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SITE PLAN REVIEW REGULATIONS
Town of Epsom, New Hampshire

SECTION 1: GENERAL PROVISIONS

1.1 AUTHORITY
In accordance with the authority vested in the Epsom Planning Board by the voters of the Town of Epsom, the Epsom Planning Board on October 11, 2017 adopted the following regulations governing the review of Site Plans in accordance with the provisions of Chapter 674:43 and 44 of the New Hampshire Revised Statutes Annotated.

1.2 PURPOSE
The purpose of the Site Plan Review process is to protect the public health, safety and welfare; to promote balanced growth; to promote the timing of development to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; to avoid development which may result in negative environmental impacts; and to guide the character of development. The Site Plan Review Procedure in no way relieves the developer or his/her agent from compliance with the Zoning Ordinance, Subdivision Regulations or any other ordinance which pertains to the proposed development. No site plan will be approved until it complies in all respects with any and all pertinent ordinances and regulations.

1. Provide for the safe and attractive development of non-residential and multi-family development and 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 that of another;
   b. Inadequate protection for the quality of groundwater;
   c. Undesirable and preventable elements of pollution such as noise, smoke, soot, particulates, or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties; and
   d. Inadequate provision 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 vehicular and pedestrian access within and between developments;
5. Manage access to land while preserving the maximum flow of traffic in relation to safety, capacity, and speed, and ensure that safe and sufficient access from development is provided to public roads;

6. Require that site development provide for sufficient access for fire and emergency vehicles;

7. Implement the goals and objectives of the Master Plan, as periodically updated;

8. Protect the natural environment by ensuring that sensitive environmental features are protected or enhanced such as wetlands, steep slopes, floodplains, conservation areas, and aquifers.

9. Encourage design and construction of nonresidential structures along US 202/US 4/NH 9 and NH 28 that help improve the overall appearance of this corridor and to allow the Town of Epsom to establish a unique character along these corridors in order to distinguish the Town from surrounding communities; and

10. Strengthen the local tax base.

1.3 SCOPE OF REVIEW
Whenever any development or change or expansion of use of a site is proposed or whenever any changes are proposed that differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building development or change is begun and before any permit for the erection of any building or authorization for development on such site shall be granted, the owner of the property or his authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this regulation. The Planning Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review. Where there is any doubt as to whether or not a project requires Site Plan Review, the affected party should request a determination from the Planning Board. In an effort to clarify what constitutes a change of use of sufficient magnitude or impact to trigger Planning Board action, the following guidelines will be observed:

1. If the proposal involves new construction of nonresidential or multi-family development.

2. If the proposal involves a change of use category, e.g., from residential to commercial, or from single family to multi-family.

3. If the proposal involves expansion of a building or intensification of use that would result in a change in traffic volume or patterns in the area, noise, parking, lighting, etc.,

4. If the proposal involves a property that has never received Site Plan Review from the Planning Board for previous non-residential or multi-family use.

Activities Not Subject to Site Plan Review:

1. Proposals that involve no change in use or level of activity.

2. Internal building modifications to a nonresidential use or multi-family building that does not affect the scale or impact of the existing use.
3. A re-use of a premise for which a Site Plan Review has already been conducted, provided the new use is not different in type or impact.

4. The construction of a new structure having a total floor area of less than one thousand (1,000) square feet.

5. The construction of an expansion or addition to an existing structure where the expansion or addition has a total floor area of one thousand (1,000) square feet.

6. The construction of expansions or additions to an existing nonresidential structure within any three-year period, where the expansions or additions cumulatively have a total floor area that is equal to ten (10) percent or more of the floor area of the original structure.

7. The construction of a parking lot to accommodate nor more than five (5) vehicles for a, or the installation of one thousand five hundred (1,500) square feet or more of impervious surface.

8. The conversion of an existing structure to accommodate up to a total of three (3) dwelling or rooming units.

1.4 INTERPRETATION
In their interpretation and application, the provisions of these regulations shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare of Epsom, NH.

1.5 CONFLICT WITH OTHER PUBLIC PROVISIONS
These regulations are not intended to interfere with, abrogate, or annul any other ordinance, rule or regulation, statute, or other provision of law. Where any provision of these regulations imposes restriction different from those imposed by any other provision of those regulations or any other ordinance, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher standards shall control.

1.6 CONFLICT WITH PRIVATE PROVISIONS
These regulations are not intended to abrogate any easement, covenant, or any other private agreement or restriction provided that where the provisions of these regulations are more restrictive or impose higher standards or regulations than such easement, covenant, or other private agreement or restriction, the requirements of these regulations shall govern. Where the provision of the easement, covenant, or private agreement or restriction imposes duties and obligations more restrictive or imposes higher standards than the requirements of these regulations, or in enforcing these regulations and such private provisions are not inconsistent with these regulations or determinations there under, then such private provisions shall be operative and supplemental to these regulations.

1.7 SEPARABILITY
If any part or provision of these regulations or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such decision shall not affect the validity of the remaining portions thereof, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which such judgment shall have been rendered and shall not affect
or impair the validity of the remainder of these regulations or the application thereof to other persons
or circumstances.

1.8 SAVING PROVISION
These regulations shall not be construed as abating any action now pending under, or by virtue of, prior
existing Site Plan Regulations, or as discontinuing, abating, modifying, or altering any penalty accruing or
about to accrue, or as affecting the liability of any person, firm, or corporation, or as waiving any right of
the Town under any section or provision existing at the time of adoption of these regulations, or as
vacating or annulling any rights obtained by any person, firm, or corporation, by lawful action of the
Town except as shall be expressly provided for in these regulations.

1.9 CONFORMANCE TO APPLICABLE LAWS, RULES, AND REGULATIONS
Rules, and Regulations: In addition to the requirements established herein, all Site Plan Applications
shall comply with the following laws, rules, regulations, and adopted plans:

1. All applicable State statutes and Federal law and all rules and regulations promulgated in
   accordance with such statutes and laws.

2. The Zoning and Health Ordinances, Building and Housing Codes, and all other applicable
   ordinances and regulations of the Town of Epsom.

1.10 SELF-IMPOSED RESTRICTIONS
If the owner either voluntarily before the Planning Board or as a condition of approval, places on any of
the land contained in the proposed site plan restrictions which are greater than those required by the
Zoning Ordinance or by these regulations, such restrictions shall be noted or otherwise described on the
plan and shall be formally established by either easements to be conveyed to the Town, or to other
responsible parties as maybe required by the Planning Board, to be recorded at the Merrimack County
Registry of Deeds in a form to be approved by the Planning Board Chair and the Town Solicitor; or a
formal written agreement between the Town and the applicant, binding the applicant and successors in
title to said restrictions, to be recorded at the Merrimack County Registry of Deeds in a form to be
approved by the Planning Board Chair and Town Solicitor.

1.11 PLANNING BOARD RULES
The Planning Board’s adopted rules shall govern the actions of the Board, the duties of the Chair and
Vice Chair and the Planning Board Administrator, the procedures for testimony by the public and
applicants at public hearings, and the conduct of public meetings.

1.12 COMPLIANCE WITH REGULATIONS
No site construction, or change of use of land, shall occur in violation of these regulations and the Town
of Epsom Zoning Ordinance. No building permits may be issued for any building, structure, site
improvement, or change of use prior to site plan approval and the satisfactory completion of any pre-
construction conditions of Planning Board approval. The Building Official shall not approve any
certificate of occupancy, nor shall any use of a building or site commence, unless the proposed
improvements, and the proposed use of land or buildings, is found to be in compliance with the
approved site plan and the conditions of Planning Board approval.
1.13 APPEALS
Any person aggrieved by an official action of the Planning Board may appeal a decision of the Board to the Superior Court, as provided by RSA 677:15 within thirty (30) days of the vote of the Planning Board.

1.14 TRANSFERABILITY
An approval may be transferred to a new owner at any time during the time period the approval is valid. The new owner shall be subject to the same conditions of approval, is bound by the same improvements plans and documents approved by the Board including any Self-Imposed Restrictions. The transfer of ownership shall not modify the date of approval or the time period the approval is valid. The new owner shall in writing within 30 days of the closing on the property(s) notify the Planning Board and Building Official of the property transfer along with the names, titles, responsibilities, contact numbers, e-mail address, and physical addresses for the owners, development principals and project managers. If design professionals have been replaced, new plans shall be required bearing the appropriate seals and signatures, or authorization from the original designers to utilize the original plans and documents, shall be submitted in writing.

SECTION 2: APPLICATION PROCEDURES

2.1 GENERAL REQUIREMENTS
1. Applications shall be filed at the Town Hall with the Planning Administrator thirty (30) days before the next regular meeting of the Planning Board with the proper application, notice and review fees.

2. An application may be withdrawn prior to the hearing, however, all application fees shall be forfeited and the applicant shall remain liable for all consultants’ fees incurred prior to withdrawal of the application.

3. By filing an application with the Planning Board, the applicant, including all the applicant’s agents, consultants and representatives, consents to the review of the application by independent consultants retained by the Planning Board at the applicant’s expense for the purpose of, and not limited to:
   a. Confirming that the application conforms with the applicable state and local requirements; and
   b. Recommending to the Planning Board any additional studies or investigations and/or information from land surveyors, engineers, architects, attorneys, soil scientists, wetland scientists, or other with expertise in a particular field, and which could facilitate the Planning Board’s actions on the application.

4. A professional engineer, architect, or land surveyor, as applicable, who is licensed to practice in the State of New Hampshire, shall prepare all plans submitted to the Planning Board for review.

2.2 PROCEDURE FOR SITE PLAN REVIEW
The applicant shall file with the Planning Board in accordance with the established application deadlines, a request for consideration of a site plan. Application forms are available in the Town Office and on the Town of Epsom web site.
The following items, when submitted in an appropriate manner and executed, shall comprise a completed application:

1. A completed application form endorsed by the owner, or submitted by his/her agent where written authorization has been provided by the owner;
2. An application fee, and fees for independent review, as set forth in Appendix A. Fees, which is due and payable upon submission;
3. An abutters list including a list of names and addresses of all abutters as indicated in the records of the Town Tax Assessor not more than five (5) days before the filing of the application, as well as the names, company name, title, and address of any professionals involved in the preparation of the site plan and any supporting documentation.
4. Three (3) 24” x 36” copies of the site plan drawings, and three (3) copies of the required documentation, meeting the requirements as set forth in Section 4, Site Plan Requirements and in conformity to Chapter 5, Design Standards. Five (5) additional 11” by 17” copies of the site plan drawings shall also be provided.
5. The results of any special investigative studies performed by the applicant, the review of the same by the Planning Board’s consultants, and the applicant’s response to the review comments made by the Planning Board’s consultants.
6. Copies of permit applications to state and federal agencies, where applicable.
7. Colored architectural elevations of buildings and any significant structures; and
8. Any requests for waivers from the Site Plan Review Regulations as set forth in Section 6, Waiver Requests.

2.3 DETERMINATION OF COMPLETENESS
Upon receipt of a site plan application, the Planning Board shall determine if the application is complete. The Planning Board must determine an application complete prior to setting the Site Plan Application for public hearing and consideration by the Board. The determination by the Planning Board shall be at a duly advertised public meeting of the Board and notice shall be provided in the same manner as the public hearing on a site plan application set for below in Section 2.4. No public testimony or testimony from the applicant shall be accepted during the Planning Board’s consideration and action on the Determination of Completeness.

2.4 NOTICE TO APPLICANT, ABUTTERS AND PUBLIC
Once an application for Site Plan Review is deemed sufficiently complete for review by the Planning Board, a public hearing shall be set within 30 days.

1. The notice shall include a general description of the proposed site plan that is the subject of the application; shall identify the Applicant and the location of the site plan; and shall state the day, time, and place of the public hearing/meeting.
2. Notice shall be sent to the Owner; Applicant, if different from Owner; Abutters; Holders of conservation, preservation, or agricultural restrictions; professionals involved in the preparation of the plans and supporting documents; and other persons required by RSA 676:4 I(d). The
Applicant shall furnish the names and addresses for all persons, corporations, associations, etc. required to be noticed.

3. For the purpose of these Regulations, in counting days, the day notice is given and the day of the public hearing/meeting are excluded.

4. Notice shall be mailed at least 10 days prior to the public hearing/meeting.

5. Notice to the general public shall be given by posting in the town hall and on the Epsom Town website at least 10 days prior to the public hearing/meeting.

6. Notice of Regional Impact shall be provided to the CNHRPC and affected communities as set forth in Section 2.5 below.

Any abutter or any person with a direct interest in the matter may testify in person or in writing. Other persons may testify as permitted by the Planning Board at each hearing.

Notice for the Planning Board’s Determination of Completeness shall be provided in the same manner as the notice for public hearing.

2.5 DETERMINATION OF REGIONAL IMPACT

Prior to the Planning Board’s consideration on the completeness of an application, the Planning Board shall determine whether or not the proposed development has a potential for regional impact, pursuant to RSA 36:54 et seq.

Upon receipt of an application, the Planning Board shall determine whether or not the application, if approved, could reasonably be construed as having the potential for regional impact pursuant to RSA 36:54. Doubt concerning the regional impact shall be resolved in a determination that the development has a potential impact.

The Planning Board shall determine an application to have the potential for regional impact on neighboring municipalities because of factors including, but not limited to, the following:

1. Proximity of the proposed site plan to the municipal boundaries.

2. Access to, and egress from, the proposed site plan via regional arterial routes, and/or local streets that cross municipal boundaries.

3. Proximity of the site plan to aquifers, surface waters, or other water resources that transcend municipal boundaries.

4. Proximity of the site plan to existing public water supplies of other municipalities.

If the Planning Board determines the application to be complete and a Development of Regional Impact (DRI), notice shall be provided to the Central New Hampshire Regional Planning Commission (CNHRPC) and the potentially impacted communities. The applicant shall provide a copy of the Site Plan Application and supporting documents and studies to the CNHRPC and towns noticed 21 days prior to the public hearing on the application to allow for timely review and comment. Notice of public hearing shall be given as described as set forth in Section 2.4, except that notice for a development determined to be of potential regional impact shall be sent by certified mail at least twenty-one (21) days prior to
the date of the public hearing to the (CNHRPC) and those neighboring towns which the Planning Board deems to be affected by the application.

Where an application has been determined to be of potential regional impact, the CNHRPC and those towns which have been notified are deemed to have the status of abutters for the limited purpose of providing testimony.

2.6 CONSIDERATION OF AN ACTION BY THE BOARD
The Planning Board shall act to approve, approve with modifications and conditions, or disapprove the proposed site plan within 65 days following the completeness finding by the Planning Board, except that the Board may apply to the Board of Selectman for an additional 90 days within which to act upon the application.

1. The Applicant may agree to a waiver of the time period. The applicant may, in writing, or verbally at a public meeting of the Planning Board, request that the Planning Board’s requirement to act within the sixty-five (65) day period be waived.

2. After the Planning Board has reviewed and considered the site plan application and the independent consultant reports on the application, the applicant shall be advised of any required changes or additions. The Planning Board, upon completing its deliberations, shall either approve, modify and approve, or disapprove the site plan application and shall set forth any conditions to which the approval is subject, or state the grounds for disapproval for the record.

