



Town of Holderness

Site Plan Review Regulations

January 30, 2024

Jami White-Lyford
Holderness Town Clerk

JAMI W WHITE-LYFORD
Notary Public, State of New Hampshire
My Commission Expires December 20, 2028

1/31/24



SITE PLAN REVIEW
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**SITE PLAN REVIEW REGULATIONS
TOWN OF HOLDERNESS
HOLDERNESS, NEW HAMPSHIRE**

EFFECTIVE DATE:

ADOPTED ON: May 23, 1991

FOLLOWING A PUBLIC HEARING ON: May 9, 1991
continued to: May 23, 1991

Certified: April 19, 2007

Amended & Certified: January 31, 2024

ARTICLE I - AUTHORITY

Pursuant to the authority vested in the Town of Holderness Planning Board voted on at the March 14, 1990 Town Meeting in accordance with the provisions of RSA 674:44 as amended, the Town of Holderness Planning Board adopts the following regulations governing the review and approval or disapproval of site plans for the development, or change of use, or expansion of use of tracts for non-residential uses or for multi-family dwellings, which are defined as structures containing more than two (2) dwelling units, whether or not such development includes a subdivision or resubdivision of the site. No building or other structure shall be erected, expanded, or enlarged on such tracts and no area for parking, loading, vehicle services, or driveway access shall be established, expanded, or changed on such tracts except in conformity with an approved site plan by the Planning Board. These regulations shall be entitled "Site Plan Review Regulations, Town of Holderness, Holderness, New Hampshire".

A. Expansions, including multiple expansions made over a period of time, which cumulatively total not more than five hundred (500) square feet for lots one (1) acre and greater or two hundred (200) square feet for lots under one (1) acre in size are permitted without Site Plan Review subject to the following:

1. All other elements shall comply with the Zoning Order.

2. Changes in use, including where no new construction is proposed, which generate more than a 5% increase in traffic or involve a use that may have a substantial impact, as determined by the Board of Selectmen or their designee, the Town Compliance Officer, on town infrastructure, services, or the surrounding neighborhood shall be required to submit a Site Plan Review application.

B. In all cases, the determination to submit a Site Plan Review application shall be made by the Town Compliance Officer and shall be binding on the need for a Site Plan Review. For purposes of

determination, all commercial development of less than five hundred (500) square feet of area for lots one (1) acre and greater or two hundred (200) square feet for lots under one (1) acre in size shall submit a detailed letter to the Compliance Officer detailing the proposed development, reasons for the need to expand or develop the area, and the proposed uses for the site. No commercial use shall commence at the site until either a Site Plan approval has been granted by the Planning Board or the Compliance Officer has confirmed in writing that no Site Plan Review is required.

C. A Site Plan Review application shall be submitted to the Planning Board once all cumulative expansions exceed the expressed limitations. A site plan showing all expansions shall be submitted.

D. No Site Plan Review is required for a change in commercial use that is permitted in the underlying zone and where no other changes on the property are ~~is~~ proposed.

E. All multi-family development shall require Site Plan Review.

ARTICLE II - 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 the 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 sewage 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 Holderness Planning Board to approve or disapprove applications pursuant to these regulations.

ARTICLE III - PROCEDURES

A. General Procedures: A completed application and checklist, per the requirements of Articles IV and V, shall be submitted to the Planning Board no later than twenty-one (21) days prior to a regularly scheduled Planning Board meeting.

1. The Planning Board shall consider a completed application at a scheduled public hearing pursuant to the noticing requirements and procedures of RSA 674:4, and as it may be amended, within thirty (30) days of its submission and acceptance, and shall act to approve, approve conditionally, or deny the application within ninety (90) days.

2. An approved site plan shall be signed by the Chairman and Secretary of the Planning Board. The grounds for denial shall be recorded in the minutes of the Planning Board. Notice shall be sent to the applicant pursuant to RSA 676:3, and as it may be amended.

3. The Planning Board may grant a conditional approval of a site plan and such conditional approval shall become final without further public hearing upon satisfactory compliance with the conditions imposed within six months of the conditional approval date. Such conditions may be minor plan changes, administrative conditions, and receipt of approvals and permits granted by other boards or agencies, including state and federal permits. All other conditions imposed upon a site plan shall require a hearing with appropriate noticing at the applicant's expense within six months of the conditional approval date. Conditional approval shall lapse after six months from the date of conditional approval, or the end of any approved extension, if compliance with the imposed conditions has not been met.

