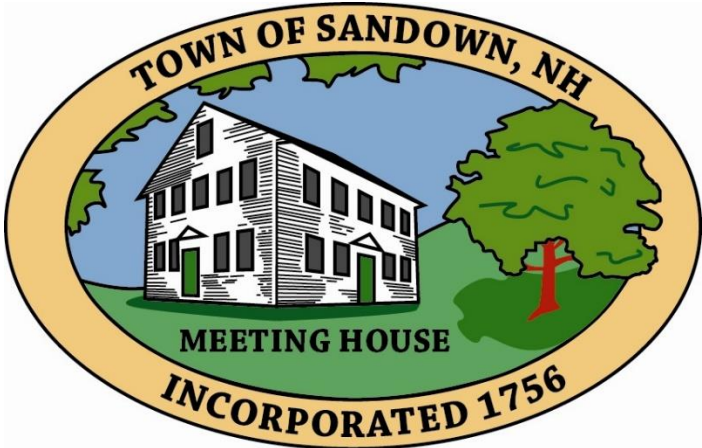


# SITE PLAN REVIEW REGULATIONS



## SANDOWN, NH

Adopted	January 16, 1990
Amended	April 16, 1991
Amended	May 21, 1991
Amended	November 19, 1991
Amended	May 21, 2002
Amended	January 20, 2015
Amended	October 17, 2017
Amended	June 15, 2021
Amended	February 15, 2022

## **Site Plan Review Regulations**

### **Sandown, NH**

#### **I. Authority**

Pursuant to the authority vested in the Town of Sandown Planning board at the March, 1984 Town Meeting in accordance with the provisions of Chapter 674:43, "New Hampshire Revised Statutes Annotated:, 1955 as amended, the Town of Sandown Planning Board adopts the following regulations governing the review of site plans for the development or change or expansion of use (April, 1988) of tracts for non-residential uses and for multi-family dwellings, whether or not such development includes subdivision or re-subdivision of the site. These regulations shall be entitled, "Site Plan Review Regulations, Town of Sandown, New Hampshire."

#### **II. Purpose**

The purposes of these Site Plan Review Regulations are to protect the public health, safety and welfare; to promote balanced growth; 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 adverse environmental impact; and to guide the character of development.

The Site Review Procedure in no way relieves an individual, developer or agent from compliance with the Sandown Zoning Ordinance, Sandown Subdivision Regulations or any other ordinance which pertains to the proposed development. No site plan shall be approved until it complies in all respects to any and all pertinent ordinances and regulations.

#### **III. Procedures**

Site Plan Review shall be conducted in accordance with the procedural requirements for review of plats contained in the Sandown Subdivision Regulations, Section 2, including the notice to abutters and a public hearing. The list of all abutters of the proposed site should be checked with records at the County Registry of Deeds and not obtained from the local tax rolls, as ownership may have changed since April 1<sup>st</sup>. All costs for notification of abutters shall be paid by the applicant. In addition, reasonable fees may be assessed the applicant to cover the Board's administrative expenses and costs may be required by particular applications. No building permit for a non-residential or multi-family use shall be issued until approval of the site plan by the Planning Board has been granted, and, where applicable, a special exception has been granted by the Sandown Board of Adjustment.

##### **III.1 Fire Department Review of Applications**

Prior to submission of an application for site plan approval an applicant is required to consult with the Sandown Fire Department, as authority having jurisdiction to review NFPA Code requirements specific to the planned use, occupancy and configuration of

any non-residential or multi-family site, to determine what, if any, fire protection measures may be warranted. Upon receipt of an application for review and possible approval of a site plan, the Planning Board shall promptly forward a copy of the same to the Sandown Fire Department for formal review and comment and shall carefully consider any written recommendations offered by the Fire Department when deliberating on the possible approval of that application. (Amended 12/16/14)

#### **IV. Submission Requirements**

A. Application for Site Plan Review is properly filled out.

B. Site Plan:

1. Sheet size: 22x 34 inch maximum.
  2. Scale: Not less than 1 inch equals 100 feet.
  3. Match lines when needed.
  4. Original on mylar in permanent ink, to be retained by the Planning Board at its option.
  5. Five (5) prints of each plan sheet, blue or black line, (to remain with the Board).
  6. Date, title, scale, north arrow, location map.
  7. Name and address of owner of record and abutters, and, where applicable, developer, designer or engineer.
  8. Topographical plan with contour lines at two (2) foot vertical intervals. Benchmark from USGS datum.
  9. High intensity soil map showing soil types and slopes. Mapping shall be conducted by a qualified soil scientists who is interpreted to mean a person qualified in soil classification and field analysis and who is recommended by the Rockingham County Conservation District Board of Supervisors.
  10. Location of all easements and rights-of-way.
  11. Name, license number and seal of the NH licensed land surveyor.
- C. Separate list of current names and addresses of all abutters, plus owner(s) of record (and applicant, if different).
- D. Abutter's notification fee (payable to the "Town of Sandown"), \$1.75 per abutter, including the owner of record, and applicant, if different.

- E. Application fee (payable to the “Town of Sandown”), \$25.00 for non-residential use and \$10.00 per unit for multi-family dwellings.

**V. Required Exhibits and Data**

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

- A. Plan of site showing existing natural features including water courses and water bodies, trees and other vegetation, topographical features, any other features which should be considered in the site design process.
- B. Plan of all buildings with their type, size, location (set backs) and elevation of first floor slab indicated; (assume permanent on-site elevation).
- C. An elevation view of all buildings indicating their height, bulk and surface treatment.
- D. Location of off-street parking and loading spaces with a layout of the parking indicated.
- E. The location, width, and type of access and egress ways, plus streets within and around proposed site.
- F. The size and proposed location of water supply and sewage facilities and provisions for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet.
- G. The type and location of solid waste disposal facilities.
- H. The location, elevation and layout of culverts and other surface water drainage features.
- I. Existing and proposed contours and finished grade elevations; all contours shall be at a minimum of 2-foot intervals.
- J. The type, extent and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained.
- K. The location, size and design of proposed signs and other advertising or instructional devices.
- L. The size and location of all public service connections – gas, power, telephone, fire alarm, overhead or underground.
- M. The location and type of lighting for all outdoor facilities.
- N. Lines of all existing adjoining streets.

- O. Surveying property lines showing their deflection angles, distances, radii, lengths of arcs, control angles along property lines and monument locations and names of all abutters.
- P. If a subdivision, then lines and names of all proposed streets, lanes, ways or easements intended to be dedicated for public use – all Sandown Subdivision Regulations shall apply.
- Q. Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development for Site Review.
- R. Requirements for site plans having land designated as “Special Flood Hazard Areas” by the National Flood Insurance Program (NFIP)
  - 1. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
  - 2. The Planning Board shall require that all site plan proposals for developments greater than 50 lots or 5 acres, whichever is lesser, including within such proposals, Base Flood Elevation (BFE) data (i.e. floodplain boundary and 100 year flood elevation).
  - 3. Sufficient evidence (construction drawings, grading, and land treatment plans) shall be submitted so as to allow a determination by the Planning Board that:
    - a. All such proposals are consistent with the need to minimize flood damage;
    - b. All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
    - c. Adequate drainage is provided so as to reduce exposure to flood hazards.

## **VI. General Standards**

### **A. Landscaping:**

- 1. Purpose: The following requirements are intended to enhance the appearance and natural beauty of the Town of Sandown, and to protect property values through preservation of existing vegetation and planting of new screening and landscaping materials. Particularly in retail design, these standards are intended to reduce excessive heat, glare and accumulation of dust, to provide privacy from noise and visual intrusion, and to prevent the erosion of the soil,

run-off of drainage water, and the consequent depletion of the ground water table and the pollution of water bodies. These requirements are intended to encourage high quality building design which improves the aesthetic character of the community, to allow diversity of building design and architectural styles, to avoid monotonous and bland buildings typical of strip commercial development and to minimize conflicts between residential and commercial uses.

2. Definition of terms:

- a. "Landscaping" shall mean the permanent installation of hardy lawns, trees, shrubs and other plantings. In so far as practical, existing mature trees shall be retained and incorporated into the overall landscape plan. Materials such as bark mulch, chipping, crushed or fragmented stone, etc. may be used for accent purposes. However, such materials shall not be used as ground cover for more than ten (10%) percent of the original lot area.
- b. "Landscape Materials" shall mean any combination of living plant materials and non-binding materials such as mulch, pebbles, decorative walls, fountains and other decorative materials.
- c. "Shade Tree" shall mean a deciduous tree with a minimum of two (2) inch diameter at four (4) feet above grade where the tree is planted and a minimum of six (6) feet tall at planting.
- d. "Evergreen Tree" shall mean an evergreen tree a minimum of six (6) feet high at planting.
- e. "Evergreen Shrub" shall be a minimum of two (2) feet high unless the species is a low-growing variety
- f. "Deciduous or Flowering Shrub" shall be three (3) feet high, unless the species is a low- growing variety.
- g. "Ground Cover" shall mean a low-growing plant, other than turf or grass, which forms a continuous cover over the ground surface.
- h. "Turf Ground Cover" shall be composed of one or more species of perennial grass which is grown as a permanent lawn.
- i. "Screening" shall consist of fencing constructed or cedar, redwood or other durable wood or masonry walls for the purpose of this regulation, screening shall also consist of landscape plantings. Screening shall be a height at least as tall as the item or items to be screened

3. General Landscape Requirements:

- a. All plant materials required under this Section shall be standard nursery stock, installed in accordance with generally accepted horticultural standards and be regularly maintained after installation. All plant materials specified on any site plan approved by the Planning Board shall be annually inspected by the owner or owner's agent. 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.