3. Any application which has been tabled for additional information from the applicant, or has been postponed at the request of the applicant, shall be automatically determined to be withdrawn if no further information is submitted within one (1) year from the date of tabling or one (1) year from the date when the applicant requested postponement. A new application, together with a new fee, will be required prior to any further consideration by the Planning Board of the site plan application.

4. If the Planning Board has not acted within the 65-day period, the Applicant may obtain from the Board of Selectman an order directing the Planning Board to act within 30 days. If the Planning Board does not act on the application within that 30-day time period, then within 40 days of the issuance of the order, the Board of Selectman shall certify on the Applicant’s application that the plan is approved pursuant to RSA 676:4, I(c)(1), unless within those 40 days the Board of Selectman has identified in writing some specific site plan regulation, or zoning, or other ordinance provision with which the application does not comply. Such a certification, citing this paragraph, shall constitute final approval for all purposes, including filing and recording under RSA 674:37 and 676:18, and court review under RSA 677:15.

2.7 REVISIONS TO APPROVED SITE PLANS
In the event of any proposed change in an approved Site Plan, the Applicant shall notify the Planning Board in writing of such change. The Planning Board shall at a duly advertised public meeting determine whether or not the proposed change is an immaterial change or a material change. If the Planning Board determines that the change is an immaterial change, then the Board may act to approve said change
with or without additional conditions. The applicant will submit three (3) copies of the revised site plan to the Planning Board.

All material changes shall require notice and public hearing as set forth Section 2.4. The Applicant shall be required to submit a revised site plan application to the Planning Board with appropriate supporting documentation and current abutter information, along with a reconsideration fee, fees for notices and applicable independent consultant review.

2.8 NOTICE OF ACTION
The Planning Board shall notify the applicant in writing of the Planning Board’s decision within five (5) business days, commencing the next business day after the Board’s decision. In case of disapproval, the Planning Board shall clearly set forth in the Notice to the Applicant the reasons for its action, with specific reference to standards contained in these Regulations. For the purposes of these Regulations, the date of the action by the Planning Board is equivalent to the date of the Board’s vote for approval or disapproval of the site plan.

The Notice of Action shall set forth the following:

1. A description of the approved site plan indicating title, date, project number, and engineer;
2. A description of all specific conditions required by the Planning Board that are in addition to the design and construction requirements of Section 4;
3. A description of any waivers granted by the Planning Board pursuant to Section 5;
4. A description of land, if any, to be dedicated to widen existing streets;
5. A description of all agreements to be provided, if any, between the Applicant and Planning Board concerning matters not required by these Regulations, but agreed to by the Applicant;
6. Any modifications allowed by the Planning Board of requirements, as authorized by the Regulations;
7. Conditional approvals, including those permits or approvals to be obtained, and whether or not a public hearing will be required, under RSA 676:4, II, (I) for any condition;
8. A financial guarantee may be required to guarantee performance of the applicant’s obligations.
9. And any other provisions deemed necessary by the Planning Board.

The approved site plan and all representations contained thereon or in other documents, plans, reports, materials, or correspondences submitted by the Applicant shall be considered incorporated by reference into the Notice of Action.

2.9 EXPIRATION
Any site plan for which a Building Permit has not been obtained, and/or the approved change of occupancy, within two (2) years of the date of approval of the site plan shall be considered void unless the Planning Board grants an extension for good cause. If building permits have been issued with the two-year period, the applicant shall have an additional year to substantially complete the approved development before the site plan approval expires.
At the request of the applicant, the approval of a Site Plan may be extended for one (1) year by the Planning Board. The Board may approve a second one (1) year extension provided that the approved Site Plan remains in compliance with the current zoning and site plan regulations. Once an extension has been granted, should the use or construction so authorized by the site plan approval not be substantially complete within the extension period, then the site plan approval shall expire.

If construction has commenced within the authorized Site Plan approval period, but site development has ceased for a period longer than one (1) year and the project is not substantially complete as defined in Section 6.2, the Site Plan approval shall also expire.

If an approved Site Plan has been deemed to have expired, a complete new site plan application must be provided.

2.10 CONSTRUCTION AND OCCUPANCY
No building construction or site development including land clearing, excavation, or land filling, shall take place prior to a determination by the Zoning Compliance Officer that all the pre-construction conditions of Planning Board’s approval have been satisfactorily complied with.

No Certificate of Occupancy of any site, building, structure or change of use approved by the Planning Board shall be allowed to commence without being in full compliance with the approved site plan including any condition of Site Plan approval.

2.11 REVISIONS TO APPROVED SITE PLANS
In the event of any proposed change in the approved Site Plan, the Applicant shall notify the Planning Board in writing of such change. The Planning Board shall at a duly advertised public meeting determine whether or not the proposed change is an immaterial change or a material change. If the Board determines that the change is an immaterial change, then the Planning Board may act to approve said change with or without additional conditions. All material changes shall require notice and public hearing, and the Applicant shall be required to submit a revised site plan application to the Planning Board with appropriate supporting documentation and fees for notices, and independent consultant review. For immaterial changes, three (3) copies of revised site plan drawings shall be submitted along with any documentations necessary to document the changes.

2.12 PROCEDURE WHEN APPROVALS FROM THE ZONING BOARD OF ADJUSTMENT ARE REQUIRED
When the Epsom Zoning Ordinance requires approvals from the Zoning Board of Adjustment, the Applicant shall first obtain such approvals before applying for site plan approval. Any applications submitted without the necessary zoning approvals shall be deemed incomplete. Any conditions imposed by the Zoning Board of Adjustment shall not be diminished by the requirements contained in these Regulations. The condition that imposes the greater restriction or higher standard shall be controlling.

2.13 PROCEDURE WHEN SUBDIVISION APPROVAL IS REQUIRED
When both subdivision and site plan approval are required on a proposed development, the Planning Board may hold the site plan review hearing at the same time as the hearing required for the final plat by the Subdivision Regulations.

2.14 PHASED DEVELOPMENT
The approval procedure for phased development is:
1. The entire site shall be approved under these Regulations.

2. The Planning Board’s required improvements set forth in the Notice of Action shall be constructed and installed for each phase. The plan for phasing shall be submitted to the Board and approved as part of the Notice of Action on the site plan approval.

3. The Applicant shall provide a phasing and construction schedule that shall become part of the approval. If unable to construct within one (1) year of the approved construction schedule for Phase 2 and within one (1) year of all other dates for subsequent phases, then the Applicant shall resubmit the site plan to the Planning Board. The Board shall then review the originally approved site plan against changes that have since occurred in the Town of Epsom. The Planning Board may modify or condition the original approval in order to address the current situation.

4. In the event of any change after Phase 1 in the approved site plan, including changes in phases and construction schedules, the Applicant shall notify the Planning Board in writing of such change. The Planning Board shall determine whether or not the proposed change is an immaterial change or a material change. If the Board determines that the change is an immaterial change, then the Planning Board may review the proposed change. All material changes shall require notice and public hearing. In the event of approval of any change, the Applicant shall be required to submit a revised site plan to the Planning Board.

2.15 PUBLIC IMPROVEMENTS
The Planning Board may require that all public improvements be installed and dedicated prior to the issuance of a Certificate of Occupancy for any site plan. If the Planning Board requires the construction or installation of public improvements then a financial guarantee shall be provided, in accordance with the requirements of the Subdivision Regulations. The amount of financial guarantee shall be approved by the Town’s consulting engineer, and the form and sufficiency of the financial guarantee shall be satisfactory to the Town Solicitor.

2.16 CONCEPTUAL REVIEW
For any site development, the Applicant may request at least fourteen (14) days prior to next regularly scheduled Planning Board agenda, to be placed on the agenda for a non-binding discussion, conducted in general terms, of the basic concept of the proposed development. The Applicant or the Planning Board may end the conceptual review at any time. Public notice of the conceptual review is not required but any discussion must occur in a regular advertised public meeting of the Planning Board.

At the time of requesting a conceptual review, the Applicant shall provide the following information to accurately and clearly show the following in the form of a sketch the following information:

1. Existing property lines of the parcel under review and the abutting properties;
2. General topography, to include highlight of slopes in excess of 20%;
3. Prominent natural features of the site, to include but not limited to tree lines, specimen trees, watercourses, floodplains, and wetlands;
4. Existing physical improvements, and in conceptual terms only, the locations suitable for proposed buildings, parking areas, roadways, drainage areas, or open lot uses.
The conceptual review shall be limited to a discussion of the concept in general terms, for the purpose of familiarizing the Planning Board with the location and type of development, and familiarizing the Applicant with the issues and concerns of the Board. The Planning Board shall consider whether the proposed development is an allowed use in the Zoning Ordinance. The Planning Board shall consider whether the development is compatible with existing and proposed development in the area, whether sufficient roads, utilities, and services are available, or could be provided by the applicant, to serve the proposed development. The Planning Board shall consider if the proposed development fits into the natural environment and the cultural landscape, including historical resources. The Planning Board may advise the applicant what types of Special Investigative Studies and third-party reviews are likely to be required for the type and size of the proposed development.

2.17 PRELIMINARY DESIGN REVIEW
Preliminary Design Review meetings are strictly optional, but such meetings can be helpful in identifying and resolving problems in an application prior to major design investments by the applicant. The applicant may request a meeting with the Planning Board to discuss a proposal in more specific form and terms prior to completing final engineering and architectural plans. The following information must be submitted at a minimum in order for the Planning Board to consider a Preliminary Design Review Application:

1. An application shall include the information outlined in Section 3.1, a Development Impact Summary Report as set forth in Section 3.5.1, and will also include a graphic and narrative site inventory. A plan drawn to scale and clearly showing all significant site features shall be identified including, but not limited to: buildings, parking, abutting roads, utilities, drainage, vistas, ridge lines, wetlands, vernal pools, floodplains, slopes, stone walls, significant rock outcrops, tree masses and/or tree lines, rare and endangered species habitats, streams and other water bodies, and other additional features uniquely affecting a site.

2. The application shall be based on an existing condition survey and shall show the proposed layout of the site prior to completing final engineering.

3. The applicant shall show significant site features on abutting properties within 100 feet of the site boundary.

4. Notice to abutters must be completed per Section 2.4.

5. The applicant shall pay the required fees as may time to time be adopted by the Planning Board.

The Planning Board and Applicant may engage in non-binding discussions beyond conceptual and general discussions, addressing more specific design, planning and engineering details provided that the design review may proceed only after formal public notice is provided. Statements made by Planning Board members shall not be the basis for disqualifying said members or invaliding any action taken.

2.18 JOINT HEARINGS
Pursuant to RSA 676:2, and in accordance with adopted Rules of Procedure, the Planning Board may hold a hearing on Site Plan Review at the same time and place that the Zoning Board of Adjustment holds a hearing for a special exception or variance for the project.
SECTION 3: SUBMISSION REQUIREMENTS

A completed site plan application consists of the following items unless the Planning Board grants a written request for waiver(s):

3.1 GENERAL REQUIREMENTS

1. A completed application form with a letter of authorization from the owner, if the applicant is not the owner;

2. A vicinity sketch showing the location of the site in relation to the surrounding public street system (suggested scale: one (1) inch equals five hundred (500) feet). Said vicinity sketch shall be included on the site plan.

3. An abutters list consisting of the names and addresses of all abutters the owners of record taken from the town records not more than five (5) days before the day of filing; names and business addresses and title of all professionals preparing the site plan application; and names and addresses of all holders of conservation, preservation or agricultural preservation restrictions on the subject properties and abutting properties;

4. Name of project or identifying title; and tax map and lot number.

5. Names and businesses address of all individuals involved in preparing the site plan application including their professional registrations and seals where required;

6. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions on the subject properties and abutting properties;

7. Certification of a valid boundary survey performed within the last five (5) years by a land surveyor licensed in New Hampshire

8. Payment to cover application fees, notification fees and consultant review fees.

9. Three (3) copies of the site plan with the outside dimensions of 24” x 36” and five (5) copies reduced to 11” X 17”. When more than one sheet is necessary to show entire plan, include an index plan that shows the entire area.

10. Architectural elevations of buildings and structures showing drawn to scale showing proposed materials, and colors.

11. Three (3) copies of any supporting documentation required including but not limited to: drainage study, traffic study, soil survey, wetland survey, existing deeds, easements or right-of-ways; and previously approved Site Plans & decisions, if applicable.

12. A colored elevation view or photograph of all buildings indicating their height, width and surface treatment demonstrating compliance with requirements contained in Section 4 herein.

13. Information on specific toxic or hazardous materials anticipated to be used or stored on site as defined in the Resource Conservation and Recovery Act (RCRA) in 40 CFR 261 to be used and stored on site under the terms of Title 49 Code Federal Regulations. This confirmation could consist of Safety Data Sheets (SDS) prepared by the manufacturers for each of the materials proposed to be used or stored on site.
14. Description of special site preparation such as excavation and blasting, as well as extent of hauling materials to and from the site.

15. Descriptions of any existing or proposed sprinkler or other fire suppression systems, or smoke alarm or other warning systems.

16. Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development including but not limited to any state, federal, or local requirements and permits (driveways, drainage, flood plain, traffic studies, etc.), special studies or analysis, environmental assessments, and legal review of documents.

3.2 DRAWING SPECIFICATIONS

1. Site Plan Plans Drawings shall be legibly prepared and, except for architectural renderings, shall be provided at a scale of 1”=10’, 1”=20’ and 1”=30’, 1”=40’ or 1”=50’. A directional north arrow shall be provided, except for sheets consisting of design details, along with the drawing scale noted on each sheet, or for each detail, as applicable. Architectural renderings shall be drawn to scale, and shall note the direction that each façade faces, and shall show all proposed materials and colors including wall mounted, roof mounted or ground mounted mechanical equipment. The site plan drawings shall have outside dimensions of 24” x 36”. When more than one sheet is necessary to show entire plan, include an index plan that shows the entire area.

2. The site plan drawings shall have a minimum ½” margin on all sides and a title block containing the following in the lower right hand corner: project name, site address, tax map and lot number, date of plan and date of any revisions, sheet number, name of applicant(s) and name of owner(s) (if different from applicant), name, address, e-mail address and telephone number of design firms preparing the plan sheet.

3.3 REQUIRED PLAN INFORMATION

1. Physical features and uses of abutting land within 200 feet of the site.

2. Boundary lines, their source, approximate dimensions and bearings, and the lot area in acres and square feet.

3. The shape, size, height, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site.

4. Existing and proposed topographic contours, including those on site and within 200 feet of the site, with spot elevations where necessary.

5. Existing natural and man-made features including those on site and within 200 feet of the site including: streams and ponds, standing water, rock ledges & boulders, stonewalls, foliage lines, impervious surfaces, or other natural or man-made site features.

6. Soil and wetland delineation, slopes in excess of 20%.

7. Location, name and widths of any existing and proposed roads on the property and those existing within 200 feet of the site.

8. Location of any existing or proposed easements, deed restrictions, covenants.

10. Identification of existing and proposed access to the site with dimensions shown, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets;

11. Location and dimensions of existing and proposed parking bays and aisles, loading spaces and handicapped spaces, with tabulations.