B. Plan Approval Limitations: Planning Board site plan approval shall lapse after a two (2) year period from the date of approval unless substantial development has commenced or a request for an extension for one (1) additional year for approval has been submitted prior to the original approval lapsing. To receive protection pursuant to RSA 674:39, and as it may be amended, the applicant shall have completed active and substantial development and substantial completion as follows:

1. Active and substantial development: construction of basic infrastructure to support the development, including, but not limited to, foundation walls and footings, driveway and parking lot construction to a minimum of gravel base, utilities, construction of all drainage improvements, and installation of all erosion and sediment control measures.

2. Substantial completion: completion of all on-site and off-site improvements specified in the site plan approval.

C. Waivers: During the review for a completed application, the Planning Board shall consider any requests for waiver for any portion of Articles IV, V, or VI. The basis for any waiver granted by the Board shall be recorded in the minutes of the Board. The Planning Board may only grant a waiver if the Board finds, by majority vote, that:

1. Strict conformity would pose an unnecessary hardship to the applicant and waiver will not be contrary to the spirit and intent of the zoning ordinance and regulations; or

2. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will not be contrary to the spirit and intent of the zoning ordinance and regulations.

D. Consultant Services: The Board may impose reasonable fees upon an applicant for the expense of consultant services or investigative studies, review of documents, and other such matters that may be required by a particular application pursuant to RSA 676:4, I (g).

ARTICLE IV - SUBMISSION REQUIREMENTS

A. A properly completed Planning Board application as appropriate, Waiver Requests, and Site Plan Checklist. All property owners of record must sign the certification section.

B. Site Plan:

1. Full Sheet size: 22 x 34 inch
2. Scale: Not less than 1 inch equals 100 ft.
3. Match lines when needed
4. Three (3) full size prints of each plan sheet, one 11" / 17" print of each plan sheet, and one digital copy of each plan sheet upon Planning Board approval
5. Date, title, north arrow, location map, tax map and lot number
6. Name and address of owner of record and abutters and, where applicable, developer, designer or engineer
7. High intensity soil map showing soil types and slopes. Mapping shall be conducted by a qualified soil scientist who is interpreted to mean a person qualified in soil classification and field analysis and who is recognized by the Grafton County Conservation District Board of Supervisors, or other qualified individuals accepted by the Holderness Planning Board to make soil type determinations
8. Location of all easements and rights-of-way
9. Name, license number and seal of the NH licensed land surveyor

C. Separate list of names and addresses of all current abutters, and owner(s) of record (and applicant, if different)

D. Application fee (payable to the Town of Holderness), as listed in the application.

ARTICLE V - REQUIRED EXHIBITS AND DATA

The following items are required on the site plan(s):

- A. Plan of site showing existing natural features including water courses and water bodies, trees and other vegetation, topographical features, with any other features which should be considered in the site design process.
- B. Plan of all buildings with their type, size, location (set backs) and elevation of first floor slab indicated; (assume permanent on-site elevation).

- C. An elevation view of all buildings indicating their height, bulk and surface treatment.
- D. Location of on and off-site parking and loading spaces with a layout of the parking indicated.
- E. The location, width, and type of access and egress ways, plus streets within and around proposed site.
 - 1. Location of all easements and rights-of-way
- F. The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet.
- G. The type and location of solid waste disposal facilities.
- H. The location, elevation and layout of culverts and other surface water drainage features.
- I. Existing and proposed contours and finished grade elevations – all contours shall be of 2-foot intervals.
- J. The type, extent and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained.
- K. The location, size and design of proposed signs and other advertising or instructional devices.
- L. The size and location of all public service connections – gas, power, telephone, fire alarm, overhead or underground.
- M. The location and type of lighting for all outdoor facilities.
- N. Lines of all existing adjoining streets.
- O. Surveyed property lines showing their deflection angles, distances, radii, length of arcs, control angles along property lines and monument locations and names of all abutters.
- P. If the site plan application is filed in conjunction with a subdivision application, include lines and names of all proposed streets, lanes, ways or easements intended to be dedicated for public use-all Holderness Subdivision Regulations shall apply.
- Q. Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development for Site Review.