- b. All areas disturbed by construction shall be covered with a minimum thickness of four inches of friable topsoil and be seeded with grass seed, covered with sod, or planted with ground cover. In general, establishment of turf shall be limited to those areas that may be regularly maintained as lawn. Ground covers, mulch or other suitable material shall be applied to areas not intended to be regularly maintained as lawn
- c. A minimum of one third of the gross lot area utilized for any non-residential or multi-family development shall be reserved as green space. Areas reserved as green space may be vegetated with grass, landscape plantings, ground covers or native vegetation.
- d. All landscape design plans intended to satisfy the requirements of this Section shall be prepared and sealed by a Licensed Landscape Architect and shall be configured in such a manner as to maximize aesthetic benefit on a site-specific basis. Since it is recognized the pursuit of sustainable aesthetic quality involves subjective judgment on the part of the designer, the Planning Board may permit the designer to make reasonable adjustments when applying those Landscape Standards and Residential Buffering Requirements specified in this Section to a specific site if and when the Board believes the purpose and intent of these Regulations is better served.
- e. All landscaping approved under this regulation shall be subject to surety requirements as required by the Planning Board. The surety shall be sufficient to cover the cost of replacement of all plantings. The term of the surety requirement shall be equal to two (2) years from the time of planting. At the end of the two (2) year period, any unused portion of this surety will be returned to the applicant along with accrued interest.
- f. Street shade trees shall be provided, at approximately 40' intervals, along existing and new roads, public and private, in cases where they do not exist. The Board may waive this requirement in naturally wooded areas, or where there is insufficient area or other physical constraint.
- g. Existing landscaping, trees and planting materials to be retained should be protected as necessary during construction to avoid damage. Tree wells over six (6") inches deep or other landscape features that have the potential to present a falling hazard to the public shall have grates, fences or other protective measures installed. All trees where required shall be welled and protected against change of grade. Existing healthy, mature trees, if properly

located, shall be fully credited against the requirements of these Regulations.

4. Landscape Requirements:

- a. A street tree strip, having a minimum width of 15-feet running parallel to the frontage of any non-residential or multi-family residential property shall be provided. Within any street tree strip, a minimum of one indigenous shade tree (such as oak, maple, elm, ash, linden, etc.) having a minimum caliper of 2.5 inches and branching height of not less than 8 feet at the time of planting shall be provided for each 50 feet of street frontage. Street trees shall be planted not closer than 25 feet to one another.
- b. A minimum of one deciduous or ornamental tree, having a minimum caliper diameter of 2.5 inches, per 30 feet of building perimeter shall be planted within the developed portion of any site. Trees shall be located so as to maximize the aesthetic quality of the property.
- c. A minimum of one deciduous or evergreen shrub, with a minimum height and diameter of 18 inches, per required parking space shall be planted within the developed portion of any site. Shrubs shall be located so as to maximize the aesthetic quality of the site.
- d. In order to promote the preservation of mature specimen trees as part of the design and construction of new non-residential and multi-family residential sites, healthy deciduous trees having a diameter of at least 8 inches at breast height may be preserved and used to fulfill the minimum tree planting requirements of this Section

5. Residential Buffer Requirements:

- a. All non-residential and multi-family residential sites shall provide for a residential buffer conforming to the requirements of this Section.
- b. Residential Buffer Dimensions:
  - i. A continuous residential buffer, having a width of not less than 20 feet, shall be provided.
  - ii. Structures, pavement, utility construction, signage and similar hardscape improvements shall not be permitted to encroach on any residential buffer unless specifically permitted by the Planning Board.
- c. Design Requirements for Residential Buffers:
  - i. In general, the design intent for residential buffers shall be to diminish the effects of more intensive nonresidential and multi-family uses on abutting residential properties. In order to achieve these goals, applicants of proposed non-residential and multifamily residential sites may select one or more of the following options:



- ii. Retention of Existing Vegetation and Forest Canopy. In cases where existing forest exists along a boundary subject to the residential buffering requirements of this section, existing, healthy forest canopy and associated understory vegetation may be used to satisfy the requirements of this Section. In cases where existing vegetation is insufficient to provide an effective visual screen, the Planning Board may require supplemental landscape plantings for the purposes enhancing the natural buffering capabilities of existing native vegetation.
  - iii. Use of Fencing. An applicant may elect to erect a continuous length of solid fencing of a type and style acceptable to the Planning Board. Fencing used to fulfill this requirement shall not be less than six feet in height, nor impede proper sight distances at intersections of driveways and streets. In cases where applicants elect to utilize this option, a minimum of one deciduous or evergreen shrub, with a minimum height and diameter of eighteen inches, shall be planted along the face of said fencing at a spacing not to exceed an average of one shrub per 10-feet of fence.
- 6. Obstruction of Sight Distance at Intersection:
  - a. Landscaping and/or screening materials shall not interfere with the line of sight within twenty (20) feet of the point of intersection of any number of access or driveways and sidewalks.
  - b. On lots or sites abutting State of New Hampshire maintained roads, State regulations for setbacks and sight distances shall take precedence for selection and placement of landscaping features.
- 7. Invasive Species:
  - a. Plant species prohibited by the NH Department of Environmental Services shall not be used. These include but are not necessarily limited to: (effective date January 1, 2007)
    - i. Norway Maple
    - ii. Tree of Heaven
    - iii. Oriental Bittersweet
    - iv. Japanese Honeysuckle
- 8. Screening of Unsightly Site Features:
  - a. General screening requirements. Refuse storage areas, stockpiled materials, tractor-trailers used for storage and other unsightly materials and objects situated on any non-residential or multi-family residential site subject to review and approval under these Regulations, shall be located so as to be out of view from abutting properties and public streets to the extent possible. In cases where such positioning is not possible, those items shall be effectively screened. As a minimum, screening shall be achieved by use of

landscape plantings, fencing or enclosures of a height at least as tall as the item or items to be screened.

- b. Trash containers, propane storage tanks, transformers and similar above ground utility features shall be screened with vegetation or other method approved by the Planning Board so that they are not visible from off the property.

B. Parking and loading and pedestrian safety:

1. Sufficient off-street parking must be provided for the anticipated use to accommodate both employees and customers so that no parking is forced into public streets.
2. Sufficient off-street loading and/or unloading space must be provided, including off-street areas for maneuvering of anticipated trucks or other vehicles. Maneuvers for parking and/or loading or unloading must not take place from a public street.
3. Access, parking and loading areas are to be constructed so as to minimize dust, erosion and run-off conditions that would have a detrimental effect on abutting or neighboring properties.
  - a. Permeable pavement may be used which might reduce the need for installation of drainage facilities to accommodate run-off; however,
  - b. The Board may require that access, parking and loading areas be conventionally paved if appropriate or necessary. The cross section for such work shall be comprised of:
    - A 1-inch bituminous wearing course, underlain by;
    - A 2-inch bituminous base course, underlain by;
    - 6 inches of crushed gravel, underlain by;
    - 12 inches of bank run gravel.
  - c. Sidewalks. Sidewalks shall be provided for pedestrian traffic to provide connection between the main entrances of business, housing or industrial establishments and parking areas. In the event that pedestrian shoppers or employers are reasonably anticipated, provision shall be made therefore by sidewalks running from the street line to the establishments. All such sidewalks shall be at least six (6) inches above grade and protected by curbing.

E. Erosion and Sedimentation Control Standards (Adopted October 17, 2017)

The purpose of these standards is to safeguard persons, protect property, prevent damage to the environment and promote the public welfare by controlling the design, construction, use, and maintenance of land during construction. These standards apply to projects approved by the Planning Board under Site Plan Review Regulations including any development or other activity which disturbs or breaks the topsoil or results in the disturbance of earth, excluding agriculture and forestry. An Erosion and Sediment Control Report and plans shall be submitted with the Site Plan Review Application, if applicable, and shall be prepared and certified by a licensed NH Professional Engineer. All erosion and sediment control plans shall comply with the following standards.