12. A landscape plan, describing the number, location, types, and size of all existing and proposed landscaping and screening.

13. A plan for exterior lighting and for the location of signs. The plan shall show the proposed mounting height of all exterior lighting fixtures, as well as analyses and luminance-level diagrams, to include foot-candle measurements, showing that the proposed installation conforms to the lighting-level standards in these Regulations. The plan shall also include drawings of all relevant building elevations, showing the fixtures, the portions of the walls to be illuminated, the illumination levels of the walls, and the aiming points for any remote light fixtures.

14. Location of existing and proposed well and septic systems on the site and within 200 feet of the site.

15. The size and location of all existing and proposed water mains, sewers, culverts, proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.

16. Fire protection measures identified including the provision of sprinkler systems, the location and distance to any fire hydrants, fire ponds or cisterns.

17. Location of existing and proposed well(s), with 75-foot well radius.

18. Drainage, Sedimentation and Erosion Control Plan with accompanying drainage calculations.

19. Solid Waste disposal and recycling facility measures and locations.

20. Description and location of any solar, wind or other types of on-site power generation, fuel or propane storage tanks, or other mechanical or service equipment.

21. Existing and proposed fences, walls and vegetative buffers.

22. Elevation drawings of proposed buildings.

23. Drawings/samples of proposed signage and fencing.

24. Photographs of surrounding sites and structures.

25. Outside storage and sales areas including surface preparations, fencing, screening and buffers.

26. The location of fire lanes, fire access, emergency access as maybe required by the Epsom Fire Department, including descriptions of any existing or proposed sprinkler or other fire suppression systems, or smoke alarm or other warning systems.
27. Snow storage areas.

3.4 STATE AND FEDERAL PERMITS
The following permits shall be obtained prior to the start of any site construction, clearing, or issuance of a building permit when applicable. The Town shall be provided with copies of all applications submitted for state or federal permits. While permits need not be approved prior to a Determination of Completeness, a copy of each application for a required permit should be included with the Applicant’s submission. The Planning Board, on review of the application, may determine an application complete without the required permit application if the Planning Board finds that the application for permit is premature or, in the Board’s opinion, that significant changes may be forthcoming to the application.

1. NH DES State Septic System Approval.
2. Alteration of Terrain Permit from NH Department of Environmental Services, as applicable.
3. NH Wetland Permit.
4. NH DOT Driveway Permit.
5. Town of Epsom Driveway Permit.
6. Any other state permits.
7. Any other federal permits needed, including but not limited to, notice of intent.

3.5 SUPPORTING STUDIES AND SPECIAL INVESTIGATIVE STUDIES
The following reports shall be provided.

1. Development Impact Summary Report containing the following information:
   a. Building size both existing and proposed (total and by building).
   b. Total impervious surface and ground floor area of all buildings in square feet.
   c. Floor area in square feet of existing and proposed uses.
   d. Number of existing and proposed residential dwelling units, by type and number of bedrooms, and total number of dwelling units in the development and in each building.
   e. Drainage Information including summary information for major projects, and for minor projects drainage calculations with measures to be used to control both the quantity and quality off-site drainage.
   f. Traffic Generation for existing and proposed uses for AM, PM peak hours and Saturday Peak Hours for retail only, and total Average Daily Trips (ADT).
   g. Community Facility Impacts
      i. For residential uses estimated number of school age children
      ii. Amount and disposal method for solid waste and recycled materials.
h. Estimated value added by development, tax status, estimated Current Use Penalty, if any.

i. Flood Hazard Zones and minimum required finish floor elevations in 100 year and 500 year flood zones.

2. Public Safety Report – Reports from the Epsom Police and Fire Departments indicating their ability to serve the proposed application, and any unusual or possibly hazardous issues raised by the proposed buildings, structures or uses.

3. The Applicant shall obtain and furnish a letter stating agreement by the public utilities to serve the site.

The following Supporting Studies may be required for developments meeting or exceeding the specified threshold:

4. Drainage, Sedimentation and Erosion Control Plan Report/Study for projects over 30,000 sq. ft. in total impervious surface area.

5. Traffic Report/Study for developments which will generate over 20 Peak Hour Trips or 200 Average Daily Trips (ADT).

6. Environmental Report for projects over 30,000 sq. ft. of total impervious surface area, or projects within protected shoreline areas, or which have wetland or wetland buffer impacts.

7. Fiscal Impact Study for projects with 10 or more dwelling units.

8. Report from the Conservation Commission – for projects over 30,000 sq. ft. of total impervious surface area, or projects within protected shoreline areas, or which have wetland or wetland buffer impacts.

9. Any additional reports or studies deemed necessary by the Planning Board to make an informed decision.

3.6 LEGAL DOCUMENTS

The following legal documents may need to be submitted, reviewed, approved, and executed, as a condition of approval by the Planning Board before the issuance of any building permit or change of occupancy. The legal documents shall be approved by the Planning Board in regard to content and the Town Solicitor to form. When the Site Plan Review process creates easements, they shall be indicated with metes and bounds on the site plan or on a plat recorded with the Merrimack County Registrar of Deeds. The Applicant is responsible for the recording fee(s). The Planning Board Administrator shall be responsible for recording all public easements, right-of-way documents, and agreements. The applicant will be responsible for recording all other documents.

1. Condominium Documents and Bylaws to insure that condominium owners have the rights to and responsibility to maintain all common area and facilities, and as maybe applicable limited common areas. The condominium association shall have the right to grant additional utility and other easements which shall be compatible for the proposed common areas and to reasonably control activities occurring in the common areas.
2. Conservation or Open Space Easements.

3. Deeds or easements for land to be used for public purposes.

4. Easements and rights-of-way necessary to serve off-site properties for access, parking, utilities and drainage purposes.

5. Off-site easements and rights-of-way necessary to serve the proposed development.

6. Deed restrictions as voluntarily agreed to by applicant.

7. Any additional reports, deeds, easements or joint agreements deemed necessary by the Planning Board as a condition of Site Plan approval.

### 3.7 "AS BUILT" PLANS

Within 90 days of project completion, the applicant or successor in title shall provide an as-built plan by a licensed land surveyor showing the following:

1. Property boundaries, bearings and dimensions.

2. The footprint of all buildings with dimensions, including building height to roof plate, and peak of any roof.

3. The square footage of each building in total and by floor.

4. Dimensions of all structures and outside storage areas and area in square feet.

5. The location and dimension of septic systems and any sewer lines.

6. The location and type of all potable water supply along with required buffers.

7. The location and dimension of all parking areas and access drives with each parking space delineated, and the number and square footage of each parking area.

8. External dimensions or all other impervious surface areas including those consisting of compacted soil and gravel used for the storage or sale of goods and materials.

9. The location, type and dimensions of any outdoor recreation areas.

10. The location, type and height of any walls or fences.

11. The location and type of all outside lighting.

12. The location, type, and size of all vegetation required. Clearing limits may be used where large stands of vegetation have been preserved on site with a basic designation of the vegetative area in question.

13. The location, external dimension and type of stormwater facilities.

14. The location of easements on-site and off-site which serve the development for access, parking, utilities and drainage purposes.

15. The right-of-way and pavement edge and any driveways to and from the site on the abutting roadways.
16. The location of any free standing signs with dimensions noted.

17. Other items which the Planning Board believes are necessary to insure that the approved project complies with the approved Site Plan application.

18. The size and location of all existing and proposed public and private utilities.

As built plans are not required for single family or duplex dwellings unless they are not on their own individual lot and are part of a mixed use development or a condominium.

SECTION 4: DESIGN AND CONSTRUCTION REQUIREMENTS

4.1 GENERAL REQUIREMENTS
Development proposed under these standards shall follow sound planning principles that lead to a project that: adheres to the best design standards; is integrated with the community’s aesthetics; enhances circulation in the community; will not overwhelm the subject site; will provide safe and appropriate lighting; will provide adequate and appropriate landscaping and parking; and will not result in the excessive expenditure of public funds. The site shall be of such character that it can be used safely for the construction and installation of the improvements, proposed by the Applicant, without excessive grades, inadequate drainage, and other hazardous conditions. Site clearing shall be kept to the minimum required for the construction of buildings and improvements, taking into consideration the need for pedestrian and vehicular safety and the need for natural light and air. Natural cover shall be retained to the extent possible and reasonable. The overall intensity of site development shall be harmonious with the municipality, the neighborhood, and adjacent properties.

4.2 ACCESS AND CIRCULATION REQUIREMENTS
All property subject to Planning Board review under these regulations, shall have safe and efficient vehicular and pedestrian access to and from public streets via driveways. The design and construction of all driveways and walks providing access to non-residential and/or multi-family residential sites shall be adequate, in the opinion of the Planning Board, to safely accommodate anticipated traffic volumes and pedestrian use generated by the proposed development.

1. Applicants for sites accessed from public streets under the jurisdiction of the New Hampshire Department of Transportation (NHDOT) are required to obtain a valid NHDOT Driveway permit prior to final approval. The Planning Board reserves the right to require a more stringent standard relative to driveway curb cuts onto public streets. In cases where a site is accessed from a public street under the jurisdiction of the Town of Epsom, a driveway permit from the Town of Epsom is required.

2. All access drives shall be constructed in accordance with the requirements of A Manual On Uniform Traffic Control Devices, latest edition, published by the US Department of Transportation, Federal Highway Administration.

3. All sites shall have fire lanes and emergency vehicle access sufficient to fulfill the requirements of the Epsom Fire Department.
4. Pedestrian access to all non-residential or multi-family structures shall be provided via walkways constructed in a manner consistent with the requirements of the Americans With Disabilities Act (ADA).

5. The access/egress to a parking facility shall be clearly marked and signed and said marking signs maintained year around.

6. Sight distance is crucial to ensure safe ingress and egress from a site. For all access points, adequate sight distance standards in accordance with acceptable engineering practices and State or Federal standards (whichever is stricter) shall apply.

7. Driveway approaches, widths, and throat lengths must be adequately designed to accommodate the volume of traffic entering and exiting the site. This design must also take into consideration the safety of pedestrians, bicyclists, and other motorists. All access points on the site must be paved.

8. Driveways should be aligned with those curb cuts directly across the street from the site unless a safer and more effective configuration is presented that will facilitate better traffic circulation in the area.

9. Where traffic from a proposed development will adversely impact an adjacent street or intersection, provision shall be made for the mitigation of said impacts. Such improvements may include, but are not limited to: medians, traffic signage, drainage improvements, sidewalks or other pedestrian infrastructure or modifications to existing infrastructure, traffic signals, and curbing.

10. Non-residential and multi-family driveways shall be a minimum of 22 feet in width and a maximum of 35 feet in width. One-way entrance and exit drives may be reduced to a minimum of 12’ in width and a maximum of 20’ in width. For large projects separate entrance and exit lanes shall be a minimum of 12 feet in width and shall be separated by a four (4) foot raised median.

11. Each existing parcel with a minimum of 200 feet of frontage will be allowed a single two-way driveway, or two one-way driveways on any collector or arterial street. Parcels in excess of 500’ on an arterial or collector road will be allowed one additional driveway for each 500’ of frontage. Parcels on a local road shall be able to have one additional driveway for each 200’ of frontage.

<table>
<thead>
<tr>
<th>Driveway Spacing</th>
<th>Minimum Spacing (feet)</th>
<th>Desired Spacing (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arterial</td>
<td>300</td>
<td>500</td>
</tr>
<tr>
<td>Collector</td>
<td>300</td>
<td>500</td>
</tr>
<tr>
<td>Local</td>
<td>100</td>
<td>300</td>
</tr>
</tbody>
</table>
12. The following shall serve as the acceptable standard for determining the location and spacing of driveway/access points in a development, or as these standards are amended they shall hereby be incorporated by reference.

4.3 PARKING REQUIREMENTS
No land shall be used and no building or structure shall be erected, enlarged, or use of building use changed, unless the off-street parking requirements are provided as specified in this section. For purpose of this section, an enlargement of any building shall require the provision of off-street parking for existing buildings as if were newly constructed. Required off-street parking facilities shall be provided on the same lot as the principal use or uses they are intended to serve, unless otherwise approved by the Planning Board.

1. Buildings, structures, parking lots, and landscaping shall be arranged so that access and egress by emergency vehicles will not be inhibited, and so as to promote safe internal circulation on the property.

2. Sufficient off-street loading and/or unloading space must be provided including off-street areas for maneuvering of anticipated trucks or other vehicles which shall be designed to ensure the safety of vehicles and pedestrians on the site. Maneuvers for parking and/or loading or unloading spaces must not take place on a public street.

3. Parking spaces shall not be used as temporary/permanent storage, nor will they be considered loading areas.

4. No activities will be permitted except for those for which the use of the parking spaces, fire lanes, loading areas, snow storage areas, and access aisles was intended.

5. All site plans presented to the Planning Board for approval shall identify an area or areas of sufficient size and composition to allow for safe and convenient storage of snow volumes anticipated to be generated by winter site maintenance, or include a note indicating that snow is to be removed from the site.

6. Snow storage areas shall not be specified at locations where accumulated volumes of snow will produce a visual nuisance on-site or to abutters, or snow melt will result in the flow of water onto a public street. Snow shall not be stored in areas of jurisdictional wetland, wetland buffers or in parking spaces, aisles, fire lanes, access drives nor other areas of a site where accumulated snow volumes would prevent proper use of a site in terms of these Regulations or in the judgment of the Planning Board.

7. Off-street parking spaces shall be provided in accordance with the Table of Off-Street Parking Requirements of these regulations. In computing total parking requirements for a land use, fractional numbers shall be summed. Where the sum of the parking space computations results in a fractional number, fractions of one-half (½) or more shall be counted as one (1).

8. The parking requirement for a use that does not fall within one of the categories in the Table of Off-Street Parking Requirements of these regulations, shall be as required for the closest similar use, as determined by the Planning Board.

9. Where multiple uses or buildings are located on the same lot, the parking requirements shall be computed for each use or structure, and the number of spaces provided shall not be less than the sum of the number of spaces so calculated.
10. Parking Requirements for Public Assembly Uses. Parking shall be provided for any use which involves spectator seating within an area of public assembly, including but not limited to such uses as a theater, concert hall, auditorium, gymnasium, field house, conference centers, or banquet room. Where the parking requirement for a public assembly of this ordinance, is indicated as a function of seating capacity, that capacity shall be based on the fixed seating capacity determined under the requirements of the Life Safety Code. The minimum parking standard for all such uses shall be one space for every three (3) fixed seats. If the public assembly use does not provide for fixed seating, then the parking requirement shall be based on a floor space ratio of one space per forty (40) square feet of gross floor area.

11. The following parking standards represent minimum requirements for the number of off-street parking spaces that must be provided for all development. If special standards within the Epsom Zoning District require additional parking spaces in excess of what is required herein, the regulation requiring the greatest number of parking spaces shall govern.