ARTICLE VI - GENERAL STANDARDS

- A. Design of development should fit the existing natural and man-made environments with the least stress:
1. Site preparation is to be conducted with minimal disturbance to existing vegetation. Stripped topsoil is to be piled and re-used on the site where needed. A minimum of 4 inches of topsoil is to be placed on the disturbed area. The site shall be adequately landscaped.
 2. Landscape treatment shall consist of natural, undisturbed vegetation or features, or the additional planting of ground cover, shrubs or trees as appropriate.
 3. Grading or filling must be conducted in order to minimize the alteration of surface or sub-surface drainage to, toward, or across abutting properties, unless the consent of the abutting owner is obtained.
- B. Appropriate screening is to be maintained or installed to provide privacy and noise reduction to residential areas abutting non-residential sites:
1. Screening must be maintained between non-residential use and residential uses. Screening between non-residential use and residential uses must contain vegetation and/or appropriate fencing which will screen non-residential uses from sight from residential areas throughout the year.
 2. Buffer strips of at least 10 feet between streets or roads and development.
 3. A landscaping plan must be submitted showing locations and types of vegetation to be retained or established.
- C. Screening Must be Provided to Reduce Visual Pollution
1. Storage areas must be screened from on-site or adjoining parking or neighboring properties.
 2. Litter (garbage) collection areas must be screened.
- D. Solid Waste Disposal Facilities
1. Waste stored outside of buildings shall be stored in containers of suitable size, shape and material so as to prevent waste from being scattered by wind or rain and shall prevent accessibility of such waste to rodents or other animals. Containers should be located or screened so as to be out of public view.
- E. Parking, Loading and Pedestrian Safety
1. Sufficient off-street parking must be provided for the anticipated use to accommodate both employees and customers so that no parking is forced into public streets. (See Appendix 5.)

- a. Wherever possible, parking will be restricted to the rear and sides of the buildings in order to preserve the natural appearance of the surroundings.
2. Sufficient off-street loading and/or unloading space must be provided, including off-street areas for maneuvering of trucks or other vehicles. Maneuvers for parking and/or loading or unloading must not take place from a public street.
3. Access, parking, and loading areas are to be constructed so as to minimize dust, erosion, and run-off conditions that would have a detrimental effect on abutting or neighboring properties and public rights-of-way and shall be designed to ensure the safety of vehicles and pedestrians.
 - a. Permeable pavement may be used which might reduce the need for installation of drainage facilities to accommodate run-off.
 - b. The board may require that access, parking, and loading areas may be conventionally paved if appropriate or necessary. The cross section for such work shall be comprised of:
 - A 1 inch bituminous wearing course, underlain by:
 - A 2 inch bituminous base course, underlain by:
 - 6 inches of crushed gravel, underlain by:
 - 12 inches of bank run gravel.
4. Sidewalks – Sidewalks, a minimum of four (4) feet wide shall be provided for pedestrian traffic to provide a connection between the main entrance of business, housing or industrial establishments and parking areas. In the event that pedestrian shoppers or employees are reasonably anticipated, provision shall be made therefor by sidewalks running from the street line to the establishments. All such sidewalks shall be at least six (6) inches above grade and protected by a granite curbing.

E. Soil Erosion and Sediment Control Plan shall:

1. Make provision to accommodate the increased run-off caused by changed soil and surface conditions during and after development. Sediment in the run-off water shall be trapped by the use of sediment basins or other acceptable methods until the disturbed area is stabilized. Diversions, sediment retention basins and other such devices shall be constructed prior to any on-site grading or disturbance of existing material.
2. Show control measures both during construction and any permanent controls to remain after construction.
3. Identify, locate, and show elevation, grades and/or contours at intervals of not more than two (2) feet for the existing and proposed drainage ways, drainage easements, drainage structures and water bodies.

4. Identify, and relatively locate, proposed erosion and sediment control measures and structures during and after construction.
5. Include drawings and specifications for each proposed soil erosion and sediment control measure and structure in accordance with the Town and Grafton County Conservation District standards.
6. Include drawings, details and specifications for proposed flood hazard prevention measures and structures and for proposed storm water retention basins.
7. Ensure the stripping of vegetation, re-grading, or other development will be done in such a way that will minimize soil erosion. Temporary seedings or mulching may be required by the board to protect exposed critical areas during development. Whenever practical, natural vegetation shall be retained, protected, and supplemented.

F. Outdoor Lighting

1. Outdoor lighting shall comply with Section 550 of the Town of Holderness Zoning Ordinance.

G. Access to Public Streets

1. Access to public streets will meet the regulations of the New Hampshire Department of Transportation and/or Town of Holderness as adopted and amended.