1. Apply best management practices that accommodate the increased runoff caused by changed soil and surface conditions during construction, including strong perimeter controls and soil stabilization methods. Sediment in stormwater runoff shall be contained by the use of sediment basins or other acceptable methods until the disturbed area is stabilized. Techniques that divert upland runoff away from disturbed slopes shall be used.
2. Identify, locate, and show elevation, grades and/or contours at intervals of not more than two (2) feet for the existing and proposed drainage ways, drainage easements, drainage structures, and any surface water bodies.
3. Identify and relatively locate and include drawings and specifications for each erosion and sediment control measure and structure proposed during construction, and noting those measures that will become permanent structures retained after construction. Erosion and sediment control measures and structures shall be designed in accordance with the New Hampshire Stormwater Manual Volume 3: Erosion and Sediment Controls During Construction (NH Department of Environmental Services, December 2008, as amended) or new standards and guidance as released or adopted by the NH Department of Environmental Services.
4. Include drawings, details and specifications for proposed flood hazard prevention measures and structures and for proposed temporary stormwater management facilities.
5. Ensure that disturbance to or removal of vegetation, grading or other construction will be done in such a way that will minimize soil erosion. Whenever practical, natural vegetation shall be retained, protected and supplemented to function as buffers.
6. Construction sites must be stabilized within *five days* of clearing or inactivity in construction. Temporary application of seed and/or mulch may be required by the Planning Board to protect exposed critical areas during development. Techniques shall be employed to prevent the blowing of dust or sediment from the site. In areas where final grading has not occurred, temporary stabilization measures

should be in place within 7 days for exposed soil areas within 100 feet of a surface water body or wetland and no more than fourteen (14) days for all other areas. Permanent stabilization should be in place no more than 3 days following the completion of final grading of exposed soil areas. At the close of the construction season, the entire site must be stabilized, using a heavy mulch layer, or another method that does not require germination to control erosion.

7. The agent designated by the Planning Board shall make inspections as described below and shall either approve that portion of the work completed or shall notify the applicant/property owner and the Planning Board when and how the construction activity(s) fails to comply with the approved erosion and sediment control plan. All plans bearing the stamp of approval of the designated agent shall be maintained at the site during construction. In order to obtain inspections, the applicant/property owner shall notify the designated agent at least one week before the following required site inspections:
  - a. Proposed erosion and sediment control measures are located and staked on the site before the start of construction.
  - b. Erosion and sediment control measures are in place and stabilized.
  - c. Site clearing and preparation has been completed.
  - d. Rough grading has been completed.
  - e. Final grading has been completed.
  - f. Close of the construction season.
  - g. Final landscaping has been completed.

F. Post-Construction Stormwater Management Standards  
(Adopted October 17, 2017)

1. Purpose and Goals

The purpose of post construction stormwater management standards is to provide reasonable guidance for the regulation of stormwater runoff to protect local natural resources from degradation and prevent adverse impacts to adjacent and downstream land, property, facilities and infrastructure. These standards regulate discharges from stormwater and runoff from land development projects and other construction activities to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff.

The goal of these standards is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public in the Town of Sandown. This regulation seeks to meet that goal through the following objectives:

- a. Minimize increases in stormwater runoff from any development to reduce flooding, siltation and streambank erosion and maintain the integrity of stream channels.
  - b. Minimize increases in nonpoint source pollution caused by stormwater runoff from development which would otherwise degrade local water quality.
  - c. Minimize the total volume of surface water runoff which flows from any specific site during and following development to not exceed the pre-development hydrologic condition to the maximum extent practicable as allowable by site conditions.
  - d. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through stormwater management controls and to ensure that these management controls are properly maintained and pose no threat to public safety or cause excessive municipal expenditures.
  - e. Protect the quality of the Town's groundwater resources, surface water bodies and wetlands.
2. Minimum Thresholds for Applicability
- a. The post-construction stormwater management standards apply to any development or redevelopment project, which are subject to Site Plan Review and disturbs more than 10,000 square feet or disturbs more than 2,500 square feet within 100 feet of a surface water body (e.g. lake, pond, stream or river).
  - b. For sites that disturb less than 10,000 square feet, the Planning Board may grant an exemption if the amount of the total NEW site impervious cover created does not exceed 1,000 square feet. When an exemption is granted by the Planning Board, the following standards will be applied to these projects as conditions of approval.
    - i. All runoff from new impervious surfaces and structures shall be directed to a subsurface filtration and/or infiltration device or properly discharged to a naturally occurring or fully replanted and vegetated area with slopes of 15 percent or less and with adequate controls to prevent soil erosion and concentrated flow.
    - ii. Impervious surfaces for parking areas and roads shall be minimized to the extent possible (including minimum parking requirements for proposed uses).
    - iii. All runoff generated from new impervious surfaces shall be retained on the development site and property.
    - iv. Determination of compliance with standards (a.-c. above) will be made by the Planning Board on a case by case basis as site conditions and constraints will differ greatly between various development proposals.
    - v. The following activities are considered exempt from preparing and submitting a stormwater management plan:
      - 1. Agricultural and forestry practices located outside wetlands and surface water setbacks and/or buffers.
      - 2. Resurfacing and routine maintenance of roads and parking lots.

3. Exterior and interior alterations and maintenance to existing buildings and structures.

### 3. Stormwater Standards for New Development

- a. All proposed stormwater management practices and treatment systems shall meet the following performance standards.
  - i. Stormwater management and erosion and sediment control practices shall be located outside any specified buffer zones unless otherwise approved by the Planning Board. Alternatives to stream and wetland crossings that eliminate or minimize environmental impacts shall be considered whenever possible.
  - ii. Low Impact Development (LID) site planning and design strategies must be used to the maximum extent practicable (MEP) to reduce stormwater runoff volumes, protect water quality, and maintain predevelopment site hydrology. Low Impact Development (LID) techniques with the goals of protecting water quality, maintaining predevelopment site hydrology. Low Impact Development (LID) techniques that preserve existing vegetation, reduce the development footprint, minimize or disconnect impervious area, and use enhanced stormwater BMP's (such as raingardens, bioretention systems, tree box filters, and similar stormwater management landscaping techniques) shall be incorporated into landscaped areas with the goals of protecting water quality, maintaining predevelopment site hydrology. Capture and reuse of stormwater is strongly encouraged. The applicant must document in writing why LID strategies are not appropriate when not used to manage stormwater.
  - iii. All stormwater treatment areas shall be planted with native plantings appropriate for the site conditions: trees, grasses, shrubs and/or other native plants in sufficient numbers and density to prevent soil erosion and to achieve the water quality treatment requirements of this section.
  - iv. All stormwater installations and areas that receive rainfall runoff must be designed to drain within a maximum of 72 hours for vector control.
  - v. Salt storage areas shall be fully covered with permanent or semi-permanent measures and loading/offloading areas shall be located and designed to not drain directly to receiving waters and maintained with good housekeeping measures in accordance with NH DES published guidance. Runoff from snow and salt storage areas shall enter treatment areas as specified above before being discharged to receiving waters or allowed to infiltrate into the groundwater. See NHDES published guidance fact sheets on road salt and water quality, and snow disposal at <http://des.nh.gov/organization/commissioner/pip/factsheets/wmb/index.htm>.
  - vi. Surface runoff shall be directed into appropriate stormwater control measures designed for treatment and/or filtration to the maximum extent practicable and/or captured and reused onsite.
  - vii. All newly generated stormwater from new development shall be treated on the development site. Runoff shall not be discharged from the development site to municipal drainage systems or privately owned drainage systems (whether

enclosed or open drainage) or to surface water bodies and wetlands in volumes greater than discharged under existing conditions (developed condition or undeveloped condition). A development plan shall include provisions to retain stormwater on the site by using the natural flow patterns of the site.

- viii. Runoff from impervious surfaces shall be treated to achieve at least 80% removal of Total Suspended Solids and at least 60% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual. Volumes 1 and 2, December 2008, as amended (refer to Volume 2, page 6, Table 2.1 Summary of Design Criteria, Water Quality Volume for treatment criteria) or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater BMP's designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the NH Stormwater Manual. Note: The Anti-Degradation provisions of the State Water Quality Standards require that runoff from new development shall not contribute additional pollutant loads to existing water body impairments.
- ix. Measures shall be taken to control the post-development peak rate runoff so that it does not exceed pre-development runoff. Drainage analyses shall include calculations comparing pre- and post-development stormwater runoff rates (cubic feet/second) and volumes (cubic feet) for the 1-inch rainstorm and the 2-year, 10-year, 25-year, and 50-year 24-hour storm events. Similar measures shall be taken to control the post-development runoff volume to infiltrate the groundwater recharge volume  $GR_v$  according to the following ratios of Hydrologic Soil Group (HSG) type versus infiltration rate multiplier: HSG-A: 0.4; HSG-B: 0.25; HSG-C: 0.1; HSG-D: 0.00. For sites where infiltration is limited or not practicable, the applicant must demonstrate that the project will not create or contribute to water quality impairment. Infiltration structures shall be in locations with the highest permeability on the site.
- x. The design of the stormwater drainage systems shall provide for the disposal of stormwater without flooding or functional impairment to streets, adjacent properties, downstream properties, soils, or vegetation.
- xi. The design of the stormwater management systems shall account for upstream and upgradient runoff that flows onto, over, or through the site to be developed or re-developed, and provide for this contribution of runoff.
- xii. Whenever practicable, native site vegetation shall be retained, protected, or supplemented. Any stripping of vegetation shall be done in a manner that minimizes soil erosion.