<table>
<thead>
<tr>
<th>Table of Off Street Parking Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. RESIDENTIAL</strong></td>
</tr>
<tr>
<td>Single-family detached dwelling</td>
</tr>
<tr>
<td>Duplex or two-family dwelling</td>
</tr>
<tr>
<td>Attached dwelling</td>
</tr>
<tr>
<td>Multifamily</td>
</tr>
<tr>
<td>Manufactured home</td>
</tr>
<tr>
<td>Multifamily dwelling units for the elderly, including congregate dwelling units and assisted living residences</td>
</tr>
<tr>
<td><strong>B. EDUCATIONAL AND INSTITUTIONAL</strong></td>
</tr>
<tr>
<td>Elementary and junior high schools</td>
</tr>
<tr>
<td>High school</td>
</tr>
<tr>
<td>Post-secondary schools or colleges, nonresidential</td>
</tr>
<tr>
<td>Post-secondary schools or colleges, residential</td>
</tr>
<tr>
<td>Child day care facility or nursery school</td>
</tr>
<tr>
<td>Adult day care facility</td>
</tr>
<tr>
<td><strong>Churches and synagogues</strong></td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Monasteries and convents</strong></td>
</tr>
<tr>
<td><strong>Libraries and museums</strong></td>
</tr>
<tr>
<td><strong>Historic property used as a visitor attraction</strong></td>
</tr>
<tr>
<td><strong>Environmental education or conservation center</strong></td>
</tr>
<tr>
<td><strong>Fraternal and social clubs</strong></td>
</tr>
<tr>
<td><strong>Community center</strong></td>
</tr>
</tbody>
</table>

**C. SERVICES - ENTERTAINMENT AND RECREATION**

<table>
<thead>
<tr>
<th><strong>Indoor theaters or concert halls</strong></th>
<th>Seating capacity or gross floor area for public assembly use*</th>
<th>As required for public assembly areas*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dance or music school or studio</strong></td>
<td>Gross floor area, plus seating capacity or gross floor area of public assembly use*</td>
<td>One per one hundred fifty (150) square feet, plus required parking for public assembly use</td>
</tr>
<tr>
<td><strong>Bowling centers</strong></td>
<td>Lanes</td>
<td>Four (4) per lane</td>
</tr>
<tr>
<td><strong>Commercial indoor recreational facilities except bowling</strong></td>
<td>Gross floor area</td>
<td>One per fifty (50) square feet</td>
</tr>
<tr>
<td><strong>Recreation or sports facility with spectator seating</strong></td>
<td>Seating capacity or gross floor area for public assembly use*</td>
<td>As required for public assembly areas</td>
</tr>
<tr>
<td><strong>Indoor health and fitness center, pool, gym or membership recreation facility</strong></td>
<td>Gross floor area exclusive of tennis courts and pools, plus tennis courts, plus surface water area of pool</td>
<td>One per one hundred twenty (120) square feet of floor area, plus three (3) per court, plus one per one hundred (100) square feet of surface water area</td>
</tr>
<tr>
<td><strong>Outdoor commercial amusement facilities including miniature golf, batting cages and pitching lanes</strong></td>
<td>Miniature golf hole, batting cage, pitching lanes</td>
<td>Two (2) per hole; two (2) per cage; two (2) per pitching lane; other facilities determined by the Planning Board based on a use-specific parking study</td>
</tr>
<tr>
<td><strong>Outdoor recreation facilities</strong></td>
<td>Golf course</td>
<td>Six per green</td>
</tr>
</tbody>
</table>

Epsom, NH Site Plan Review Regulations
<table>
<thead>
<tr>
<th>Service Type</th>
<th>Element</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis court</td>
<td>Court</td>
<td>Three per court, one per 100 square feet, as required for public assembly areas</td>
</tr>
<tr>
<td>Swimming pool</td>
<td>Surface water area of pool</td>
<td></td>
</tr>
<tr>
<td>Outdoor theater</td>
<td>Seating capacity or gross floor area for public assembly use*</td>
<td></td>
</tr>
<tr>
<td>Campgrounds</td>
<td>Campsite</td>
<td>One and one-fourth (1.25) per site</td>
</tr>
<tr>
<td>Youth camps</td>
<td>Bunkhouses and tent sites</td>
<td>Minimum of six (6), plus two (2) per bunkhouse, plus two (2) per tent site</td>
</tr>
<tr>
<td>Commercial recreation complex for team play</td>
<td>Gross floor area, or gross floor area of public assembly use</td>
<td>One per three hundred (300) square feet or as required for public assembly use</td>
</tr>
</tbody>
</table>

### D. SERVICES - PERSONAL AND BUSINESS

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Gross floor area</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>General personal and business services</td>
<td></td>
<td>One per two hundred fifty (250) square feet</td>
</tr>
<tr>
<td>Mortuaries, funeral parlors and crematories</td>
<td>Seating capacity for public assembly use*</td>
<td>As required for public assembly areas*</td>
</tr>
</tbody>
</table>

### E. SERVICES - MEDICAL

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Licensed beds, plus gross floor area devoted to outpatient or day services</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitals</td>
<td></td>
<td>Two (2) per bed, plus one per one hundred fifty (150) square feet of outpatient or day service space</td>
</tr>
<tr>
<td>Nursing homes</td>
<td>Licensed occupancy</td>
<td>One-half (0.5) per licensed occupant</td>
</tr>
<tr>
<td>Offices of health care practitioners including clinics and outpatient health care</td>
<td>Gross floor area</td>
<td>One per two hundred twenty-five (225) square feet</td>
</tr>
<tr>
<td>Medical and dental laboratories</td>
<td>Gross floor area</td>
<td>One per two hundred fifty (250) square feet</td>
</tr>
<tr>
<td>Alternative Treatment Center (Non-Cultivation Location)</td>
<td>Gross floor area</td>
<td>One (1) per three hundred (300) square feet</td>
</tr>
</tbody>
</table>

### F. SERVICES - FINANCIAL AND PROFESSIONAL

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Gross area, plus drive-through windows or stations</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banks with drive-through teller windows or ATM stations</td>
<td></td>
<td>One per two hundred (200) square feet, plus five (5) stacking spaces per window or station</td>
</tr>
<tr>
<td>Other banking, financial, real estate, general business, government and professional offices</td>
<td>Gross area by floor</td>
<td>One per three hundred (300) square feet</td>
</tr>
</tbody>
</table>

### G. SERVICES - LODGING AND MEETING FACILITIES

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Seating capacity or gross floor area of public assembly use*</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotels, motels, and inns</td>
<td>Guest rooms</td>
<td>One and one-tenth (1.1) per room</td>
</tr>
<tr>
<td>Bed and breakfast</td>
<td>Guests Rooms</td>
<td>Minimum of two (2), plus one per room</td>
</tr>
<tr>
<td>Conference, trade or convention center</td>
<td></td>
<td>As required for public assembly areas</td>
</tr>
</tbody>
</table>
### H. RETAIL TRADE (except motorized vehicle sales and restaurant uses)

<table>
<thead>
<tr>
<th>Description</th>
<th>Gross Floor Area and Outside Area Destined for Display of Goods for Sale</th>
<th>Per Square Feet Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales of goods and merchandise including building construction materials occupying up to one hundred thousand (100,000) square feet of gross floor area plus outside display area</td>
<td>Gross floor area, and outside area devoted to display of goods for sale</td>
<td>One per two hundred fifty (250) square feet of gross floor area, and of the outside display area that is in excess of two hundred fifty (250) square feet</td>
</tr>
<tr>
<td>Sale of garden supplies, commercial greenhouses and similar uses</td>
<td>Gross floor area and outside area devoted to display of goods for sale</td>
<td>One per six hundred (600) square feet, plus one per three thousand (3,000) square feet of outside merchandise display area</td>
</tr>
<tr>
<td>Single or multi-tenant retail use occupying in excess of one hundred thousand (100,000) square feet of gross floor area, where less than ten (10) percent of the gross floor area is occupied by non-retail use, and exclusive of any public assembly use</td>
<td>Gross floor area exclusive of common pedestrian circulation areas within enclosed malls</td>
<td>One per two hundred (200) square feet of gross floor area</td>
</tr>
<tr>
<td>Home improvement center or furniture store</td>
<td>Gross floor area and outside area devoted to display of goods for sale</td>
<td>One per three hundred (300) square feet</td>
</tr>
</tbody>
</table>

### I. RESTAURANTS

<table>
<thead>
<tr>
<th>Type of Restaurant</th>
<th>Gross Floor Area and Drive-Through Windows or Stations</th>
<th>Per Square Feet Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurant with no drive-through service</td>
<td>Gross floor area</td>
<td>One per seventy-five (75) square feet</td>
</tr>
<tr>
<td>Restaurant with drive-through service</td>
<td>Gross floor area, plus drive-through windows or ordering stations</td>
<td>One per seventy-five (75) square feet, plus eleven (11) stacking spaces per window or station</td>
</tr>
</tbody>
</table>

### J. MOTOR VEHICLE SALES AND SERVICE

<table>
<thead>
<tr>
<th>Description</th>
<th>Gross Floor Area and Outside Display Area, Plus Number of Repair Bays</th>
<th>Per Square Feet Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale or rental of motor vehicles, other than construction equipment and which may include motor vehicle repair</td>
<td>Gross floor area, plus outside display area, plus number of repair bays</td>
<td>One per six hundred (600) square feet, plus one per three thousand (3,000) square feet of outside display area, plus four (4) per repair bay</td>
</tr>
<tr>
<td>Sales or rental of boats, trailers and motor homes; large truck or construction equipment sale, rental or repair</td>
<td>Gross floor area, plus outdoor display area, plus number of repair bays</td>
<td>One per six hundred (600) square feet gross floor area, plus one per three thousand (3,000) square feet of outside display area, plus four (4) per repair bay</td>
</tr>
<tr>
<td>Motor vehicle repair, body work and towing</td>
<td>Repair bay</td>
<td>Four (4) per bay</td>
</tr>
<tr>
<td>Retail sale of gasoline</td>
<td>Gross floor area, plus fuel dispensing stations</td>
<td>One per twenty-five (25) square feet, plus one per fuel dispensing station, plus one and one-half (1.5) stacking spaces per fuel dispensing station</td>
</tr>
<tr>
<td>Self-service car washes</td>
<td>Bay or Stall</td>
<td>Minimum of two (2), plus</td>
</tr>
</tbody>
</table>
### K. TRANSPORTATION, COMMUNICATIONS AND UTILITIES

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Measure Description</th>
<th>Density Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car wash and car care with automatic or drive-through services</td>
<td>Bay or stall</td>
<td>Minimum of two (2), plus five (5) stacking spaces per bay or stall</td>
</tr>
<tr>
<td>Sales and installation of parts and accessories including tires, mufflers and</td>
<td>Gross floor area of retail, plus service bays or stalls</td>
<td>One per two hundred fifty (250) square feet, plus four (4) stacking spaces per bay or stall</td>
</tr>
<tr>
<td>glass, and lubrication services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### L. MANUFACTURING AND CONSTRUCTION

<table>
<thead>
<tr>
<th>Industry Type</th>
<th>Measure Description</th>
<th>Density Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing, fabrication, and assembly industries</td>
<td>Gross floor area</td>
<td>One per eight hundred (800) square feet</td>
</tr>
<tr>
<td>Materials research and testing laboratories</td>
<td>Gross floor area</td>
<td>One per eight hundred (800) square feet</td>
</tr>
<tr>
<td>Materials recycling and processing</td>
<td>Gross floor area and outside storage yard area</td>
<td>One per eight hundred (800) square feet gross floor area, plus one per five thousand (5,000) square feet of outside storage area</td>
</tr>
<tr>
<td>Printing and publishing</td>
<td>Gross floor area</td>
<td>One per eight hundred (800) square feet</td>
</tr>
<tr>
<td>Food processing, wholesale bakery, or bottling of beverages</td>
<td>Gross floor area</td>
<td>One per eight hundred (800) square feet</td>
</tr>
<tr>
<td>Building contractor yards including outside storage of equipment and materials</td>
<td>Yard storage area</td>
<td>One per five thousand (5,000) square feet of yard area</td>
</tr>
<tr>
<td>Construction trades shop with no outside</td>
<td>Gross floor area</td>
<td>One per four hundred (400)</td>
</tr>
<tr>
<td><strong>storage</strong></td>
<td><strong>square feet</strong></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Office/warehousing/industrial flex use</td>
<td>Gross floor area</td>
<td>One per four hundred (400) square feet</td>
</tr>
</tbody>
</table>

**M. AGRICULTURAL**

<table>
<thead>
<tr>
<th><strong>Stables and equestrian facilities</strong></th>
<th><strong>Stalls, plus seating capacity or gross floor area of public assembly use</strong>*</th>
<th>One-half (0.5) per stall, plus required parking for public assembly area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commercial kennel</strong></td>
<td>Gross floor area</td>
<td>One per five hundred (500) square feet</td>
</tr>
<tr>
<td><strong>Veterinary hospital</strong></td>
<td>Gross floor area</td>
<td>One per five hundred (500) square feet</td>
</tr>
</tbody>
</table>

**ACCESSORY USES**

<table>
<thead>
<tr>
<th><strong>Dwelling unit for resident caretaker or security personnel</strong></th>
<th><strong>Dwelling unit</strong></th>
<th>Two (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Farm market or roadside stand</strong></td>
<td>Gross floor area</td>
<td>One per one hundred (100) square feet, with a minimum of six (6)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Pick-your-own farm</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Strawberries and similar products</td>
</tr>
<tr>
<td>Christmas trees and similar products</td>
</tr>
<tr>
<td>Apples and similar products</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Acres in cultivation</strong></th>
<th><strong>Minimum five (5), plus one per acre</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum three (3), plus one-fourth (¼) per acre</td>
</tr>
<tr>
<td></td>
<td>Minimum three (3), plus one-half (½) per acre</td>
</tr>
</tbody>
</table>

* Refer to Parking Requirements for Public Assembly Uses, Section 4.4(4)

12. For nonresidential principal uses, up to twenty-five (25) percent of the total number of required spaces may be designated for compact automobiles. Additional compact spaces may be allowed by the Planning Board up to a maximum of fifty (50) percent upon a determination that the increase is warranted and will not be detrimental to the users of the property.

13. Each standard parking space shall contain a rectangular area of at least nineteen (19) feet in length and nine (9) feet in width, except where the spaces are located parallel to the travel aisles, the length shall be increased to twenty-two (22) feet.

14. Parking spaces for compact automobiles shall contain a rectangular area of at least fifteen (15) feet in length and eight (8) feet in width, except where the spaces are located parallel to the travel aisles, the length shall be increased to eighteen (18) feet. These spaces must be conspicuously designated as reserved for compact automobiles by a sign such that it will not be obscured by a vehicle parked in the space.

15. Parking spaces for passenger vehicles carrying handicapped individuals shall contain a rectangular area of at least nineteen (19) feet in length and eight (8) feet in width together with an access way of five (5) feet in width immediately adjacent to the parking space. Parking spaces for vans carrying handicapped individuals shall contain a rectangular area of at least nineteen (19) feet in length and eight (8) feet in width together with an access way of eight (8) feet in width immediately adjacent to the parking space. Two (2) adjacent parking spaces for the
handicapped may share one access way. All handicapped accessible parking shall be designated as such by a sign bearing the symbol of accessibility, located such that it will not be obscured by a vehicle parked in the space.