- #### H. Water supply and sewage disposal systems must be designed to adequately meet the needs of the proposed use under the regulations of the New Hampshire Department of Environmental Services and the Town of Holderness Subdivision Regulations. In areas not currently served by public sewers, it shall be the responsibility of the developer or his/her agent to provide sufficient information to prove that the area of the lot is adequate to permit the installation and operation of an individual sewage disposal system (septic tank and tile field). The developer shall be required to provide the necessary percolation tests and submit such tests together with the proposed construction plan, including the specifications of the materials to be used, to both the Holderness Health Officer and the State of New Hampshire Department of Environmental Services for their consideration and approval. Such approval must be obtained BEFORE site plan approval can be given.
- I. The town engineer, or in the absence of a town engineer, a registered engineer hired by the town shall inspect all site improvements. The inspection shall include the certification of the materials used in the construction of the septic system as specified in the plan approved by the town and state. The applicant shall pay the cost of the board's employment of said engineer and the cost of any inspection(s) and test(s) deemed necessary by the board or the engineer. A letter certifying to the developer's concurrence with the employment of said engineer shall be filed with the board as part of the site plan review. Engineer is defined as the duly designated engineer of the Town of Holderness, or other official, assigned by the planning board, who shall be a duly registered engineer.

- K. The planning board may require that a performance security be posted by the applicant and held by the town until the town is satisfied that all conditions of the site plan approval and any other pertinent zoning ordinance(s), subdivision regulations(s), and building regulations(s) have been met. The security will be released in part when the project is substantially completed as determined by the Planning Board.
- L. Once site plan approval has been obtained, the Site Plan Map, which shows, at a minimum, lot lines and proposed construction, roads and other improvements, and planning board approval, must be recorded with the Grafton County Registry of Deeds. Should the approval be subject to conditions, not apparent on the face of the map, such conditions shall be recorded as well with reference made to such recording on the face of the approved and endorsed final plan in the Grafton County Registry of Deeds prior to disposition. Two copies endorsed in writing thereon shall be retained by the board, and two copies, likewise, with approval and endorsement shall be given to the developer.
- M. For land designated as “Special Flood Hazard Area” (SFHA) by the National Flood Insurance Program (NFIP): (3/07)
1. 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.
 2. The planning board shall require that all proposals for development include Base Flood Elevation (BFE) data within such proposals (i.e. flood plain boundary and 100-year flood elevation).
 3. 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:
 - a. all such proposals are consistent with the need to minimize flood damage;
 - b. all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and,
 - c. adequate drainage is provided so as to reduce exposure to flood hazards.
- N. Amendments to the Site Plan Review Regulations shall be made in the same manner as those regulations were adopted and in accordance with the procedures outlined in RSA 675:6 amended.

ARTICLE VII - DEFINITIONS

The definitions of the subdivision regulations are hereby adopted by reference.

Abutter (RSA 672:3) means any person whose property adjoins or is directly across the street or stream or who owns land within three hundred (300) feet from the land under consideration. For purposes of receiving testimony only, and not for purposes of notification, the term “Abutter” shall include any person who is able to demonstrate that his/her land will be directly affected by the proposal under

consideration. The term abutter means the officers of the collective or association when an abutting property is under condominium or other collective form of ownership for purposes of receipt of notification by a local land hearing board.

Applicant means any person submitting an Application for Site Plan Review to the planning board, whether he or she is the owner of the site or the owner's duly authorized agent.

Approval means the recognition by the planning board, certified by written approval on the site plan, that the Site Plan Application meets the requirements of these regulations, granted at a duly called meeting of the board.

Board means the planning board of the Town of Holderness, New Hampshire.

Buffer means Strip of natural vegetation separating the development from streets and highways.

Development Means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operator or storage of equipment or materials. (3/07)

Engineer means a duly registered professional civil engineer as required by the New Hampshire Licensing Laws.

Fence means a solid or divided decorative wall which is intended to prevent access from one area to another area and is not intended to retain earth.

Multi-Family Dwelling means a residential building designed for or occupied by three or more families.

Non-Residential Development means all development of buildings, structures or land except one-family, and two-family, dwellings.

Parking Space means a space ten (10) feet in width by twenty (20) feet in length and having additional adequate area for maneuvering.

Performance Security means (1) an irrevocable letter of credit with an automatic call provision issued by a State of New Hampshire bank or national bank with banking offices located within the State of New Hampshire (LOC) or (2) cash in United States currency held in escrow by the Town (cash bond).

Residential Development means any construction or expansion of dwelling units.

Screens or Screening

- a. A strip of land at least ten (10) feet wide, densely planted (or having equivalent natural growth) with shrubs or trees at least four (4) feet high at the time of planting of a type that will form a year-round dense screen at least six (6) feet high within three (3) years; or
- b. An opaque wall, barrier, or fence of uniform appearance at least six (6) feet high.

ARTICLE VIII - SEPARABILITY

If any provision herein shall be held to be invalid for any reason by a court, such holding shall not invalidate in any manner any other provision contained herein.

ARTICLE IX - PENALTIES

As provided in RSA 676:15 to 17, as amended, the Town of Holderness may obtain an injunction, mandamus, abatement, or any other appropriate action or proceeding to prevent, enjoin, abate, or remove any erection, construction, alteration, or reconstruction which is not in compliance with this regulation. Any violation of this regulation may be punishable, as determined by the Holderness Board of Selectmen pursuant to RSA 676:17, as it may be amended.