4. Submission Requirements for Stormwater Management Report and Plans.
  - a. All applications shall include a comprehensive Stormwater Management Plan (SMP). The SMP shall include a narrative description and an Existing Conditions Site Plan showing all pre-development impervious surfaces, buildings and structures; surface water bodies and wetlands; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers, locations of various hydrologic group soil types, mature vegetation, land topographic contours with minimum 2-foot intervals and spot grades where necessary for sites that are flat.
  - b. The SMP shall include a narrative description and a Proposed Conditions Site Plan showing all post-development proposed impervious surfaces, buildings and structures; temporary and permanent stormwater management elements and best management practices (BMP), including BMP GIS coordinates and GIS files; important hydrologic features created or preserved the site; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers; proposed tree clearing and topographic contours with minimum 2-foot intervals. The plans shall provide calculations and identification of the total area of disturbance proposed on the site (and off site if applicable) and total area of new impervious surface created. A summary of the drainage analysis showing a comparison of the estimated peak flow and volumes for various design storms (see Table 1. Stormwater Infrastructure Design Criteria) at each of the outlet locations shall be included.
  - c. The SMP shall describe the general approach and strategies implemented, and the facts relied upon, to meet the goals of Element A and Element C.: The SWP shall include design plans and/or graphical sketch(es) of all proposed above ground LID practices.
  - d. The SMP shall include calculations of the change in impervious area, pollution loading and removal volumes for each best management practice, and GIS files containing the coordinates of all stormwater infrastructure elements (e.g. catch basins, swales, detention/bioretenion areas, piping).
  - e. The SMP shall include a description and a proposed Site Plan showing proposed erosion and sediment control measures, limits of disturbance, temporary and permanent soil stabilization measures in accordance with the NHDES Stormwater Manual Volume 3 (most recent version) as well as a construction site inspection plan including phased installation of best management practices and final inspection upon completion of construction.
  - f. The SMP shall include a long-term stormwater management BMP inspection and maintenance plan (see Element E) that describes the responsible parties and contact information for the qualified individuals who will perform future BMP inspections. The inspection frequency, maintenance and reporting protocols shall be included.
  - g. The SMP shall describe and identify locations of any proposed deicing chemical and/or snow storage areas. SMP will describe how deicing chemical use will be minimized or used most efficiently.
  - h. In urbanized areas that are subject to the EPA MS4 Stormwater Permit and will



drain to chloride-impaired waters, any new developments and redevelopment projects shall submit a description of measures that will be used to minimize salt usage, and track and report amounts used using the UNH Technology Transfer Center online tool (<http://www.roadsalt.unh.edu/Salt/>) in accordance with Appendix H of the NH MS4 Permit.

5. General Performance Criteria for Stormwater Management Plans.

- a. All applications shall apply site design practices to reduce the generation of stormwater in the post-developed condition, reduce overall impervious surface coverage, seek opportunities to capture and reuse and minimize and discharge of stormwater to the municipal stormwater management system.
- b. Low Impact Development (LID) site planning and design strategies must be used to the maximum extent practicable (MEP) to reduce stormwater runoff volume, protect water quality, and maintaining predevelopment site hydrology. An applicant must document in writing why LID strategies are not appropriate when not used to manage stormwater.
- c. Water Quality Protection.
  - i. All stormwater runoff generated from new development or redevelopment shall not be discharged directly into a jurisdictional wetland or surface water body without adequate treatment.
  - ii. All developments shall provide adequate management of stormwater runoff and prevent discharge of stormwater runoff from creating or contributing to water quality impairment.
  - d. Onsite groundwater recharge rates shall be maintained by promoting infiltration through use of structural and non-structural methods. The annual recharge from the post development site shall maintain or exceed the annual recharge from pre-development site conditions. Capture and reuse of stormwater runoff is encouraged in instances where groundwater recharge is limited by site conditions. All stormwater management practices shall be designed to convey stormwater to allow for maximum groundwater recharge. This shall include, but not be limited to:
    - i. Maximizing flow paths from collection points to outflow points.
    - ii. Use of multiple best management practices.
    - iii. Retention of and discharge to fully vegetated areas.
    - iv. Maximizing use of infiltration practices.
    - v. Stormwater System Design Performance Standards.
  - e. Stormwater system design, performance standards and protection criteria shall be provided as prescribed in Table 1 below. Calculations shall include sizing of all structures and best management practices, including sizing of emergency overflow structures based on assessment of the 100-year 24-hour frequency storm discharge rate.
  - f. The sizing and design of stormwater management practices shall utilize new

precipitation data from the Northeast Region Climate Center (NRCC) [or the most recent precipitation atlas published by the National Oceanic and Atmospheric Administration \(NOAA\)](#) for the sizing and design of all stormwater management practices. See the NRCC website at <http://precip.eas.cornell.edu/>.

- g. All stormwater management practices involving bioretention and vegetative cover as a key functional component must have a landscaping plan detailing both the type and quantities of plants and vegetation to be in used in the practice and how and who will manage and maintain this vegetation. The use of native plantings appropriate for site conditions is strongly encouraged for these types of stormwater treatment areas. The landscaping plan must be prepared by a registered landscape architect, soil conservation district office, or another qualified professional.

#### 6. Spill Prevention, Control and Countermeasure (SPCC) Plan.

Any existing or otherwise permitted use or activity having regulated substances in amounts greater than five gallons, shall submit to the local official such as Fire Chief, Emergency Response Official a SPCC plan for review and approval. The Plan will include the following elements:

- a. Disclosure statements describing the types, quantities, and storage locations of all regulated substances that will be part of the proposed use or activity.
- b. Owner and spill response manager's contact information.
- c. Location of all surface waters and drainage patterns.
- d. A narrative describing the spill prevention practices to be employed when normally using regulated substances.
- e. Containment controls, both structural and non-structural.
- f. Spill reporting procedures, including a list of municipal personnel or agencies that will be contacted to assist in containing the spill, and the amount of a spill requiring outside assistance and response.
- g. Name of a contractor available to assist in spill response, contaminant, and cleanup.
- h. The list of available clean-up equipment with instructions available for use on-site and the names of employees with adequate training to implement containment and clean up response.

#### 7. Stormwater Standards for Redevelopment

- a. Redevelopment (as applicable to this stormwater regulation) means:
  - i. Any construction, alteration, or improvement that disturbs existing impervious area (including demolition and removal of road/parking lot materials down to the erodible subbase) or expands existing impervious cover by any amount, where the existing land use is commercial, industrial, institutional, governmental, recreational, or multifamily residential.
  - ii. Any redevelopment activity that results in improvements with no increase in

impervious area shall be considered redevelopment activity under this regulation if capital cost of improvements is greater than 30% of the appraised property value.

- iii. Any new impervious area over portions of a site that are currently pervious.

The following activities are not considered redevelopment:

- Interior and exterior building renovation.
- Resurfacing of an existing paved surface (e.g. parking lot, walkway or roadway).
- Pavement excavation and patching that is incidental to the primary project purpose, such as replacement of a collapsed storm drain.

- b. Redevelopment applications shall comply with the requirements of Sections F.4 Submission Requirements for Stormwater Management Report and Plans, F.5 General Performance Criteria for Stormwater Management Plans, and F.6 Spill Prevention, Control and Countermeasure (SPCC) Plan.
- c. For sites meeting the definition of a redevelopment project and having less than 40% existing impervious surface coverage, the stormwater management requirements will be the same as other new development projects. The applicant must satisfactorily demonstrate that impervious area is minimized, and LID practices have been implemented on-site to the maximum extent practicable.
- d. For sites meeting the definition of a redevelopment project and having more than 60% existing impervious surface area, stormwater shall be managed for water quality in accordance with one or more of the following techniques, listed in order of preference:
- i. Implement measures onsite that result in disconnection or treatment of 100% of the additional proposed impervious surface area and at least 30% of the existing impervious area and pavement areas, preferably using filtration and/or infiltration practices.
  - ii. If resulting in greater overall water quality improvement on the site, implement LID practices to the maximum extent practicable to provide treatment of runoff generated from at least 60% of the entire developed site area.<sup>5</sup>
- e. Runoff from impervious surfaces shall be treated to achieve at least 80% removal of Total Suspended Solids and at least 60% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual. Volumes 1 and 2, December 2008, as amended (refer to Volume 2, page 6, Table 2.1 Summary of Design Criteria, Water Quality Volume for treatment criteria) or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater BMP's designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the NH Stormwater Manual. Note: The Anti-Degradation

provisions of the State Water Quality Standards require that runoff from development shall not contribute additional pollutant loads to existing water body impairments.