16. Stacking spaces shall contain a rectangular area of at least twenty (20) feet in length and nine (9) feet in width. Where there are separate windows or stations for ordering and for receiving services or products, the required stacking spaces shall be located so as to accommodate vehicles approaching the window or station which is for ordering services or products.

17. Minimum Aisle Width in parking lots shall be at least twenty-four (24) feet in width for two-way traffic. Aisles shall be provided at the minimum widths shown below for one-way traffic. Parking spaces at an angle of less than ninety (90) degrees shall provide for one way traffic flow.

<table>
<thead>
<tr>
<th>Angle to Aisles in degrees</th>
<th>Minimum Aisle Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>18 feet (one-way)</td>
</tr>
<tr>
<td>45</td>
<td>15 feet (one-way)</td>
</tr>
<tr>
<td>30</td>
<td>15 feet (one-way)</td>
</tr>
<tr>
<td>0</td>
<td>15 feet (one-way)</td>
</tr>
</tbody>
</table>

18. Driveways connecting parking lots to a street or another parking lot shall be at least twenty-four (24) feet in width for two-way traffic flow and at least twelve (12) feet in width for one-way traffic flow. No driveway shall exceed twenty-eight (28) feet in width except where the Planning Board requires a driveway of three (3) lanes or more as part of the approval of a site plan.

19. Accessible parking is required and shall conform to the most current State and Federal law in place at the time of the application. Adequate provisions shall be made for safe accessibility for persons with disabilities from the parking spaces to the proposed building(s)/use(s). One in every eight (8) accessible spaces, but not less than one (1), shall be designed and designated for vans. Accessible Parking Spaces shall be provided as follows:

<table>
<thead>
<tr>
<th>Total Number of Parking Spaces</th>
<th>Required Minimum Number of Accessible Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3</td>
</tr>
<tr>
<td>76 to 100</td>
<td>4</td>
</tr>
<tr>
<td>101 to 150</td>
<td>5</td>
</tr>
</tbody>
</table>
### Table: Required Minimum Number of Accessible Spaces

<table>
<thead>
<tr>
<th>Total Number of Parking Spaces</th>
<th>Required Minimum Number of Accessible Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>151 to 200</td>
<td>6</td>
</tr>
<tr>
<td>201 to 300</td>
<td>7</td>
</tr>
<tr>
<td>301 to 400</td>
<td>8</td>
</tr>
<tr>
<td>401 to 500</td>
<td>9</td>
</tr>
<tr>
<td>501 to 1000</td>
<td>2 percent of total</td>
</tr>
<tr>
<td>1001 and over</td>
<td>20 plus 1 for each 100 over 1000</td>
</tr>
</tbody>
</table>

20. Sufficient off-street loading and/or unloading space must be provided including off-street areas for maneuvering of anticipated trucks or other vehicles which shall be designed to ensure the safety of vehicles and pedestrians on the site. Maneuvers for parking and/or loading or unloading spaces must not take place on a public street.

21. Stacking spaces for drive-through businesses, vehicle stacking spaces for drive-up window(s) service shall be located on the same lot as the principal use, and shall not interfere with ingress to the lot from a public street, other required parking spaces, or access aisles to said parking spaces.

22. Stacking spaces for uses incorporating drive-through services shall be located on the same lot as the principal use, shall not interfere with other required parking and loading spaces or access aisles to said parking and loading spaces, shall minimize or avoid conflict with pedestrian circulation and access, and shall not interfere with ingress to the lot from a public street.

23. A landscaping and lighting plan shall be required for all parking areas.

24. All parking, aisles, driveways, loading areas are required to be paved.
   a. Pavement shall consist of an asphalt binder and wear course. See Subdivision Regulations for recommended design standards.
   b. For loading areas, additional pavement thickness or concrete may be required due to weight of delivery vehicles. See Subdivision Regulations for recommended design standards.
   c. At seasonal or agricultural use locations, paving may be omitted upon a finding by the Planning Board that the parking area is suitable for the proposed use and location proposed.
   d. Applicants are encouraged to use alternative impervious surface materials other than asphalt and concrete. Encouraged materials include pervious pavements, brick and concrete pavers, stamped concrete and asphalt, as well as other similar materials.
   e. The Planning Board shall require vehicular and material storage areas to be provided with surface treatment which will not generate dust or result in soil erosion.
4.4 LANDSCAPING AND BUFFERING REQUIREMENTS
The landscaping and erosion control standards are intended to ensure that site plan developments enhance the visual quality of Epsom’s streetscapes, provide effective screens and buffers, and better integrate the built and natural environment. Landscape plans shall be designed to preserve existing natural and cultural resources, maintain and enhance wildlife habitat, establish vegetative buffers, conserve water resources, and support on-site stormwater control.

The general intent and purpose of this section is to ensure adequate and aesthetically pleasing landscape designs are submitted with the site plan application. Said designs shall include appropriate species that will survive and prosper in their proposed location, provide screening, shade parking lot areas and provide three seasons of color throughout the site. The use of native species is encouraged.

1. All plant materials required under this section shall be standard nursery stock, installed in accordance with accepted horticultural standards and must be regularly maintained after installation. The landscaping plan shall note the common and botanical names, location, type, and size of proposed plantings. The Planning Board may require additional plantings based upon the size and scope of the project.

2. The owner or owner’s agent shall annually inspect all plant materials specified on any site plan approved by the Planning Board. Any required plant materials found to be dead or diseased shall be replaced in kind; failure to complete this requirement may result in a violation of Site Plan approval.

3. All areas disturbed by construction shall be covered with a minimum thickness of 6-inches of friable topsoil and seeded, covered with sod or planted with ground cover. All open space areas not covered with natural vegetation shall be covered with grass or other vegetative ground covers, with the exception of planting beds which may be mulched.

4. Site plan applications shall provide for buffer yards as set forth in in the Town of Epsom’s Zoning Ordinance.

5. A landscape plan shall be submitted with all site plan applications and when otherwise required by the Planning Board. The landscape plan for Site Plans with more than 30,000 square feet of impervious areas shall be prepared by a New Hampshire Licensed Landscape Architect who shall stamp and seal the plans.

6. All landscape plans shall identify the location of proposed plantings and other landscape improvements, and shall also contain a plant schedule identifying the scientific and common name, size, and quantity of proposed plant material, as well as planting and maintenance specifications. Construction details shall also be provided for other landscape improvements including but not limited to retaining walls, pavers, walkways, tree grates, benches, walls and fences.

7. Plant material shall be reasonably distributed throughout the site, with careful attention to the road frontage and views from the public right-of-way, entrances to buildings, signs, required buffers/screens, and parking lot landscaping.
8. Existing vegetation, cultural and natural features which would add value to a residential, commercial or industrial development or to the Town as a whole shall be preserved wherever possible. The Planning Board may require a modification to the site plan to preserve these features. Existing natural features of special interest such as mature trees, existing tree groves, watercourses and falls, beaches, historic sites, vistas and similar unique assets shall be located on the site and landscape plan.

9. The methods for the preservation of existing trees shall be noted on the landscape plan and efforts shall be made to minimize the potential for serious damage due to wind, grade changes, and soil compaction. No construction materials, equipment, vehicles, or temporary soil deposits shall be located within the drip line of trees that are to be preserved. Protective barriers such as silt fencing or construction fencing shall be installed around each plant and/or groups of plants that are to remain on-site. The applicant shall be responsible for replacing any trees proposed to be retained which have been damaged or destroyed by construction activities.

10. Landscape improvements shall be placed to avoid interference with pedestrian and vehicular movement, underground and overhead utilities, and snow storage. Plant material shall be located to avoid interference with vehicular sight distance at intersections and driveways. Plant material shall not project over sidewalks or paths below a height of eight (8) feet and shall have a structure and growth form which prevents them from obstructing sidewalks and walkways.

11. Trees shall be located to promote energy conservation. Deciduous trees should be planted on the south and west sides of buildings to provide shade during the summer and warmth during the winter. Evergreen trees should be planted or located to block prevailing winds.

12. Proposed trees shall be selected to encourage biological diversity. No more than twenty-five (25%) percent of the trees to be planted in any development shall be of the same species. When more than 100 trees are to be planted, no single tree species shall consist of more than fifteen percent (15%) of the total planted. No more than twenty-five percent (25%) of the trees to be planted shall be classified as ornamental trees with a maximum height of under twenty-five (25) feet.

13. Trees to be planted underneath overhead utilities shall be selected to avoid interference with utility lines. No trees shall be planted within ten (10) feet of an existing or proposed underground utility line except for the following:

   a. Site irrigation lines to sprinkler heads;

   b. Electrical services lines to exterior lights, well pumps or other small fixtures and equipment;

   c. Telecommunication service lines to exterior emergency phones or other similar communication equipment;

   d. Other minor service lines which will not be damaged by tree roots, or can be repaired and replaced without damaging existing, or proposed trees on, or abutting, the site; and

14. One (1) tree shall be provided for each 300 square feet of impervious surface.
15. Internal landscape area equivalent to at least five (5) percent of interior parking areas under 50 spaces shall be provided. For parking lots containing 50 or more spaces a minimum of ten (10) percent equivalent area shall be provided. The landscape areas themselves are excluded from the calculation of the required internal landscape area, however the interior parking area used in the calculation includes the parking spaces and aisles, driveways, fire lanes, and stacking. A minimum dimension of 10’ shall be required for any landscaped area used to meet the requirements of this section.

16. Trees should be planted between twenty (20) feet and forty (40) feet apart, or as otherwise approved by the Planning Board.

17. The majority of trees to be planted along the street or within parking lots shall be deciduous shade trees, appropriate for use in urban areas. Trees shall be salt and drought-tolerant, native or non-invasive species.

18. Deciduous trees shall have a caliper no less than two and one-half (2 ½) to three (3) inches at the time of planting. The caliper of a tree is the diameter of the tree measured at six (6) inches from the ground for trees four (4) inches and under in caliper and measured at twelve (12) inches from the ground for trees measuring over four (4) inches in caliper.

19. Evergreen trees shall be a minimum height of six (6) feet at the time of planting.

20. Landscape bumpouts and islands within parking lots shall contain a minimum of one (1) deciduous shade tree and shall be protected with curbing.

4.5 EXTERIOR LIGHTING
On-site lighting along roadways, walkways, and parking areas shall be designed with consideration to luminaries, mounting, height, spacing, and distribution of light to assure adequate illumination for the safety of vehicles and pedestrian travel.

While minimum lighting standards are not established, lighting shall be designed to provide minimum illumination necessary to facilitate the use of the site.

Proposed lighting installations may be approved only if the Planning Board finds that they are designed to minimize glare, do not direct light beyond the boundaries of the area being illuminated, nor onto adjacent properties or streets, nor skyward, and do not result in excessive lighting levels.

The standards and guidelines contained in the Illuminating Engineering Society of North America (IESNA or just IES) Lighting Handbook shall be utilized to determine the appropriateness of exterior lighting and conformity with these Regulations.

1. Light sources shall not cast glare upon adjacent properties or on a public right-of-way. The intensity at adjoining streets shall not exceed 0.5 foot-candles, and the intensity at adjoining residential properties shall not exceed 0.2 foot-candles.

2. All lighting fixtures serving parking lots shall be cut-off fixtures, as defined by the IES, thereby shielding glare. All fixtures shall direct lighting below the horizontal plane (i.e., downward) and the light source shall not be directly visible.
3. Areas designated as parking lots or passive vehicular storage areas shall be illuminated so that the average horizontal illuminance at grade level is no more than 5.0 foot-candles. The uniformity ratio (ratio of average to minimum illuminance) shall be no greater than 4:1.

4. Lighting of Gasoline Station/Convenience Store Aprons and Canopies
   a. Areas on the apron used for parking or vehicle storage away from the gasoline pump islands shall be illuminated in accordance with the requirements for parking areas set forth elsewhere in this section. If no gasoline pumps are provided, the entire apron shall be treated as any other parking area.
   b. Areas around the pump islands and under the canopies shall be illuminated so that the minimum horizontal illumination at grade level is at least 1.0 foot-candles and no more than 5.5 foot-candles. The uniformity ratio (ratio of average to minimum illumination) shall be no greater than 4:1, which yields an average illumination level of no more than 22.0 foot-candles.
   c. Light fixtures mounted on canopies shall be recessed, so that the lens cover either is recessed or flush with the bottom surface (ceiling) of the canopy, and/or is shielded by the fixture or the edge of the canopy.
   d. Lights shall not be mounted on the top or fascia of the canopy, and the fascias of the canopy shall not be illuminated.

5. Lighting of Exterior Display/Sales Areas
   a. Areas designated, as exterior display/sales areas shall be illuminated so that the average horizontal illumination at grade level is no more than 5.0 foot-candles. The uniformity ratio (ratio of average to minimum illumination) shall be no greater than 4:1. The average and minimum shall be computed for only that area designated as exterior display/sales area.
   b. Light fixtures shall meet IES definitions for cut-off fixtures, and shall be located, mounted, aimed, and shielded so that direct light is not cast onto adjacent streets or properties, nor skyward.
   c. Fixtures shall be mounted no more than 16 feet above grade, and mounting poles shall be located either inside the illuminated area or no more than 10 feet away from the outside edge of the illuminated area.

6. Building Facades may be illuminated according to the following guidelines:
   a. The maximum illumination on any vertical surface or angular roof surface shall not exceed 5.0 foot-candles.
   b. Lighting fixtures shall be carefully located, aimed, and shielded so that light is directed only onto the building facade. Lighting fixtures shall not be directed toward adjacent streets or roads, nor skyward.
c. Lighting fixtures mounted on the building and designed to “wash” the facade with light are preferred. To the extent practicable, lighting fixtures shall be directed downward, below the horizontal plane.

7. Areas within parks or along walkways and bikeways to be illuminated shall not exceed an average level of 1.0 foot-candle. Lighting fixtures shall be designed to direct light downward.

8. Lighting installations shall include timers, dimmers, sensors, and/or other energy-saving technologies to reduce overall energy consumption and eliminate unneeded lighting. The Planning Board reserves the right to set the hours for lighting.

9. Plans for signs shall also include drawings of all relevant building elevations showing the fixtures, the portions of the walls to be illuminated, the illumination levels of the walls, and the aiming points for any remote light fixtures.

4.6 DRAINAGE AND STORMWATER MANAGEMENT

The importance of natural drainage patterns is recognized in these regulations. Increases in off-site drainage may cause flood damage or detrimental impact to watersheds and their environmentally sensitive areas. Decreases in off-site drainage may cause detrimental impacts to on and off-site water dependent habitat and destruction of wetlands. Sedimentation and erosion can also impact environmentally sensitive regions and habitats, and cause property damage for neighboring property owners, and roadways. Calculations, plans and detail drawings may be consolidated into a single drainage plan and supplemental report.

1. Developments shall not increase, decrease, modify, or alter the normal patterns of off-site drainage, or increase the erosion or sedimentation caused during the development of the site and/or by the eventual development itself. The applicant shall provide for and maintain methods that eliminate any detrimental downstream effect to other properties.

