wherever a commercial, professional, or industrial development abuts an adjacent residential property.

D. FIRE PROTECTION

The purpose of this standard is to specify minimum requirements for water supply for fire fighting that will provide a reasonable degree of protection to life and property in the area.

The following standards shall be observed for all proposals requiring site plan approval consisting of seven (7) or more dwelling units in the case of multi-family residential development, or ten thousand (10,000) square feet of gross floor area in the case of commercial development.

1. Water supply shall be by cistern, dry hydrant or pressurized hydrant system. The cistern, dry hydrant or pressurized hydrant system shall have a minimum static capacity of 30,000 gallons of water on a year-round basis, with no dwelling unit in the subdivision over 1,500 feet distant.
2. A cistern system shall be designed by a registered professional engineer. All plans shall be signed by same.
3. The design of any of the above systems shall be submitted to the Planning Board and the Bridgewater Fire Chief before Site Plan approval. Approval by the Fire chief is mandatory.

4. Any cistern or pressurized hydrant system shall comply with National Fire Protection Standard 1231 and Fire Department Regulations on file in the Town Office. Specifications may be adjusted, if necessary, from Standard 1231 for the temperate zone of the Town. Any dry hydrant system shall comply with specification on file in the Town Office.
5. When questions develop not covered by this standard, NFPA Standard 1231 will be used to determine the occupancy hazard and the fire protection required.
6. The developer shall reserve sufficient land, minimum one-half (1/2) acre, not deductible from subdivision acreage consideration, from the development to provide siting for a water supply as identified in (1) above. This land shall be deeded to the Town as a condition of subdivision approval, along with access from the nearest traveled way or Town road. Maintenance responsibility (of said supply) will then reside with the Town.

SECTION 12: DOCUMENTATION

Applications for site plan approval shall include the following documents:

A statement describing the development, including the use or uses to be conducted on the lot or any changes of an existing use.

If the development is to be staged or phased, a description of the project in terms of such stages.

Deed of easements and rights-of-ways.

Covenants or restrictions that are intended to cover all or part of the land area to be developed.

Articles of incorporation of a landowner's association and the bylaws of the association.

The condominium declaration, as it has been prepared for submittal to the State of New Hampshire Attorney General's Office.

SECTION 13: ADMINISTRATION

A. ENFORCEMENT

The Planning Board shall have the power to modify or amend its approval of a site plan on application of the owner, lessee, mortgagee of the premises, or upon its own motion if such power is reserved by the Board in its original approval.

Further, if within one (1) year after a certificate of occupancy (temporary or permanent) has been issued and the building or structure is occupied or used the Planning Board finds that any of the conditions of an approved final site plan application are in violation, the Planning Board shall give notice to the owner to make such corrections as it deems necessary to bring the use and operation into compliance with the conditions of such approval. Such order shall be complied with within a period of time extending not more than sixty (60) days from the original violation notice. Where the owner fails to conform with the notice and order of the Planning Board, a fine not to exceed \$100.00 per day may be levied against the owner in addition to any other legal or equitable remedy as may be afforded through appropriate legal action.

B. WAIVERS

When, in the judgment of the Planning Board, special circumstances exist where strict conformity with any specific requirements of these regulations would cause undue hardship or injustice to the owner of the land to be developed and being reviewed, and where the review procedures have been in general conformity with these regulations and provided the general spirit, intent, and purpose of these regulations will not be adversely or substantially affected or harmed, and further provided that the public convenience and welfare of the citizens of Bridgewater will be substantially served and not adversely affected, the Planning Board may waive or modify such specific requirements of these regulations.

In approving waivers, the Planning Board may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these regulations.

A petition for any waiver shall be submitted in writing by the applicant at the time when the application is filed for the consideration of the Planning Board. The petition shall state fully the grounds for the waiver and all of the facts relied upon by the petitioner.

C. SITE INSPECTION

The Board and/or designated agent may conduct a site inspection for the purpose of determining natural/built-up conditions of the site and to review the layout of the proposed improvements.

TOWN OF BRIDGEWATER PLANNING BOARD

SITE PLAN REVIEW APPLICATION INFORMATION

APPLICATION MATERIALS AND PROCESS: To comply with the Town regulations for the submission of plans for Non-Residential or Multi-Family sites, you will need copies of a Site Plan Review Application and Checklist and access to the Site Plan Regulations. These items are available at both the Town Hall and Library as well as the Planning Board's web site at www.bpbnh.org.

PRE-APPLICATION DISCUSSION: In accordance with Section 5:A of the Site Plan Review Regulations, an applicant must schedule an informational meeting with the Planning Board to discuss his/her proposed project. The Planning Board requires that you schedule an information meeting with the Planning Board prior to submitting your application and checklist to discuss your project and the checklist requirements for it. Such a meeting can save you both time and money by clarifying the exact and necessary requirements for your specific project. A "rough-drawn" preliminary sketch may be submitted at this time to aid in the discussion and understanding of the project. It is also recommended that you discuss any potential checklist waiver requests with the Planning Board at this informational meeting.

WAIVER OF REQUIREMENTS: If your project is of such a nature that you believe certain items on the checklist do not apply, you may request a waiver of specific checklist requirements as provided in Section 13:B of the regulations. Unless specifically waived by the Planning Board, all materials indicated in the Regulations and on the Checklist **must** be submitted with the application. The Planning Board may waive or modify specific requirements of the regulations under the following circumstances:

- Specific conformity with any specific requirements would cause undue hardship or injustice to the landowner.
- The review procedures have been in general conformity with the regulations.
- The general spirit, intent and purpose of the regulations will not be adversely or substantially affected or harmed.
- The public convenience and welfare of the citizens of Bridgewater will not be adversely or substantially affected or harmed.