- f. Runoff shall not be discharged from a redevelopment site to municipal drainage systems or privately owned drainage systems (whether enclosed or open drainage) or to surface water bodies and wetlands in volumes greater than discharged under existing conditions (developed condition or undeveloped condition).
8. Stormwater Management Plan and Site Inspections
    - a. The applicant shall provide that all stormwater management and treatment practices have an enforceable operations and maintenance plan and agreement to ensure the system functions as designed. This agreement will include all maintenance easements required to access and inspect the stormwater treatment practices, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater system. The operations and maintenance plan shall specify the parties responsible for the proper maintenance of all stormwater treatment practices. The operations and maintenance shall be provided to the Planning Board as part of the application prior to issuance of any local permits for land disturbance and construction activities.
    - b. The applicant shall provide legally binding documents for filing with the registry of deeds which demonstrate that the obligation for maintenance of stormwater best management practices and infrastructure runs with the land and that the Town has legal access to inspect the property to ensure their proper function or maintain onsite stormwater infrastructure when necessary to address emergency situations or conditions.
    - c. The property owner shall bear responsibility for the installation, construction, inspection, and maintenance of all stormwater management and erosion control measures required by the provisions of these regulations and as approved by the Planning Board, including emergency repairs completed by the town.
  9. Stormwater Management Plan Recordation
    - a. Stormwater management and sediment and erosion control plans shall be incorporated as part of any approved site plan. A Notice of Decision acknowledging the Planning Board approval of these plans shall be recorded at the Registry of Deeds. The Notice of Decision shall be referenced to the property deed (title/book/page number) and apply to all persons that may acquire any property subject to the approved stormwater management and sediment control plans. The Notice of Decision shall reference the requirements for maintenance pursuant to the stormwater management and erosion and sediment control plans as approved by the Planning Board.
    - b. The applicant shall submit as-built drawings of the constructed stormwater management system following construction.
  10. Inspection and Maintenance Responsibility

- a. Municipal staff or their designated agent shall have site access to complete routine inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such inspections shall be performed at a time agreed upon with the landowner.
  - i. If permission to inspect is denied by the landowner, municipal staff or their designated agent shall secure an administrative inspection warrant from the district or superior court under RSA 595-B Administrative Inspection Warrants. Expenses associated with inspections shall be the responsibility of the applicant/property owner.
  - ii. If violations or non-compliance with a condition(s) of approval are found on the site during routine inspections, the inspector (town engineer or other qualified agent of the town) shall provide a report to the Planning Board documenting these violations or non-compliance including recommend corrective actions. The Planning Board shall notify the property owner in writing of these violations or non-compliance and corrective actions necessary to bring the property into full compliance with the approved site plan (RSA 674:43 Power to Review Site Plans and 674:44 Site Plan Review Regulations). The Planning Board, at their discretion, may recommend to the Board of Selectmen to issue a stop work order if corrective actions are not completed within 10 days.
  - iii. If corrective actions are not completed within a period of 30 days from the Planning Board or Board notification, the Planning Board may exercise their jurisdiction under RSA 676:4-a Revocation of Recorded Approval.
- b. The applicant shall bear final responsibility for the installation, construction, inspection, and disposition of all stormwater management and erosion control measures required by the Planning Board. Site development shall not begin before the Stormwater Management Plan receives written approval by the Planning Board.
- c. The municipality retains the right, though accepts no responsibility, to repair or maintain stormwater infrastructure if: a property is abandoned or becomes vacant; and in the event a property owner refuses to repair infrastructure that is damaged or is not functioning properly.

#### G. Illumination:

- 1. Outdoor lighting shall not glare on abutting properties or on public highways or streets.
- 2. Indirect lighting should be used on signs advertising goods or services offered on the premises. Moving, fluttering, blinking or flashing lights or signs are not permitted.
- 3. Outdoor lighting is restricted to that which is necessary for advertising and security of the development.

#### H. Access to Public Streets:

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

The Planning Board may stipulate, as a condition precedent to the approval of the plat, the extent to which and the manner in which streets shall be graded and improved and to which water, sewer and other utility mains, piping, connections, or other facilities shall be required to be installed. Applicants shall be required to improve the roadway that fronts along their property, and/or a proportionate share of access roads leading to their property, in accordance with the New Hampshire Department of Public Works and Highways (now Department of Transportation) "Geometric & Structural Guides for Local Roads and Streets" dated January, 1984 (Appendix 9) and the Town of Sandown ordinances and regulations. This requirement applies to both Town and State highways (reference (Appendix 8). (Amended 4/16/91)

The proportionate share for both Town and State roads will be calculated in accordance with the method shown in Appendix 8. The calculation method may be adjusted by the Planning Board in particular cases where the configuration and/or size of; the proposed development would render strict application of the stated method unreasonable. In such cases, the Planning Board shall state, on the record, the particular and unique characteristics of the development that warrant the adjustment. (Amended 4/16/91)

2. Where possible, each site shall have only one driveway entrance; any additional entrances must be justified by the applicant. (Amended 12/19/89)
  - a. Water supply and sewage disposal systems must be designed to adequately meet the needs of the proposed use under the regulations of the New Hampshire Water Supply and Pollution Control Commission and/or the Town of Sandown Subdivision Regulations. In areas not currently served by public sewers, it shall be the responsibility of the developer or his or her agent to provide adequate information to prove that the area of the lot is adequate to permit the installation and operation of an individual sewage disposal system (septic tank and tile field). The developer shall be required to provide the necessary percolation tests and submit such tests together with the proposed plan to the State of New Hampshire Water Supply and Pollution Control Commission for its consideration and approval. Such approval must be obtained before site plan approval can be given.
- I. The Town Engineer, or in the absence of a Town Engineer, a registered engineer hired by the Town shall inspect all site improvements. The developer shall pay the cost of the Board's employment of said engineer and the cost of any inspection(s) and

test(s) deemed necessary by the Board or the engineer. A letter certifying to the developer's concurrence to the employment of said engineer shall be filed with the Board as part of the site plan review. Engineer is defined as the duly designated engineer of the Town of Sandown, or other official, assigned by the Planning Board, who shall be a duly registered engineer.

- J. The Planning Board may waive any requirements listed in the Site Plan Review Regulations, if it determines that such regulation does not apply to the proposed development.
- K. The Planning Board may require that a performance bond, the amount to be determined by the Planning Board, in the form of a passbook savings deposit or a bond, be posted by the developer and held by the Town until the Town is satisfied that all conditions of the site plan approval and any other pertinent zoning ordinance(s), subdivision regulation(s) and building regulation(s) have been met. The bond may be released in part when the project is substantially completed, as determined by the Selectmen.

Additionally, for out-of-state banks, the following sentences shall be an integral part of the irrevocable letter of credit. "\_\_\_\_\_ (bank) hereby consents to the jurisdiction of the New Hampshire Court System for adjudication of any dispute arising from this letter of credit, and agrees that such litigation shall be maintained in the Rockingham County Superior Court. The parties agree that his letter of credit shall be interpreted under New Hampshire law." (Amended 12/19/89)

The applicant shall be required to submit three (3) copies of the "Street Improvement Guarantee Summary Sheet" prior to the Planning Board's acceptance of the bond amount. (Reference Appendix 4). (Amended 4/16/91)

- L. At the discretion of the Planning Board, a hydrogeologic study, prepared by a qualified hydrogeologist, may include the following:
  1. Groundwater monitoring wells to evaluate soil stratigraphy and groundwater flow;
  2. Cumulative impact nitrogen loading analysis employing a saturation build-out model. The analysis shall include verification that the development will not cause the nitrate-nitrogen (NO<sub>3</sub>-N) concentration in the groundwater to exceed applicable drinking water standards (10mg/1 at present) or other appropriate water quality limitation;
  3. Permeability testing;
  4. Water quality sampling and analysis;
  5. Water table contours and groundwater flow direction;
  6. Phosphorus transport and breakthrough analysis;

7. Groundwater supply availability analysis; and
  8. Groundwater mounding analysis beneath septic systems. (Adopted 12/19/89)
- M. Once site plan approval has been obtained, the Site Plan Map, which shows, at a minimum, lot lines and proposed construction, roads, and other improvements, and Planning Board approval, must be recorded with the Registry of Deeds. Should the approval be subject to conditions, not apparent on the face of the map, such conditions shall be recorded as well with reference made to such recording on the face of the map.



## APPLICATION FOR SITE PLAN REVIEW

### (Appendix 1)

NOTE: See Section IV and Site Plan Application Checklist (Appendix 2) for required information.

1. Name, mailing address and telephone number of applicant (s)

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2. Name, mailing address and telephone number of owner of record if other than applicant

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. Location of proposed site plan \_\_\_\_\_

7. Town of Sandown Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_

8. Name of proposed site plan \_\_\_\_\_

9. Number of dwelling units for which approval is sought \_\_\_\_\_

10. Floor area if non-residential \_\_\_\_\_

11. Type(s) of buildings proposed in the site plan: (Check one or more than one)

\_\_\_\_\_ Non-residential      \_\_\_\_\_ Multi-family

12. Name, mailing address and telephone number of surveyor and/or agent

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13. Name, mailing address and telephone number of soil scientists

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14. Abutters: Attach a separate sheet listing the Town of Sandown Tax Map, Lot number, name and mailing address of all abutters, including those across a street, brook, or stream. Names should be those of current owners as recorded in the Town of Sandown Tax records five (5) days prior to submission of this application.