2. Development shall not increase the amount of erosion and sediment in surface waters. For significant or complex developments, the Planning Board shall require a plan to address these issues. The Planning Board will not accept final calculations that have not been reviewed and approved by the Town’s Consulting Engineer.

3. The applicant shall submit a Drainage, Sedimentation and Erosion Control Plan to the Planning Board as part of a Site Plan Application for any tract of land being developed where one or more of the following conditions are proposed or present. Standard agricultural and timber harvesting practices are exempt from this regulation.
   a. A cumulative disturbed surface area exceeding 30,000 square feet.
   b. Construction of a street, road, or driveway
   c. Disturbance to environmentally sensitive areas including wetlands, wetland buffers or steep slopes.

4. The Planning Board may waive the requirement for all or part of a Drainage, Sedimentation and Erosion Control Plan if Board determines that a plan is unnecessary because of the size
character, and/or natural condition of a site. All requests for waivers and action thereon shall be made in writing, in accordance with Section 9.

5. Stormwater drainage shall be calculated for pre and post-construction for storms of twenty-four (24) hour duration with a minimum return frequency of once in two years (2-year storm), once in ten years (10-year storm), and once in twenty-five (25) year storm using the “Rational Method,” Technical Release 20 (TR 20), or Technical Release 55 (TR55), developed by the USDA National Resources Conservation Service.

6. Impervious surfaces from developments alter the natural hydrologic cycle by discharging storm water directly to streams, or other water bodies, rather than allowing it to infiltrate through the soils and groundwater. New developments shall maintain existing recharge rates to preserve ground water levels and stream base flows. Existing developed areas shall maintain existing recharge rates and shall increase recharge rates as much as is feasible, as determined by the Planning Board upon recommendation of the Town’s consulting engineer.

7. For new development, the volume of off-site discharge after project development shall not exceed the volume of discharge before development for the 10-year storm event. The peak rate of discharge after project development shall not exceed the peak rate of discharge before development for the 2-year, 10-year and 25 year storms. On-site retention or detention facilities shall be provided as necessary to manage the off-site flows, and to prevent the overloading of existing downstream facilities.

8. To prevent premature failure, the design of stormwater treatment devices relying on infiltration shall include a pre-treatment device or method that will trap sand and sediments, as well as oil and gas pollutants. Pre-treatment facilities must be designed to accommodate a minimum of one-years’ worth of sediment and shall be located to be easily inspected and maintained.

9. Water Quality Treatment - The volume of water to be treated shall be the first one (1) inch of runoff from the total impervious surface area. The design and construction of water quality treatment facilities shall conform to the NHDES Alteration of Permit (AOT) design standards, as most recently adopted.

10. All required drainage improvements and/or facilities shall be designed to accommodate a 25-year storm event.

11. Any off-site improvement necessitated by the development will have to be secured and completed prior to the construction of the development.

12. In addition to the information listed above, the following shall be included as part of stormwater management plans.
   
a. The effects of stormwater discharge on downstream drainage facilities.

b. Methods and provisions to eliminate any overload or significant impacts to downstream facilities.

c. Drainage or flowage easements.

d. Construction details including retention/detention ponds.
e. Appropriate accommodation of existing and potential upstream drainage.

f. Appropriate methods to extend and/or connect the proposed drainage system to adjacent land whether or not such land is developed.

4.7 SUBSURFACE SEWAGE DESIGN STANDARDS

No site plan shall be approved where the site does not meet the minimum standards imposed by the New Hampshire Department of Environmental Services and the design standards for sewage systems herein.

1. All systems must be designed and constructed in accordance with the most recent edition of Subdivision and Individual Sewage Disposal System Design Rules as published by the New Hampshire Department of Environmental Services (NHDES) pursuant to (Env-Wq 1003.01 (d)).

2. A contiguous area of 4,000 square feet, or larger per Env-Wq 1014.01, as amended, suitable as a receiving layer for a leaching system shall be shown on the site plan.

3. The entire 4,000 square foot area must meet or exceed all applicable regulations, local, state or federal, for the installation of a septic system. No portion of the contiguous area must be unavailable for the installation of a septic system for any reason.

4. Each site or lot proposed for development shall have at least two test pits, separated by at least fifty (50) feet. The test pits shall establish the suitability of the receiving layer for the septic system. Both test pits and the percolation test area must be located within the 4000 square feet or larger area.

5. A hydro-geological study, as described in Section 4.8, shall be required for a development where a septic system is being designed to accommodate 2,500 gallons per day, or more.

6. Subsurface sewage disposal systems under 2,500 gallons/day must be designed by a septic system designer, licensed in the State of New Hampshire, or a civil or sanitary engineer licensed in the State of New Hampshire.

7. Systems over 2,500 gallons/day or 600 gallons/day on ledge lots shall be designed by a permitted designer who is also a civil or sanitary engineer licensed in the State of New Hampshire.

4.8 WATER SYSTEM DESIGN STANDARDS

The provision of an on-site water supply shall conform to criteria of the New Hampshire Department of Environmental Services. It shall be the responsibility of the applicant to provide sufficient and complete information to prove that the site is able to permit the installation of both individual on-site water supply and sewage disposal systems.

1. A Hydro-geological Study shall be required for any well or group of wells within a development based on full buildout with a combined withdrawal of over 10,000 gallons per day.

2. The Site Plan shall show the entire well radius protection area as required by the NHDES. The entire required well radius should be located within the boundaries of the subdivision.
3. Where the well radius may encroach onto abutting properties, a well radius easement shall be supplied by the applicant which permanently protects the existing or proposed well.

4. A Hydro-geological Study shall provide at a minimum the following:
   a. A hydrologic mapping of local groundwater flow, aquifer characteristics, including but not limited to elevation, transmissivity and boundaries.
   b. Existing background water quality.
   c. The location of abutter water supply wells and septic systems.
   d. The location and capacity of proposed septic systems.
   e. Estimates of the transport of contaminants from any septic systems or industrial sources at the property boundary and at the abutter’s water supplies.

5. The hydrologic studies shall be performed by a qualified hydrologist, hydrogeologist or professional geologist licensed in the State of New Hampshire.

6. All water testing is to be performed at EPA approved laboratories.

4.9 FIRE PROTECTION AND EMERGENCY ACCESS
All developments shall make adequate provision for fire apparatus to access buildings and structures to allow for effective emergency rescue and fire protection.

1. Fire access shall be provided through an unobstructed fifteen (15) foot wide corridor from an accessible paved area to the main walk-in access point of any building or structure over 2,000 square feet in gross floor area.

2. All uses proposed within a development shall be required to conform to the applicable standards for automatic fire suppression systems contained within the State Building Code as well as applicable NFPA requirements for fire suppression systems. One and two family residential structures are exempt from the requirement to provide automatic fire suppression systems pursuant to RSA 674:36 IV.

3. Fire lanes shall be provided for any of the following structures which are not completely protected by an approved automatic fire suppression system:
   a. All residential structures except for one and two family structures.
   b. All non-residential structures two (2) or more stories in height and all non-residential structures containing over 4,000 square feet of gross floor area.

4. Fire lanes shall be at least twenty-four (24) feet wide and be located along the side of the building or structure which has walk-in access to the interior of the structure. Fire lanes shall be located along one longitudinal side of the structure for a minimum of two-thirds (2/3) of the building length. Required fire lanes shall be located parallel to the ridge line of the building, or eave line of a flat roof, so that the mid-point of the fire lane is perpendicular to the mid-point of the structure.
5. Fire lanes shall be capable of supporting axle loads of eighteen (18) tons and shall not exceed five (5) percent slopes.

6. Fire lanes shall be posted with signs and/or pavement markings.

7. Fire lanes, where separated from the building or structure by parking spaces, shall be provided with fifteen (15) foot corridors between parking spaces to each walk-in entrance to the building. At a minimum one (1) fire access through the parking shall be provided for each building and no less than one (1) fire access be provided for each eighty (80) feet of fire lane. Fire lanes shall be set back from the wall of the building or structure a minimum of 15’ for a one and two story structure and twenty-five (25) feet for structures greater than 25’ in total height.

8. Where access to a proposed development is proposed through a gated driveway, access gates shall be constructed to standards for gates with preemption control established by the Town of Epsom Fire Department. A permanent means to assure maintenance acceptable to the Planning Board shall be created to maintain the gated access.

9. Where emergency access is proposed by way of a secondary gated driveway, an emergency access gate shall be constructed to standards for gates with preemption control established by the Town of Epsom Fire Department and shall be maintained in perpetuity. A permanent means to assure maintenance acceptable to the Planning Board shall be created to maintain the emergency access, including snow removal.

4.10 PRIVATE UTILITIES
All Site Plans shall make adequate provision for non-municipal utilities as may be necessary and appropriate for the proposed development. The applicant is responsible for all coordination with the utility companies to assure that non-municipal utilities are installed in accordance with plans approved by the Planning Board pursuant to these regulations.

The following standards shall govern the design and construction of the non-municipal utilities for a site plan.

1. All utility facilities including, but not limited to gas, electric power, telephone, telecommunication, and CATV cables, shall be located underground throughout the proposed development.

2. Whenever existing utility facilities are located above ground, except where existing on public roads and rights-of-way, they shall be removed and placed underground.

3. Service connections to the non-municipal utilities shall be constructed to the standards established by the private utility company responsible for the service.

4. Where private utility services need to be constructed within public street rights-of-way, they shall be constructed and located in accordance with the Town of Epsom Subdivision Standards in local roads, and subject to the requirements of the NH DOT in state and federal highways and rights-of-way.
4.11 CONTROL OF NOISE, ODOR AND BLASTING
The applicant shall conform to all Town of Epsom, State and Federal regulations in regard to nuisance related impacts including those associated with noise, odor, blasting, etc.

To avoid undesirable and preventable elements of pollution such as noise, smoke, soot, particulate, or any other discharges into the environment that might prove harmful or a nuisance to persons, structures, groundwater, or adjacent properties, the applicant will employ the best standards and technology generally available at the time.

4.12 COMMUNITY CHARACTER IN DESIGN
The purpose of these regulations is to establish a unique identity for the Town of Epsom to distinguish it from the other communities along both US 4/NH202/NH9 and NH 28 pursuant to RSA 674.44,II(a) and (b) along with RSA 674.2,III(k). These corridors are the location for major commercial, employment, and tax base growth in the community. These regulations are intended to enhance the appearance of the corridor, while promoting economic development and improving the consistency of review of applications for new development, change of uses, redevelopment/expansions and modifications to existing buildings and structures, signs and commercial sites in general.

1. Appearance factors to be considered are:
   a. Conformance to Special Design Requirements incorporated herein.
   b. Architectural character of the buildings.
   c. Material and color selections.
   d. Internal and external harmony and compatibility.
   e. Lighting design.
   f. Signage.
   g. Integration of landscaping and buffer areas.
   h. Retention, alteration, or removal of existing structures and site features.
   i. How well the new development fits within the existing site and neighborhood.

2. Incorporating “Community Colors” in buildings, structures and signage. The following community colors, as identified in the Historic New England Historic Colors of America Color Guide, are required to be incorporated into development projects as defined herein. The following colors were adopted by the Epsom Planning Board at their July 10, 2019 meeting.
   a. Stagecoach – Pantone 7628CP or equivalent;
   b. Knightly Straw – Pantone 155CP or equivalent;
   c. Tory Blue – Pantone 7699C or equivalent;
   d. Brookside – Pantone 3305CP or equivalent;
   e. Jewett White – Pantone 4545CP or equivalent;
f. Parsnip – Pantone – Warm Gray 1C or equivalent;
g. Brownstone – Pantone 478CP or equivalent.

The colors noted above can be viewed on the following web site.
https://www.pantone.com/color-finder

3. The “Community Colors” shall be incorporated into the pole covers of signs, sign edges, sign cabinets including those for individual letters, and borders of each sign visible from US 4/US 202/NH 9 and NH 28. The community colors shall be used in an appropriate locations and harmoniously, which will enhance the Towns appearance, and improve the overall appearance of the site, and the highway corridors.

4. All signs shall either have a brick or stone base (may be veneer only) a minimum three (3) feet high, and all signs shall have pillars or posts, equivalent to, at a minimum, 25% of the width of the sign, metal pole covers in the community colors maybe used to meet this requirement.

5. Each sign shall consistently utilize the community colors in pillars, pole covers, sign cabinets, and edges of individually mounted letters, and for sign borders or backgrounds. Borders are to be provided between three (3) and six (6) inches in width around all solid signs, or sign cabinets.

6. The signs shall otherwise conform to the Town of Epsom Zoning Ordinance.

7. The Planning Board may require changes in the design of the sign to eliminate fluorescent or excessively bright colors.

8. Along the frontage of the highways US 4/NH 9 and NH 28 a continuous twenty foot (20) wide landscape area shall be provided except for regulated wetlands and protected conservation areas. This strip may be reduced to five (5) feet in width along twenty (20) percent of the non-wetland or conservation frontage to allow for the display of vehicles and other materials sold or manufactured on the premises.

9. Where the buffer is a minimum of twenty (20) foot wide a continuous three (3) foot tall screen shall be provided parallel to the highway which may consist of stone or brick walls (maybe surface only), white picket fences, or solid evergreen hedge. Said screen shall be eighty (80) percent opaque at all times, the screen may consist of a combination of said materials along the frontage, but need not be provided along wetland (or protected conservation) frontage where the existing vegetation is preserved.

10. Trees shall be planted at an average of 1 per 200 hundred square feet of buffer, but may be clustered, 25% of the trees must be evergreen, and no more than 25% may be ornamental trees. Existing preserved trees within thirty (30) feet of the property line, not in a wetland or protected conservation area, may count for the required tree plantings. The mixture of deciduous and evergreen vegetation shall be utilized so that the buffer area has a year-round visual presence. Low, flowered plantings shall be provided in the landscape strip where it is reduced below twenty (20) feet.
11. If development on the site is to be phased, the undeveloped and uncleared areas of the property need not be provided with the required screen until that portion of the site is developed or cleared.

12. The “Community Colors” shall be incorporated into the design of buildings, outbuilding, or accessory structures. The community colors need to be incorporated into the design of the buildings and structures, and maybe used for the bulk of the walls, with contrasting trim, as trim colors, as part of canopies, Porte-de-cochere, mansards, pilasters, color bands, or facias. A minimum of ten (10) percent of the total wall area, including facias and mansards must be in the “community colors”.

13. Maintenance. The owner of site shall maintain the site and buildings in good condition.

14. The Planning Board may allow for the developer to phase to the required “community appearance” requirements described in this section if the applicant provides a reasonable justification, a reasonable time frame for the completion of the improvements, and a financial security. The amount and type of security shall be as established by the Planning Board after approval by the Town Attorney and shall be accompanied with an agreement to be recorded in the Merrimack County Registry of Deeds acceptable to the Planning Board and the Town Attorney.