Developer Company Name Signature of Developer Date

Approved by the Planning Board

Signature of the Chairman Signature of the Secretary Date

Bank _____ A/N _____

Address _____

APPENDIX 2

Holderness Site Plan Regulations

STREET IMPROVEMENT GUARANTEE WORKSHEET

Street _____ Subdivision Name _____

Station _____ to _____ = _____ ft length Map _____ Lot _____

The following itemized statement and estimated unit costs shall be sufficient to complete all improvements required by the Holderness Site Plan regulations:

ITEM	QUANTITY	UNIT PRICE	EXT. PRICE
1. Clearing & Grubbing	_____ Acre	\$ _____/acre	_____
2. Common Excavation	_____ C.Y.	\$ _____/C.Y.	_____
3. Ledge Excavation	_____ C.Y.	\$ _____/C.Y.	_____
4. Common Borrow	_____ C.Y.	\$ _____/C.Y.	_____
5. Bank Run Gravel	_____ C.Y.	\$ _____/C.Y.	_____
6. Crushed Gravel	_____ C.Y.	\$ _____/C.Y.	_____
7. Paving - Wear Course	_____ Tons	\$ _____/Ton	_____
8. Paving - Binder Course	_____ Tons	\$ _____/Ton	_____
9. Loam	_____ S.Y.	\$ _____/S.Y.	_____
10. Seed	_____ S.Y.	\$ _____/S.Y.	_____
11. Storm Drains			
Size	Type		
_____	_____	_____ L.F.	\$ _____/L.F.
_____	_____	_____ L.F.	\$ _____/L.F.
_____	_____	_____ L.F.	\$ _____/L.F.
12. Trench Ledge	_____ C.Y.	\$ _____/C.Y.	_____

13. Catch Basins	_____ EA	\$ _____/EA	_____
14. Drain Manholes	_____ EA	\$ _____/EA	_____
15. Headwalls	_____ EA	\$ _____/EA	_____
16. End Sections	_____ EA	\$ _____/EA	_____
17. Bounds, Grade Stakes, Bench Marks	_____ EA	\$ _____/EA	_____
18. Signs	_____ EA	\$ _____/EA	_____
19. Miscellaneous (Attach breakdown sheet if necessary)			
_____	_____	\$ _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal			
Engineering @ 10% of Subtotal			_____
Contingency @ 10% of Subtotal			_____
Escalation @ 8% of Subtotal			_____
		TOTAL BOND	_____

APPENDIX 3

Site Plan Regulations

PARKING REQUIREMENTS

Minimum parking requirements shall be based upon the following:

1. Rest/Convalescent Homes

1 space per 3 beds

2. Inn and Motel, Boarding House

1 space per room plus 1 space per 3 employees plus additional requirements for other uses over 100 square feet

3. Light manufacturing and Warehouse

1 ¼ spaces per employee on largest shift

4. Medical Office Building

1 space per 100 sf of gross floor area (g.f.a.)

5. Office Buildings, Banks, and Professional Services (lawyer, doctor, accountant, real estate, or insurance office, etc.)

1 space per 200sf of g.f.a.

6. Multi-Family Housing

2 space per unit

7. Retail, Commercial or Service Business (beauty shop, appliance repair, etc.)

1 space per 150 sf of sales floor area plus 1 space per 600 sf of g.f.a. of storage.

8. Multi-Family Housing for the elderly

2 spaces per unit

9. Restaurant

1 space per 3 seats

10. Marina

3 space per 2 boat slips

11. Church or Community Building

1 space per every 6 seats (bench capacity is computed at 1 seat per 20 inches) or 50 sf assembly room space.

12. Public/Private Schools:

Preschool age Centers

1 space per staff member plus 1 space per 10 children

Elementary and Junior High

2 spaces per classroom plus additional as per this subsection item #11

Senior High or Equivalent

1 space per 8 students

Advanced Education

Based on Planning Board Review

Each parking space shall contain at least 300 square feet which includes space for maneuvering. The arrangement of parking spaces shall be approved by the planning board.

All automobile parking areas shall be reviewed according to the suggested design layouts in Table. 1.

TABLE 1

Angle to Drive	Minimum Stall Width	Minimum Stall Length	Minimum Aisle Width
0	10	23	15
30	10	21	15
45	10	20	15
60	10	20	18
90	10	19	22



A = Angle
B = Stall Width

C = Stall Length
D = Aisle Width 7/15/98