15. Attach three (3) copies of the (Amended April, 1991) “Street Improvement Guarantee Work Sheet,” (reference Appendix 3) properly filled out by the developer’s engineer. Note Well: The Town Engineer is not responsible for figuring the road costs. Any incomplete or improperly filled out sheets shall be returned to the developer, and this may result in a delay in the Site Plan approval. All questions concerning this bond (Appendix 5) should be directed to the Board, not the Town Engineer. If the developer is required to improve portions of existing Town roads, a separate bond for those improvements must be prepared. (Appendix 8)
16. Note Well: No Site Plan hearing shall be scheduled for the next month’s meeting unless the following is submitted to the Town Hall before the fourth Wednesday of the preceding month: (Amended 11/19/91)
- a. This application, correctly completed with the required attachments.(Appendix 2)
  - b. Mylar and eight (8) copies of the final plan, including all pertinent information as required by the Site Plan Regulations, Sections IV and V.
  - c. Updated road profile, if applicable (8 copies).
  - d. Any additional information requested by the Board at a previous hearing necessary for final approval. (List below)
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14. Fees (Amended December 7, 2010)(Amended December 2012)

Each lot/parcel or dwelling unit	\$ 50.00
Application fee	\$150.00
Handling Fee	\$ 20.00
Abutter Notification (\$10.00/each)	\$ _____
<b>Amount Due: (Make check payable to “Town of Sandown, NH”)</b>	<b>\$ _____</b>
Proposed Road (per foot) _____ (Maximum of \$4,000)	\$ _____
Advertising/posting costs	\$200.00
For Site Plans without proposed roads, any engineering or professional costs.	\$1,000.00
Recording Fees: \$40 per plan sheet to be recorded, plus a separate check in the amount of \$25.00 payable to the “Rockingham County Registry of Deeds” to cover the State’s LCHIP surcharge fee collected by the Registry at the time of recording	\$ _____
<b>Amount Due: (Make check payable to “Sandown PREA”) (Amended October, 2002)</b>	<b>\$ _____</b>

The applicant and/or owner, or agent, certifies that this application is correctly completed with all required attachments and requirements as stated in Appendix 2 of this application, have been met, and that any additional costs for engineering or professional services incurred by the Sandown Planning Board or the Town of Sandown in the Site Plan review process of this property shall be borne by the applicant and/or owner.

\_\_\_\_\_  
Applicant and/or Owner, or Agent

\_\_\_\_\_  
Date

*“I hereby authorize the Sandown Planning Board and its agents to access my land for the purposes of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Sandown ordinances and regulations.”*  
(Adopted November 1986)

\_\_\_\_\_  
Applicant and/or Owner, or Agent

\_\_\_\_\_  
Date

## SITE PLAN APPLICATION CHECKLIST

### (Appendix 2)

Name of Applicant: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Name of Site Plan: \_\_\_\_\_

In order to be complete, a Site Plan application shall contain the following information, where applicable:

\_\_\_\_\_ List of abutters and addresses: current, based on Town record, five days Prior to application submission. In addition, applicant shall submit, for each abutter, applicant and owner, a correctly addressed business envelope with: 1). Correct postage affixed (Postage stamp – do not meter); 2). A completed green return certified mail return receipt (form 3811); and 3). A completed white certified mail return receipt (form 3800) (Reference Appendix 6).

\_\_\_\_\_ Eight (8) copies of the plat (plan) showing the following, where applicable:

	Current Owner' s Name & Address		Location of water courses, standing water or fire ponds
	Option Holder's Name & Address		Location of ledges, stone walls & other natural features
	Surveyor Name, Address & signed stamp		Other essential features
	North Arrow		Topographical Map (2 ft. Intervals) Existing & proposed
	Scale (not more than 100 feet to the inch)		Edges of wetlands and brooks
	Date		Drainage calculations
	Location (Locus) Map		Location of test pits and test pit logs
	Tax map and parcel number		Common and dedicated land
	Location & dimension of property lines including entire undivided lots		All development phases must be included showing sketches of prospective street systems
	Abutting subdivision names, streets, easements, building lines, parks & public areas, & similar facts regarding abutting properties		Profiles of all proposed streets to include open water ways, water mains, storm sewers, culverts on a horizontal scale of 1"= 50' & vertical scale of 1" = 10'
	Proposed driveway locations		Access locations to existing town & state highways
	Location of existing & proposed easements or rights-of way; utility, slope and/or drainage		Title Block (See Appendix 7)

	Location of existing buildings		Name, width, class & location of existing & proposed streets
	Location of existing & proposed sewer & water lines and utilities		Drainage control: existing culverts & drains and proposed methods of providing surface drainage including sizes & types or classes of all pipes
	Name, width, class & location of existing & proposed streets		HIS Map overlay with 5 digit nomenclature (by soil scientist certified by the NH Board of Natural Scientists) (Amended 4/16/91) showing soil types, slopes & calculations
	All building and setback lines		Cross section of all proposed streets & driveways showing existing & proposed grades
	Conservation District Review Authorization Form signed		Construction Plan
	Copies of all applicable permits and applications for permits		Mylar
	Drainage information (three (3) copies)		Certification by the surveyor that the field work undertaken in the preparation of the final plan has an error of closure no greater than 1 part in 10,000
	Street plan and profile		Road profile
	Approval block for Planning Board endorsement		Two copies of the "Street Improvement Guarantee Worksheet" (Amended 4/16/91)
	Completed checklist with justification/explanation for any omissions		Base Flood Elevation (BFE) Data

“Reasonable fees in addition to fees for notice...may be imposed by the Board to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications.” (RSA 676:4 (g))

The following items may also be required by the Planning Board before final approval is granted:

- \_\_\_\_\_ Erosion and sediment control plans
- \_\_\_\_\_ Traffic Impact Analysis
- \_\_\_\_\_ Environmental Impact Studies
- \_\_\_\_\_ NH Wetlands Board Dredge & Fill Permit
- \_\_\_\_\_ Driveway Access Permits
- \_\_\_\_\_ NH WS & PCC Major Alternation Permit (149:8-a)
- \_\_\_\_\_ Construction and Maintenance Bonding
- \_\_\_\_\_ Town Engineer Review of Proposal
- \_\_\_\_\_ Miscellaneous Engineering Studies

**STORMWATER MANAGEMENT CHECKLIST**  
(Appendix 3) (Adopted October 17, 2017)

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_

\_\_\_\_\_ New Development Project

\_\_\_\_\_ Redevelopment Project

SECTION	STORMWATER STANDARDS	COMMENTS/PLAN SHEET #	YES/NO
<b>F.2.</b>	<b>Minimum Threshold for Applicability – Report Proposed Area of Disturbance (square feet and/or acres)</b>		
	The post-construction stormwater management standards apply to any development or redevelopment project which are subject to Site Plan Review and disturbs more than 10,000 square feet or disturbs more than 2,500 square feet within 100 feet of a surface water body (e.g. lake, pond, stream or river). For sites that disturb less than 10,000 square feet the Planning Board may grant an exception if the amount of the total NEW site impervious cover does not exceed 1,000 square feet and the criteria in F.2.b. are fully met.	<i>Eligible for Exemption?</i>	
	All runoff from new impervious surfaces and structures shall be directed to a subsurface filtration and/or infiltration device or properly discharged to a naturally occurring or fully replanted and vegetated area with slopes of 15 percent or less and with adequate controls to prevent soil erosion and concentrated flow.	Standards a-d met?	
	Impervious surfaces for parking areas and roads shall be minimized to the extent possible (including minimum parking requirements for proposed uses).		
	All runoff generated from new impervious surfaces shall be retained on the development site and property.		
	All runoff from new impervious surfaces and structures shall be directed to a subsurface filtration and/or infiltration device or properly discharged to a naturally occurring or fully replanted and vegetated area with slopes of 15 percent or less and with adequate controls to prevent soil erosion and concentrated flow.		
	Impervious surfaces for parking areas and roads shall be minimized to the extent possible (including minimum parking requirements for proposed uses).		
	All runoff generated from new impervious surfaces shall be retained on the development site and property.		
<b>F.3</b>	<b>Stormwater Standards for New Development</b>		
	SWM practices shall be located outside any specified		