15. The following architectural treatments shall govern the construction of buildings and structures.

   a. Traditional building materials shall be used (including, but not limited to: clapboards, shingles, vertical board, brick, and stone).

   b. Roofs shall be pitched. Gable or hip roofs are most preferred. Shed and gambrel style roofs are also acceptable. All roofs must have appropriate overhangs. Roofs shall be covered with naturally weathering wood shingles or composition shingles with neutral tones.

   c. Balconies, decks, covered porches, decorative shingles, bracketed eaves, columns, balustrades, towers, turrets, skylights, and arches are among the details to be considered. All features and details should be in proportion with the building. Metal, fiberglass, and plastic awnings are not acceptable.

   d. Windows and doorways shall be encased with trim; decorative trim is preferred.

   e. Corner boards along with both horizontal and vertical trim is encouraged to break up large building masses.

   f. Fences made of traditional New England materials are encouraged (e.g. picket, split rail, wrought iron, brick, stone).
SECTION 5: WAIVERS

5.1 GENERAL
The Planning Board may waive any of the requirements of this regulation (RSA 674:44 III (e). The basis for any waiver granted by the Planning Board shall be stated in the minutes. The Planning Board may only grant a waiver if it finds, by majority vote, that:

1. Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the 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.

3. In granting waivers, the Planning Board may impose such conditions as it deems appropriate to substantially secure the objectives of the standards or requirements of this ordinance.

5.2 PROCEDURES
The applicant shall submit a request for a waiver in writing with the application for Planning Board Review. The request shall state fully the grounds for the waiver and all of the facts relied on by the applicant. The Planning Board has the discretion to deny any request for waiver which is not in writing.

5.3 MINOR APPLICATIONS
In situations where a change of use occurs only within an existing building, or only a small increase in square footage of building area is proposed of less than 500 square feet, or a small increase in impervious surface is proposed of less than 2,000 square feet, the Planning Board can elect to reduce the amount of information required to the minimum necessary to ascertain if there are any impacts associated with the site plan application. The Planning Board may require additional information as a condition of approval of a minor site plan application.

SECTION 6: ADMINISTRATION AND ENFORCEMENT

6.1 FEES FOR THIRD-PARTY REVIEW AND SPECIAL INVESTIGATIVE STUDIES
The Planning Board is empowered under RSA 676:4, I(g) and RSA 673.16, II to request special investigative studies and to impose reasonable fees to cover its administrative expenses and the costs of third party review of impact and investigative studies, the review of documents, site and construction plan drawings, and the review of other matters which may be required by a particular site plan application.

1. All special studies and third party reviews shall be performed at the applicant’s expense. The scope of services shall be approved by the Planning Board prior to the commencement of any application review, or a consultant to perform a third party review, to perform a special study or to review all or part of an application. The Planning Board shall approve the scope and cost estimate for the proposed services.

2. No work may commence until the applicant has deposited with the Town, in a special account for this purpose, funding in the amount equal to 125% of the estimated cost of services. Any funds not expended for the special study or third party review shall be returned to the applicant or successor in title.
3. Additional fees shall be assessed upon reaching the upper limit of the escrow account. Additional expenses may be justified for the following reasons:
   a. The applicant or the Planning Board expands the scope of services; the applicant substantially amends the application;
   b. Additional meetings involving the consultant(s) are requested by the applicant; the consultant’s appearance is requested at meetings of the Planning Board, Board of Selectman, Conservation Commission, or Zoning Board of Adjustment beyond what was initially anticipated; or, the consultant’s attendance is required at meetings with regional, State, or Federal agencies or boards, which were not anticipated in the earlier scope of services.

6.2 SUBSTANTIAL COMPLETION AND PERFORMANCE
The applicant shall construct and complete all required building and site improvements to a level of Substantial Completion before a Certificate of Occupancy Permit can be issued.

1. Substantial Completion shall mean under the terms of RSA 674:39, and unless otherwise specified in the Notice of Decision, at least 50% of the total public and private improvements approved by the Planning Board must have been completed. Cost estimates prepared by the Town Assessor and Town’s consulting engineer may be used to ascertain if the 50% level has been reached expended. A final decision on vesting rests with the Planning Board.

2. Once Substantial Completion of the improvements has occurred in compliance with the approved Site Plan, the rights of the owner or the owner’s successor in interest shall vest and no subsequent changes in site plan regulations, or zoning ordinances, except impact fees adopted pursuant to RSA 674:21 and 675:2-4, shall operate to affect such improvements.

3. If Substantial Completion of the improvements has vested the approval of the project, but the remainder of the approved project remains incomplete, and no significant construction activity has occurred after five (5) years from the date the site plan has expired, then the applicant cannot proceed to complete the improvements until an entirely new site plan with appropriate fees is submitted, reviewed and approved by the Planning Board. If a question exists whether or not significant development has occurred, this decision rests with Planning Board after first hearing reports from Town officials and the owner, if available.

4. The Planning Board may review the new site plan approval for consistency with current zoning and other land use regulations, and may modify any conditions of the original approval, including the requirement of off-site improvements. Any pre-construction conditions placed on the approval must be complied with prior to the restart of construction on the site.

6.3 PERFORMANCE GUARANTEES
The Planning Board may require the posting of an improvement guarantee (refer to RSA 674:44) in such amount and form as specified below, as is reasonably necessary to ensure the proper installation of all on and off-site improvements required as conditions of approval.
6.4 FORM OF GUARANTEE
Performance guarantees may be provided by a variety of means that shall be approved as to form and enforceability by the Planning Board and Town Solicitor. Acceptable forms of performance guarantees may include, at the Planning Board’s discretion:

1. Security Bond: The applicant may obtain a security bond from a surety bonding company authorized to do business in the State of NH and is acceptable to the Town Solicitor.

2. Escrow Account: The applicant may deposit cash or other instruments readily convertible into cash at face value, either with the municipality, or in escrow with a bank.

3. Letter of Credit from a bank authorized to do business in the State of New Hampshire.

6.5 RELEASE OF GUARANTEE
Upon substantial completion of all required improvements, the developer shall notify the Planning Board of the completion or substantial completion of improvements, and shall send a copy of such notice to the Board of Selectmen. The Zoning Compliance Officer, along with other appropriate town officials or third-party inspectors contracted by the town, shall inspect all improvements and shall file a report with the Planning Board recommending approval, partial approval, or rejection of such improvements with a statement of reasons for any rejection. The cost of the inspections shall be the applicant’s responsibility.

The Planning Board shall approve, partially approve, or reject the improvements on the basis of the report of the town officials. If the improvements are approved, the guarantee shall be released. Where partial approval is granted, the developer shall be released from liability only for that portion of the improvements approved.

6.6 ENFORCEMENT
These regulations shall be enforced by the Board of Selectmen, its duly authorized agent or as otherwise set forth in statute or zoning ordinance.

1. A written notice of violation shall be issued to the property owner by registered mail from the Board of Selectmen or their designated agent if they determine that conditions at the site are in violation of any of the requirements of this regulation or plans approved under this regulation and that the violation is not an immediate threat to public health and safety.

2. The notice of violation shall:
   a. Specify the actions or conditions that violate the requirements of this regulation or plans approved under this regulation;
   b. Identify what needs to be done to correct the violation(s);
   c. Specify a reasonable time frame within which the violation will be corrected; and
   d. If the tenants are different than the property owner, if possible a copy will be provided to the tenants either by regular mail or by posting on the site.
   e. A copy to be kept in the official records of the Planning Board and the Board of Selectmen.
3. Enforcement action may include, Cease and Desist Orders, in accordance with RSA 676:17-a, or Local Land Citations, in accordance with, RSA 676:17-b, or other legal remedies available to the Town of Epsom.

4. Penalties - Any person who violates any provision of the ordinance shall be subject to penalties in accordance with RSA 676:17.

6.7 AMENDMENTS
Amendments to these Site Plan Review Regulations shall be made in the same manner as these regulations were adopted and in accordance with the procedure outlined in RSA 675:6, as may be amended from time to time.

6.8 FEES
1. Application Fees – Please see the attached fee schedule.

2. Abutter Notification Fee – A fee is required to notify each abutter. Each abutter fee includes a one-time fee for the Notice for Determination of Completeness and for a Public Hearing. Additional fees will be charged for each additional required abutters notice after the initial public hearing. No additional notice is required if the Planning Board continues a public hearing to a date specific. Please see the attached fee schedule.

3. Review and inspection fees for outside consultant services. The Planning Board will contract with consultants to review all or portions of any application. This review shall be at the applicant’s expense. Please see Section 6.1.

4. The Planning Board, at its discretion, may either request an applicant to prepare Special Investigative Studies of public facilities and utilities, natural resources, environmental quality issues, or fiscal and economic impacts at the applicant’s expense or contract with a consultant to perform these studies at the applicant’s expense. Please see Section 6.1.

5. Recording fees – Fees shall be required for the recording of document including easements, agreement and/or other required documents, or as otherwise required by the Merrimack County Registry of Deeds. Please see the attached fee schedule.

6. Request for an Extension to an approved Site Plan, or further review of proposed significant amendment to an approved Site Plan will require:
   a. A new application fee;
   b. New abutter fees;
   c. New consultant review fees; and
   d. New Special Investigation Fees, if the Planning Board finds an update or new study is applicable.
SECTION 7: WORDS AND PHRASES

Words used in the present tense shall include the future; the singular number shall include the plural and the plural the singular; the word “building” shall include the word “structure”, the word “shall” is mandatory; the word “may” is permissive.

For the purpose of this chapter, the terms used herein are defined as follows:

**ABUTTER** - Abutter means any person whose property adjoins or is directly across the street or stream from the land under consideration by the Planning Board or such person as defined by NH RSA 672:3 and NH RSA 676:4. Abutters do not include property owners across a great pond as defined by the State of New Hampshire. 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 or her land will be directly affected by the proposal under consideration.

**APPLICANT** - The owner or designated agent of the owner of land proposed to be developed who seeks Planning Board approval as specified in these regulations.

**APPLICATION, COMPLETE** - An application for site plan review which contains sufficient information to invoke jurisdiction of the Planning Board. The state mandated period for review does not start until a complete application has been submitted by the applicant and accepted by the Planning Board.

**APPLICATION, SUBMISSION** - To deliver an application to the Planning Board’s Secretary for inclusion on the Planning Board’s agenda.

**ACCESSORY USE** - A use or building existing on the same lot and within the same zoning district as the principal use which is customarily incident and subordinate to the principal use, subject, however, subject to the provisions of the town’s ordinances.

**BED AND BREAKFAST** - A type of lodging facility wherein a single-family dwelling is used to provide rooming units for transient lodging and which may provide limited food service for guests or lodgers.

**BUFFER ZONE** - Land area used to visibly separate one use from another or to shield or block noise, light or other nuisances. Buffer zones may include such things as fences, walls or berms as well as shrubs and trees.

**BUILDING** - Any structure used or intended for supporting or sheltering any use of occupancy. The word "building" shall include the word "structure" unless the context unequivocally indicates otherwise. "Building" shall also mean any three-dimensional enclosure by any building materials of any space for use or occupancy, temporary or permanent, and shall include foundations in the ground, and all parts of any kind of structure above ground, except fences and field or garden walls or embankment retaining walls. Such “building” includes open porches, open breezeways and any other roofed areas. This in no way is to be construed to include a trailer, mobile home or any other like product.

**BUILDING INSPECTOR** - The Zoning Compliance Officer, or other individual town official designated by the Town of Epsom, to enforce building codes and development regulations.

**BUILDING PERMIT** – A permit issued by the Zoning Compliance Officer, or other individual town official designated by the Town of Epsom that authorizes the construction, repair, alteration or addition to a structure.
CERTIFICATE OF COMPLETION – A written report prepared by the Zoning Compliance Officer, or other individual town official designated by the Town of Epsom, certifying that a development has been constructed in conformity with the Site Plan approved by the Planning Board.

CERTIFICATE OF OCCUPANCY (CO) - A document issued by the Zoning Compliance Officer, or other individual town official designated by the Town of Epsom, allowing the occupancy or use of a building and certifying that the structure or use has been constructed or will be used in compliance with all the applicable town ordinances and regulations.

CERTIFIED WETLAND SCIENTIST - A person qualified to identify and delineate jurisdictional wetlands that is certified and licensed under applicable laws of the State of New Hampshire.

CONDOMINIUM - For the purpose of these regulations, the definition of condominium will be consistent with the provisions of RSA 356-B.

CHANGE OF USE - Where a new or additional use is proposed on a site, building or structure which falls into a different use category in the Town of Epsom Zoning Ordinance.

DATE OF FINAL APPROVAL - The date when the Planning Board, either approves, approves with conditions, or disapproves a site plan.

DISTURBED OR CLEARED AREAS - All land areas proposed on-site and off-site where the ground surface is to be or has been disturbed by grading, filling, or excavation to support development activity, including all areas where construction materials may be stored, or where construction activity has been staged or supported.

DEED RESTRICTION - See Restrictive Covenant.

DRIP LINE - An imaginary vertical plumb line that extends downward from the tips of the outermost tree branches and intersects the ground.

DRIVEWAY - A private way providing access for vehicles from a parking space, a garage, or other structure on a lot to a public or private street. The term includes the words drive, access way, private drive, common drive, or any combination of the above words.

DRIVE THROUGH FACILITY - A building, structure or portion thereof which is accessible to motor vehicles and is designed to allow the rendering of services or delivery of products directly to a customer who is seated in a motor vehicle.

DWELLING - A structure or portion thereof which is used exclusively for human habitation.

DWELLING, MULTI-FAMILY - A dwelling containing three (3) or more dwelling units.

DWELLING, SINGLE FAMILY - A detached building containing one (1) dwelling unit only.

DWELLING, TWO FAMILY - A building containing two (2) dwelling units. Two family dwellings are also referred to as duplexes.

DWELLING UNIT - One or more rooms, designed, occupied or intended for occupancy as separate living quarters, with cooking, sleeping and sanitary facilities provided within the dwelling unit for exclusive use of a single family maintaining a household.
**EASEMENT** - Authorization by a property owner for the use by another for a specified purpose of any designated part of their property. The right or privilege that a person may have in another person’s property usually, but not exclusively, for the purposes of installing and maintaining utilities, drainage ways, or pedestrian and vehicular access.

**ESCALW** - A conditional delivery of money by an applicant to a bank to be held until such time as the conditions of the terms and conditions of the Site Plan Approval have been satisfactorily complied with.

**FAMILY** – Either:

1. Individuals occupying a dwelling unit and living together as a single housekeeping unit provided that all members are related by blood, marriage or adoption and including necessary domestic help and no more than two (2) lodgers or roomers; or

2. Any number of unrelated individuals living together as a single housekeeping unit, provided that not less than three hundred (300) square feet of habitable floor space is provided for each occupant.

**FINANCIAL GUARANTEE** – Letter of Credit, Performance Bond or cash held in escrow accepted by the Planning Board as a guaranty that improvements required as part of a site plan review approval are satisfactorily completed.

**FLOOD HAZARD AREA** - That portion of land, as designated on the most current Flood Insurance Rate Maps or on the Flood Boundary and Floodway maps of the Town of Epsom.

**FLOOR AREA** - The sum of the gross horizontal areas of all floors of any building or buildings on a lot measured from the exterior walls. “floor area” shall include any basement or attic areas designed and suitable for human occupancy Including interior balconies, mezzanines, enclosed porches or terraces, and all other areas with a structural head room of at least seven (7) feet.