In approving waivers, the Planning Board may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of the regulations.

A **petition** for any waiver shall be submitted in writing by the applicant at the time of application is filed for consideration of the Planning Board. The petition shall state fully the grounds for the waiver and all facts relied upon by the petitioner.

APPLICATION/CHECKLIST SUBMISSION: In order to comply with the requirements of state law, completed applications, checklists, abutters' notices and fees must be submitted not less than seventeen (17) days prior to a regularly scheduled meeting of the Planning Board. Abutters' notices should be in a separate package, clearly labeled "Abutters' Notices". Town Hall offices hours are Tuesday afternoons (1:00-4:00) and Thursday mornings (9:00-12:00).

TOWN OF BRIDGEWATER PLANNING BOARD
APPLICATION FOR SITE PLAN REVIEW

1. Date: _____

2. Name of Legal Owner: _____

Address: _____

Telephone: _____

3. Name of Applicant (if different from owner) _____

Address: _____

Telephone: _____

4. Property Address: _____

Tax Map _____ Lot # _____

5. Check one: Multi-Family _____ Non-residential _____

6. Project description: (Briefly describe specifically what you propose to do) _____

7. Do any deed restrictions and covenants apply? Yes ____ No ____ If yes, attach copy.
8. Are any deed restrictions or covenants contemplated? Yes ____ No ____ If yes, attach copy.
9. Have abutters been notified? Yes ____ No ____ If yes, attach copy of Abutter List. Date Abutters' Notices were delivered to Town Hall for mailing _____
10. Is the application fee for site plan approval (\$40 – review fee; \$15 – for sign only) attached? Yes ____ No ____ (Check payable to the Town of Bridgewater)

The Applicant certifies that all of the submission requirements listed in the Site Plan Review Regulations of the Town of Bridgewater have been complied with, unless specifically modified by the Planning Board, and understands that the Site Plan Review Regulations guide the procedures and conditions for approval. The **Site Plan Review Checklist** for this project must accompany this application.

Signature of Applicant _____

TOWN OF BRIDGEWATER PLANNING BOARD

SITE PLAN REVIEW CHECKLIST

Project: _____

Applicant: _____ Date: _____

General Requirements Checklist For Site Plan Submission

In accordance with Section 10 of the Site Plan Review Regulations, an application for site plan approval shall be accompanied by the following information and documents unless waived or modified by the Planning Board in accordance with Section 13:B of the Regulations.

Applicants should check either column **S** (Required materials are Submitted with the application) or **WR** (Waiver Requested). Items waived by the Planning Board will be so noted as **W** (Waived) on the Checklist.

A. BASE SURVEY

#	S	WR	W	Description
1				Bearings and lengths of the boundaries of the parcel.
2				Topography with not more than five (5) foot contour interval. At major construction sites.
3				Reference to established permanent benchmark based on U.S.G.S. or other datum approved by the Town Engineer.
4				Location and names of approved roadways and right-of-way and easements.
5				Boundaries of existing natural features (rivers, lakes, wetlands, swamps, ledges, etc.)
6				Surface cover of area (weeded, cleared, graveled or paved areas).
7				Any important specimen trees.
8				All existing features on and within a minimum of fifty (50) feet of the site boundaries, one hundred (100) feet from front corners on State highways, and one hundred (100) feet back from right-of-way lines (buildings, fences, streams, roads, walks, utility lines, or easements).

B. SITE PLAN

#	S	WR	W	Description
1				Sheet size 24" x 36" with 1" border on three (3) sides and 2" on left edge.
2				Scale: 1" equals twenty (20) feet preferred.
3				Title block in lower right corner giving name and location of development, scale, contour interval, survey by, design by, seal of Surveyor, seal of Engineer or Architect, legend.
4				North arrow.
5				Location plan – shows site in relation to surrounding portion of the Town.
6				Zoning district designations and boundaries.

C. SITE PLAN DETAILS

#	S	WR	W	Description
1				Planned roads showing: <ul style="list-style-type: none"> a. Complete horizontal and vertical alignment data. b. Planned roads width (shoulder to shoulder), include typical cross section.
2				Parking area, location with overall dimensions, parking method (parallel or angle) capacity, and type of surface.
3				Structures and special facilities: <ul style="list-style-type: none"> a. Location to scale. b. Proposed finished grade elevation of foundation. c. Floor elevations.
4				Finished contours – proposed grades shown in solid lines.
5				Location of proposed and existing water lines, wells, sewerage lines, sewerage systems, surface drainage system and utility lines, including location of source, tanks, drains, size of pipes, poles, and sewage disposal fields, service areas, loading area.
6				Limit of lawn areas, location and type of landscape planting, existing trees to remain.
7				Location of walks, fences and screening.
8				Location of signs and lighting.
9				Site lighting.

D. ADDITIONAL MATERIAL OR INFORMATION REQUIRED

#	S	WR	W	Description
1				For on-lot sewage systems: New Hampshire Water Supply and Pollution Control Division approval for construction.
2				Approved driveway permit. (From State Highway Department for sites on a state highway, town permit for sites on other town roads.)
3				Sight distance at entrance from ten (10) feet off edge of pavement.
4				Plans and elevations of structure and/or signs and lighting facilities.
5				Any necessary wetlands approvals.