	buffer zones; stream and wetland crossings are minimized		
	Low Impact Development (LID) site planning and design strategies are used to the maximum extent practicable.	If not why?	
	Treatment areas shall be planted with native plantings appropriate for the site conditions: trees, grasses, shrubs and/or other native plants in sufficient numbers and density to prevent soil erosion and to achieve the water quality treatment requirements		
	Installations and areas that receive rainfall runoff must be designed to drain within a maximum of 72 hours		
	Salt storage areas shall be fully covered with permanent or semi-permanent measures. Loading/offloading areas are located and designed to not drain directly to receiving waters and maintained with good housekeeping measures.		
	Provide treatment for discharge or filtration areas and/or capture and reuse runoff onsite.		
	Discharge off-site in volumes no greater than discharged under existing conditions (developed condition or undeveloped condition).		
	Runoff from impervious surfaces shall be treated to achieve at least 80% removal of Total Suspended Solids and at least 60% removal of both total nitrogen and total phosphorus.		
	Control the post-development peak rate runoff so that it does not exceed pre-development runoff.		
	Provide for the disposal of stormwater without flooding or functional impairment to streets, adjacent properties, downstream properties, soils, or vegetation.		
	Accounted for upstream and upgradient runoff that flows onto, over, or through the site to be developed or re-developed.		
	Whenever practicable, native site vegetation retained, protected, or supplemented. Any stripping of vegetation done to minimize soil erosion.		
<b>F.4.</b>	<b>Submission Requirements for Stormwater Management Report and Plans</b>		
	Comprehensive Stormwater Management Plan (SMP) with a narrative description for the Existing Conditions Site Plan and Proposed Conditions Plan. SMP shall include a comprehensive Stormwater Management plan (SMP) showing all pre-development surficial and hydrologic features and conditions.		
	SMP shall include a narrative description and a Proposed Conditions Site Plan showing all post-development proposed engineered, surficial and hydrologic conditions.		
	The SMP shall describe the general approach and strategies implemented, and the facts relied upon, to meet the goals of Element A and Element C.: The SWP shall include design plans and/or graphical sketch(es) of all proposed above ground LID practices.		
	The SMP shall include calculations of the change in impervious area, pollution loading and removal volumes for each best management practice, and GIS files		

	containing the coordinates of all stormwater infrastructure elements (e.g. catch basins, swales, detention/bioretention areas, piping).		
	SMP shall include a description and a proposed Site Plan showing proposed erosion and sediment control measures, limits of disturbance, temporary and permanent soil stabilization measures in accordance with the NHDES Stormwater Manual Volume 3 (most recent version) as well as a construction site inspection plan including phased installation of best management practices and final inspection upon completion of construction.		
	SMP shall include a long-term stormwater management BMP inspection and maintenance plan (see Element E) that describes the responsible parties and contact information for the qualified individuals who will perform future BMP inspections. The inspection frequency, maintenance and reporting protocols shall be included.		
	SMP shall describe and identify locations of any proposed deicing chemical and/or snow storage areas. SMP will describe how deicing chemical use will be minimized or used most efficiently.		
	In urbanized areas that are subject to the EPA MS4 Stormwater Permit and will drain to chloride-impaired waters, any new developments and redevelopment projects shall submit a description of measures that will be used to minimize salt usage, and track and report amounts used using the UNH Technology Transfer Center online tool ( <a href="http://www.roadsalt.unh.edu/Salt/">http://www.roadsalt.unh.edu/Salt/</a> ) in accordance with Appendix H of the NH MS4 Permit.		
<b>F.5.</b>	<b>General Performance Criteria for Stormwater Management Plans</b>		
	All applications shall apply site design practices to reduce the generation of stormwater in the post-developed condition, reduce overall impervious surface coverage, seek opportunities to capture and reuse and minimize and discharge of stormwater to the municipal stormwater management system.		
	Low Impact Development (LID) site planning and design strategies must be used to the maximum extent practicable (MEP) to reduce stormwater runoff volume, protect water quality, and maintaining predevelopment site hydrology. An applicant must document in writing why LID strategies are not appropriate when not used to manage stormwater.		
	Water Quality Protection.  All stormwater runoff generated from new development or redevelopment shall not be discharged directly into a jurisdictional wetland or surface water body without adequate treatment.  All developments shall provide adequate management of stormwater runoff and prevent discharge of stormwater runoff from creating or contributing to water quality impairment.		



	<p>Onsite groundwater recharge rates shall be maintained by promoting infiltration through use of structural and non-structural methods. The annual recharge from the post development site shall maintain or exceed the annual recharge from pre-development site conditions. All stormwater management practices shall be designed to convey stormwater to allow for maximum groundwater recharge (and capture and reuse of stormwater runoff). This shall include, but not be limited to:</p> <ol style="list-style-type: none"> <li>i. Maximizing flow paths from collection points to outflow points.</li> <li>ii. Use of multiple best management practices.</li> <li>iii. Retention of and discharge to fully vegetated areas.</li> <li>iv. Maximizing use of infiltration practices.</li> <li>v. Stormwater System Design Performance Standards.</li> </ol>		
	Stormwater system design, performance standards and protection criteria shall be provided as prescribed in Table 1 below. Calculations shall include sizing of all structures and best management practices, including sizing of emergency overflow structures based on assessment of the 100-year 24-hour frequency storm discharge rate.		
	Sizing and design of stormwater management practices shall utilize new precipitation data from the Northeast Region Climate Center (NRCC) <a href="#">or the most recent precipitation atlas published by the National Oceanic and Atmospheric Administration (NOAA)</a> for the sizing and design of all stormwater management practices. See the NRCC website at <a href="http://precip.eas.cornell.edu/">http://precip.eas.cornell.edu/</a> .		
	Stormwater management practices involving bioretention and vegetative cover as a key functional component must have a landscaping plan detailing both the type and quantities of plants and vegetation to be in used in the practice and how and who will manage and maintain this vegetation (native plantings preferred). Landscaping plan must be prepared by a registered landscape architect, soil conservation district office, or another qualified professional.		
<b>F.6.</b>	<b>Spill Prevention, Control and Countermeasures (SPCC) Plan</b>		
	Disclosure statements describing the types, quantities, and storage locations of all regulated substances that will be part of the proposed use or activity.		
	Owner and spill response manager's contact information.		
	Location of all surface waters and drainage patterns.		
	A narrative describing the spill prevention practices to be employed when normally using regulated substances.		
	Containment controls, both structural and non-structural.		
	Spill reporting procedures, including a list of municipal personnel or agencies that will be contacted to assist in containing the spill, and the amount of a spill requiring outside assistance and response.		

	Name of a contractor available to assist in spill response, contaminant, and cleanup.		
	The list of available clean-up equipment with instructions available for use on-site and the names of employees with adequate training to implement containment and clean up response.		
<b>F.7.</b>	<b>Stormwater Standards for Redevelopment</b>		
	<p>Redevelopment (as applicable to this stormwater regulation) means:</p> <ol style="list-style-type: none"> <li>a. Any construction, alteration, or improvement that disturbs existing impervious area (including demolition and removal of road/parking lot materials down to the erodible subbase) or expands existing impervious cover by any amount, where the existing land use is commercial, industrial, institutional, governmental, recreational, or multifamily residential.</li> <li>b. Any redevelopment activity that results in improvements with no increase in impervious area shall be considered redevelopment activity under this regulation if capital cost of improvements is greater than 30% of the appraised property value.</li> <li>c. Any new impervious area over portions of a site that are currently pervious.</li> </ol> <p>The following activities are not considered redevelopment:</p> <ul style="list-style-type: none"> <li>▪ Interior and exterior building renovation.</li> <li>▪ Resurfacing of an existing paved surface (e.g. parking lot, walkway or roadway).</li> <li>▪ Pavement excavation and patching that is incidental to the primary project purpose, such as replacement of a collapsed storm drain.</li> </ul>		
	Redevelopment applications shall comply with the requirements of Sections C.2 Submission Requirements for Stormwater Management Report and Plans, C.3 General Performance Criteria for Stormwater Management Plans, and C.4 Spill Prevention, Control and Countermeasure (SPCC) Plan.		
	For sites meeting the definition of a redevelopment project and having less than 40% existing impervious surface coverage, the stormwater management requirements will be the same as other new development projects. The applicant must satisfactorily demonstrate that impervious area is minimized, and LID practices have been implemented on-site to the maximum extent practicable.		
	For sites meeting the definition of a redevelopment project and having more than 60% existing impervious surface area, stormwater shall be managed for water quality in		

	<p>accordance with one or more of the following techniques, listed in order of preference:</p> <ul style="list-style-type: none"> <li>a. Implement measures onsite that result in disconnection or treatment of 100% of the additional proposed impervious surface area and at least 30% of the existing impervious area and pavement areas, preferably using filtration and/or infiltration practices.</li> <li>b. If resulting in greater overall water quality improvement on the site, implement LID practices to the maximum extent practicable to provide treatment of runoff generated from at least 60% of the entire developed site area.</li> </ul>		
	<p>Runoff from impervious surfaces shall be treated to achieve at least 80% removal of Total Suspended Solids and at least 60% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual. Volumes 1 and 2, December 2008, as amended (refer to Volume 2, page 6, Table 2.1 Summary of Design Criteria, Water Quality Volume for treatment criteria) or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater BMP's designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the NH Stormwater Manual. Note: The Anti-Degradation provisions of the State Water Quality Standards require that runoff from development shall not contribute additional pollutant loads to existing water body impairments.</p>		
	<p>Runoff shall not be discharged from a redevelopment site to municipal drainage systems or privately owned drainage systems (whether enclosed or open drainage) or to surface water bodies and wetlands in volumes greater than discharged under existing conditions (developed condition or undeveloped condition).</p>		
<b>F.8.</b>	<b>Stormwater Management Plan and Site Inspections</b>		
	<p>The applicant shall provide that all stormwater management and treatment practices have an enforceable operations and maintenance plan and agreement to ensure the system functions as designed. This agreement will include all maintenance easements required to access and inspect the stormwater treatment practices, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater system. The operations and maintenance plan shall specify the parties responsible for the proper maintenance of all stormwater treatment practices. The operations and maintenance shall be provided to the Planning Board as part of the application</p>		