**FRONTAGE** - The linear distance measured along the front lot line between the points of intersection with the side lot lines for the purpose of access. For the purpose of measurement, lot frontage shall be a continuous line measured along the joining boundary of the front lot line and a public right-of-way. Frontage along cul-de-sacs shall be measured along the arcs of the right-of-way between the points of intersection with the side lot lines.

**GRADE** - The slope of natural or altered ground, site, or pavement specified in percentage (%) terms. Used as a design standard for roads, parking lots, access aisles, driveways, drainage ways, and other physical improvements.

**GROUND COVER** - Grasses, plants, and landscaping grown to keep soil from being blown or washed away.

**GOVERNMENTAL LAND USE** - A use of land by a governmental agency, as defined in NH RSA 674:54.

**IMPERVIOUS SURFACE** - Surfaces within a lot which do not absorb water, consisting of all buildings, structures, parking areas, driveways, roads, sidewalks, and any area paved with concrete, brick, asphalt, or other similar material, including gravel or stone dust parking lots or driveways.
**INVASIVE SPECIES** - Includes those plant species listed on the “New Hampshire Prohibited Plant Species” list promulgated by the New Hampshire Department of Environmental Services.

**HAZARDOUS MATERIALS** - In accordance with RSA 147-B:2, Definitions, those substances or materials in such quantities and form which may pose an unreasonable risk to health and safety or property or when transported in commerce by all modes, and which may include but are not limited to explosives, radioactive materials, etiologic agents, flammable liquids or solids, poisons, oxidizing or corrosive materials, and compressed gases which are listed by the Materials Transportation Bureau of the United States Department of Transportation in Title 49 of the Code of Federal Regulations, as amended.

**HOTEL OR MOTEL** - A type of lodging facility that is a commercial establishment containing rooming units for transient lodging which routinely provides additional services such as restaurants, meeting rooms and recreational facilities serving both guests and lodgers as well as the general public. Includes an INN but not a Bed and Breakfast.

**LICENSED ARCHITECT** - An architect properly licensed by the State of New Hampshire.

**LICENSED ENGINEER** - An engineer properly licensed and registered in the State of New Hampshire.

**LICENSED LANDSCAPE ARCHITECT** - A landscape architect properly licensed by the State of New Hampshire.

**JUNK** - Any iron, steel, and other old or scrap ferrous or nonferrous material; glass; rags; paper products; rubber products; plastic products; two or more unregistered motor vehicles for use on the highways which are not stored within a structure nor capable of passing a state motor vehicle safety inspections, or used parts and materials of motor vehicles, the quantity of which shall be equal in bulk to two or more vehicles; and any other secondhand articles the accumulation of which is detrimental or injurious to a neighborhood; or materials or items which are included in the definition of the contents of a "junk yard" in RSA 236:112, Definitions, or in the definition of "junk" in RSA 236:91, Definitions.

**JUNKYARD** - An open area where junk, waste, used or secondhand materials are brought, sold, exchanged, stored, baled, packed, dissembled or handled, including but not limited to scrap iron and other metals, paper, rags, rubber tires and bottles. The term “junkyard” shall not include uses established entirely within enclosed buildings, but the term does include the storage, processing and shipment of recycled materials when all or portions of the activity occurs outside an enclosed building.

**LETTER OF CREDIT, IRREVOCABLE** - A conditional delivery of money by an applicant to nominee mutually agreeable to the Planning Board and the applicant. The holder of the money will retain the money until release is authorized by the town or the money is “called” that is transferred to the Town of Epsom. The money will be called by the Town if the applicant does not obtain a Certificate of Completion from the town prior to the expiration date of the security. Upon the expiration date, the money will be transferred to the town.

**LICENSED LAND SURVEYOR** - A land surveyor properly licensed and registered in the State of New Hampshire.

**LOT LINE** - A line of record bounding a lot which divides one lot from another lot or from a public or private street or any other public space.
**MAINTENANCE GUARANTY** - An irrevocable letter of credit accepted by the town to assure that necessary improvements will function as required for a specific period of time.

**MAINTENANCE AND REPAIR** – Work performed on a building or structure that is necessary to insure compliance with applicable building and safety codes, and in a manner which does not alter the size, shape, or appearance of said building or structure.

**MASTER PLAN** - The plan or any portion thereof adopted by the Planning Board for the coordinated physical development, including, among other things, plans and programs regarding the location, character and extent of highways, transportation routes, bridges, public buildings or uses, utilities, schools, residential, commercial or industrial land uses, parks, forests, dams, drainage facilities and projects affecting the conservation of natural resources of the town.

**MANUFACTURED HOUSING** - A detached residential dwelling unit conforming to the definition of manufactured housing as contained in RSA 674:31, Definition. A travel trailer, or recreational vehicle shall not be classified as a residential unit under the terms of these regulations.

**OFFICIAL SUBMITTAL DATE** - An application shall be considered officially submitted only at the regular meeting of the Planning Board following the completion of the appropriate application procedure.

**OWNER** - Any person, group of persons, firm or firms, corporation or corporations or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be developed under these regulations.

**PLANNING BOARD** - The Planning Board of the Town of Epsom. Also referred to as the Board.

**PUBLIC HEARING** - A public meeting announced and advertised in advance with the public given an opportunity to talk and participate.

**PUBLIC MEETING** - Any duly advertised scheduled meeting of the Planning Board.

**RECREATIONAL TRAILER** - The following shall be considered recreational trailers for the purposes of these regulations:

1. Camping or Tent Trailer. A non-motorized structure mounted and moved on wheels, used as a temporary dwelling for travel, recreation and vacation, and which is designed to be compressed or compacted in volume for travel and storage.

2. Travel Trailer. A non-motorized, portable structure built on a chassis, designed as a temporary dwelling for travel, recreation and vacation, and having body width not exceeding eight and one-half (8½) and a body length not exceeding thirty-two (32) feet.

**RECREATIONAL VEHICLE** - The following shall be considered recreational vehicles for the purposes of these regulations:

1. Motor Home or Coach. A portable, temporary dwelling used for travel, recreation, and vacation, constructed as an integral part of a motor vehicle, and which is designed to be registered and inspected for road use.

2. Pick-Up Coach. A structure used as a temporary dwelling for travel, recreation and vacation, and which is mounted on a truck chassis that is designed to be registered and inspected for road use.
REGISTERED PROFESSIONAL GEOLOGIST - A geologist properly licensed and registered in the State of New Hampshire.

RESTRICTIVE COVENANT - A restriction on the use of land usually set forth in the deed.

SETBACK LINE - The line that is the required minimum distance from the street right-of-way line or any other lot line that establishes the area within which the principal structure must be erected or placed.

SIGN - A sign as a name, identification, description, display or illumination which is affixed to or painted or represented, directly or indirectly, upon a building, structure or piece of land and which directs attention to an object, product place, activity, person, institution, organization or business.

SITE RELATED IMPROVEMENTS - All off-site and on-site improvements or land dedications which the Town may legally request an applicant to construct or dedicate to the Town as a condition of the issuance of a site plan approval, including without limitation:

1. New access roads leading to the new development.
2. Driveways and roads within the new development.
3. Acceleration and deceleration lanes, right and left turn lanes, intersection improvements, and other improvements to public roads leading to the roads and driveways referred to in (a) and (b) that are necessitated by the new development.
4. Traffic control measures for the roads and driveways referred to in (a) and (b).
5. Sidewalks, curbing, drainage improvements, walls and fences, landscaping, and berms on-site or within the new development’s frontage and existing public or private streets.
6. All other facilities that are necessitated by the new development to the maximum extent that applicable law allows the cost or construction of such facilities to be imposed on or assessed against the applicant.

STREET -- A public or private way which is intended to provide vehicular access to two (2) or more lots and/or to two (2) or more primary buildings and which may or may not be continuous. Also included are terms such as avenue, boulevard, road, private road, lane, alley, highway, viaduct, freeway, court, way, and drive.

STREET, ARTERIAL - A street designed or utilized primarily for high vehicular speeds or heavy volumes of traffic on a continuous route, with intersections at grade, and which may have direct access to abutting properties and on which geometric design and traffic control measures are used to expedite the safe movement of through traffic.

STREET, COLLECTOR - A street which carries or is proposed to carry intermediate volumes of traffic from local streets to arterial streets and which may or may not be continuous.

STREET, LOCAL - A street used primarily for access to abutting properties providing for minimum speeds and traffic volumes. Also referred to as minor or secondary streets.

STRUCTURE - Anything constructed, the use of which requires permanent or temporary location on or in the ground or water, or attachment to something having permanent or temporary location or in the
ground or water, including but not limited to, stationary or portable carports, swimming pools, tennis courts, utility and light poles, utility pads and equipment, etc.

**WIRELESS TELECOMMUNICATION EQUIPMENT** - Any antenna, satellite dish, microwave dish or equipment used for the receiving, relaying or transmitting of radio, telephone, television or any other electromagnetic based communication or data transfer; or any tower, pole or structure supporting such equipment.

**WETLAND** - An area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Methods for identifying and mapping wetlands shall utilize the procedures outlined in the Army Corp of Engineers Wetlands Delineations Manual 1987 and the Regional Field Indicators for Identifying Hydric Soils in New England 1995. A certified wetland scientist shall perform the wetland delineation. Wetlands generally include, but are not limited to, lakes, rivers, streams, ponds, swamps, marshes, bogs, vernal pools, and similar areas.

**ZONING ORDINANCE** - The Zoning Ordinance of the Town of Epsom, New Hampshire.

**ZONING BOARD OF ADJUSTMENT** - The Zoning Board of Adjustment of the Town of Epsom, as provided in the New Hampshire Revised Statutes.

**SECTION 8: SPECIAL LAND USES**

The following standards apply to specific land uses which have either unique site requirements or have the potential to create nuisances, result in the emission of pollutants and toxic materials, and can adversely impact neighboring land uses and the community in general.

**8.1 JUNKYARD REGULATION**

The purpose of this section is to address design requirements in addition to the general requirements of these regulations relative to site planning of a junkyard, where such use poses an increased possibility of degradation of the environment by customary conduct of operations or associated vehicular traffic.

1. All junkyards shall be effectively screened on all sides by appropriate natural, topographic, or artificial screening methods so as to afford visual barriers to the area of the premises where junk is kept. No materials, junk, or reconditioned vehicles or equipment shall be located outside of the screened areas.

2. A minimum of 50 (fifty) foot buffer zone shall be provided from the property line of the site to the designated junkyard operations and storage area within the site. This buffer may be sufficient as screening required above. Customer parking may be allowed within the 50 (fifty) foot buffer if adequate screening can still be provided.

3. The entrance to the junkyard operation and storage area shall be effectively gated and screened to provide both a secure and visual barrier. Access shall be designed to allow such as tractor-trailers, wreckers, and retail sales traffic. The salvage area shall be separate from customer parking locations.
4. In addition to general requirements of this Regulation, the site plan of a junkyard shall include the following:

   a. Initial receiving area where vehicles / junk are uploaded and temporarily stored, which shall be separate from any customer parking and not restrict or impede the flow of traffic onto or within the site. Surface runoff shall be directed around the designated receiving area so as to not allow concentrated flow through the receiving area.

   b. Vehicle / junk preparation area to prepare vehicles / junk for storage by removing appropriate fluids or contents on an impervious surface under cover of a roof so as to minimize runoff and facilitate the control and recovery of accidental spills or leaks.

   c. Storage area for the interim placement of fluid-free vehicles, or parts, or other junk.

   d. Crushing area to crush, package, or otherwise prepare vehicles / junk for removal from the junkyard site on an impervious surface with appropriate fluid collection capabilities and natural runoff diversion and treatment.

5. The above four components may be combined in both function and location provided such use is consistent with the intent and spirit of this section.

6. Diversity or peculiarity of a junkyard operation relative to the Epsom Zoning Ordinance may require that unique terms and conditions of operation be established by the Zoning Board of Adjustment in granting a Special Use Permit for a junkyard.

7. Access to all areas circulation within the site by emergency vehicles shall be maintained at all times.

8. Storage yard shall be kept in an orderly fashion until removal of the junk from the site. Vehicles may not be stacked on one another or in such a way as to create a hazard.

9. The designated crushing area shall have an impervious concrete or bituminous surface with side walls or berms to allow leaks for the containment and control of anticipated spills or leaks of fluids as the vehicle/junk is crushed or packaged. Contaminated soils shall be treated as required by State and Federal regulations.

10. Tires shall be stored in piles no bigger than twenty-five (25) feet in diameter, and at a maximum height of twenty (20) feet provided that such height does not expose the pile above the visual barrier screening. A minimum of fifty (50) feet shall be maintained between a tire pile and any other tire pile, junk storage, or structure. To avoid becoming a public health hazard, tires may not be stored for more than one year.

11. All fluids shall be drained before storage of junk. Fluids shall be removed in the vehicles / junk preparation area on an impervious surface such as asphalt or concrete under cover of a roof to reduce the possibility of runoff in rainwater. Once drained, fluids shall be stored in appropriate non-leaking containers under cover in a containment area equal to or greater than the volume of fluids stored.
12. If the applicant proposes to receive, store, distribute, or dispose of used or waste fluids in addition to the salvage operation, then other applicable requirements may be established as deemed necessary by the Planning Board.

13. All fluids shall be disposed of in accordance with all applicable State and Federal laws. Records of fluid disposal shall be maintained to include but not be limited to who the waste fluids were given for disposal.

14. Fuel tanks removed from vehicles shall be stored separately from other junk and shall be covered.

15. Prior to storage of junk, refrigerants from auto air conditioner, refrigerators, and the like shall be removed, stored and disposed of in accordance with State and Federal regulations.

16. All batteries shall be removed from vehicles before storage or crushing and shall be stored in an enclosed leak-proof structure.

17. All applicable State and Federal permits for transport, storage, distribution, disposal, or use of waste oil products, or any other fluids, metals or materials shall be obtained if required by the specific activity proposed.

18. Any variation to the site and activities shall be reviewed by the Planning Board prior to issuance of the annual junkyard permit.
Fee Schedule
Town of Epsom Planning Board
Adopted October 11, 2017

$175.00 Application Fee.

$ 13.00 Abutter Notification (each).

$175.00 *Mylar Recording for the first page and $150 for each additional page.

$125.00 *Lot Merger Recording.

$ 75.00 *Recording of deeds, easements and/or other required documents for the first page in the Merrimack County Registry of Deeds (MCRD), and;

$50.00 For each additional page recorded in the MCRD.

$650.00 For each proposed new building lot.

$100 For each 1,000 square feet of new gross floor area, or 5,000 feet of redeveloped gross floor area, or 10,000 square feet of gross floor area subject to a change of use, or 5,000 square feet of an open lot use, excluding required parking areas.

ALL CHECKS TO BE MADE PAYABLE TO THE “Town of Epsom”

*Recording of Mylars and/or Deeds may be affected by an LCHIP Surcharge and therefore require an additional check of $25.00 written out to the Merrimack County Registry of Deeds for each document.