	prior to issuance of any local permits for land disturbance and construction activities.		
	The applicant shall provide legally binding documents for filing with the registry of deeds which demonstrate that the obligation for maintenance of stormwater best management practices and infrastructure runs with the land and that the Town has legal access to inspect the property to ensure their proper function or maintain onsite stormwater infrastructure when necessary to address emergency situations or conditions.		
	The property owner shall bear responsibility for the installation, construction, inspection, and maintenance of all stormwater management and erosion control measures required by the provisions of these regulations and as approved by the Planning Board, including emergency repairs completed by the town.		
	Stormwater management and sediment and erosion control plans shall be incorporated as part of any approved site plan. A Notice of Decision acknowledging the Planning Board approval of these plans shall be recorded at the Registry of Deeds. The Notice of Decision shall be referenced to the property deed (title/book/page number) and apply to all persons that may acquire any property subject to the approved stormwater management and sediment control plans. The Notice of Decision shall reference the requirements for maintenance pursuant to the stormwater management and erosion and sediment control plans as approved by the Planning Board.		
	The applicant shall submit as-built drawings of the constructed stormwater management system following construction. {The EPA MS4 permit specifically includes this requirement – may be considered optional for other communities. }		
<b>F.10.</b>	<b>Inspection and Maintenance Responsibility</b>		
	<p>Municipal staff or their designated agent shall have site access to complete routine inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such inspections shall be performed at a time agreed upon with the landowner.</p> <ol style="list-style-type: none"> <li>a. If permission to inspect is denied by the landowner, municipal staff or their designated agent shall secure an administrative inspection warrant from the district or superior court under RSA 595-B Administrative Inspection Warrants. Expenses associated with inspections shall be the responsibility of the applicant/property owner.</li> <li>b. If violations or non-compliance with a condition(s) of approval are found on the site during routine inspections, the inspector (town engineer or other qualified agent of the town) shall provide a report to the Planning Board documenting these violations or non-compliance including recommend corrective actions. The Planning Board shall notify the property owner in writing of these violations or non-compliance and</li> </ol>		

	<p>corrective actions necessary to bring the property into full compliance with the approved site plan (RSA 674:43 Power to Review Site Plans and 674:44 Site Plan Review Regulations). The Planning Board, at their discretion, may recommend to the Board of Selectmen to issue a stop work order if corrective actions are not completed within 10 days.</p> <p>c. If corrective actions are not completed within a period of 30 days from the Planning Board or Board notification, the Planning Board may exercise their jurisdiction under RSA 676:4-a Revocation of Recorded Approval.</p>		
	<p>The applicant shall bear final responsibility for the installation, construction, inspection, and disposition of all stormwater management and erosion control measures required by the Planning Board. Site development shall not begin before the Stormwater Management Plan receives written approval by the Planning Board.</p>		
	<p>The municipality retains the right, though accepts no responsibility, to repair or maintain stormwater infrastructure if: a property is abandoned or becomes vacant; and in the event a property owner refuses to repair infrastructure that is damaged or is not functioning properly.</p>		

## **STORMWATER MANAGEMENT RULES AND REGULATIONS**

### **Appendix A**

#### **Sandown Site Plan Review Regulations**

##### 1.0 Purpose

The purpose of these stormwater regulations is to protect the Town of Sandown's waterbodies and groundwater and to safeguard the public health, safety, welfare and the environment by establishing minimum requirements and procedures to control the adverse effects of increased post-development stormwater runoff, decreased groundwater recharge, and nonpoint source pollution associated with new development, as more specifically addressed in Stormwater Management Ordinance of the Town of Sandown. Increased and contaminated stormwater runoff associated with construction sites, developed land uses and the accompanying increase in impervious surface are major causes of impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater.

##### 2.0 Authority

The Sandown Planning Board, under the authority of Stormwater Management Ordinance (Article VII-Part B of Sandown Zoning Ordinance), adopts these Stormwater Management Rules and Regulations. These stormwater regulations may be periodically amended by the Planning Board in accordance with the procedures outlined in the Sandown Stormwater Management Ordinance.

##### 3.0 Administration

- A. The Planning Board shall administer, implement and enforce these regulations.
- B. The Planning Board may designate by mutual agreement another Town board, commission, or department, including but not limited to the Planning Board, Building Department, Conservation Commission, Board of Health, and/or Department of Public Works, as its authorized agent or designee for the purposes of permit approval, site inspections of the stormwater management system, erosion and sediment controls, or long-term site inspections.
- C. Town boards or departments, including, but not limited to the Conservation Commission, Planning Board, Department of Public Works, Building Department, Board of Health, and any other applicable Town board or department may formally adopt these regulations, or specific sections of these regulations, either directly or by reference.

#### 4.0 Definitions

For the purposes of these rules and regulations, the following shall mean:

**ABUTTER:** Owners of land directly adjacent to property lines of the applicant and owners of land directly opposite on any public or private street or way, as they appear on the most recent tax list, notwithstanding that the land is located in another City of Town.

**APPLICANT:** Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision, of the State of New Hampshire or the federal government to the extent permitted by law requesting a soil erosion and sediment control permit for proposed land-disturbance activity.

**ASSESSOR:** Town of Sandown Town Assessor's office and/or Assessor.

**BEST MANAGEMENT PRACTICE (BMP):** Physical, structural, and/or managerial practices that, when used singly or in combination, prevent or reduce pollution of water, that have been approved by the Town of Sandown, and that have been incorporated by reference into the Stormwater Regulations as if fully set out therein.

**CERTIFICATE OF COMPLETION:** Document issued by the Planning Board upon receipt of a final inspection report and acknowledgement that all conditions of the Stormwater Management Permit have been satisfactorily completed.

**CLEARING:** Any activity that removes vegetative surface cover.

**CONSTRUCTION WASTE AND MATERIALS:** Excess or discarded building or site materials, including but not limited to concrete truck washout, chemicals, litter and sanitary waste at a construction site that may adversely impact water quality.

**DISCHARGE OF POLLUTANTS:** The addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into the waters of the United States or State of New Hampshire from any source.

**DISTURBANCE OF LAND:** Any action that causes a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth material.

**EROSION:** The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

**EROSION AND SEDIMENT CONTROL PLAN:** A document containing narrative, drawings, and details developed by a registered professional engineer (P.E.) or CPESC, which includes BMPs, or equivalent measures designed to control surface runoff, erosion, and sedimentation during pre-construction and construction-related land disturbance activities.

**GRADING:** Changing the level or shape of the ground surface.

**GROUNDWATER:** Water beneath the surface of the ground including confined or unconfined aquifers.

**GRUBBING:** The act of clearing land surface by digging up roots and stumps.

**IMPERVIOUS SURFACE:** Any material or structure on or above the ground that prevents or delays water from infiltrating the underlying soil, or causes water to runoff in greater quantities or at an increased rate of flow. Impervious surfaces include, but are not limited to, roads, driveways, parking lots, sidewalks, rooftops, patios, storage areas, concrete or asphalt paving, and gravel/dense-graded crushed stone areas.

**LAND DISTURBING ACTIVITY:** Any activity on property that results in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography. Land-disturbing activities include, but are not limited to, development, re-development, demolition, construction, reconstruction, clearing, grading, filling and excavation.

**LOW IMPACT DEVELOPMENT (LID):** An approach to land development design and stormwater management that attempts to mimic the natural hydrology of the site by avoiding, reducing, and mitigating impacts with natural, non-structural and structural measures.

**LAND DISTURBING ACTIVITY:** Any activity on property that results in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography. Land-disturbing activities include, but are not limited to, development, re-development, demolition, construction, reconstruction, clearing, grading, filling and excavation.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM:** The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Sandown, NH.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT:** A permit issued by the EPA or jointly with the State of New Hampshire that authorizes the discharge of stormwater to waters of the United States.

**NEW DEVELOPMENT:** Any construction, land alteration, or improvement of a site or structure with less than 40 percent existing impervious surface, calculated by



dividing the total existing impervious surface by the size of the parcel and convert to a percentage.

**OPERATION AND MAINTENANCE PLAN:** A plan setting up the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

**OUTFALL:** The point where stormwater flows out from a point source which is a discernible, confined and discrete conveyance into waters of the State of New Hampshire.

**OWNER:** A person with a legal or equitable interest in property.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the State of New Hampshire or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**POINT SOURCE:** Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which stormwater is or may be discharged.

**POLLUTANT:** Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or non-point source, that is or may be introduced into any sewage treatment works or waters of the State of New Hampshire. Pollutants shall include, but are not limited to:

- (a) Chemicals, paints, varnishes, and solvents;
- (b) Oil and other automotive fluids;
- (c) Non-hazardous liquid and solid wastes and yard wastes;
- (d) Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- (e) Pesticides, herbicides, and fertilizers;
- (f) Hazardous materials and wastes, sewage, fecal coliform and pathogens;
- (g) Dissolved and particulate metals;
- (h) Animal wastes;
- (i) Rock, sand, salt, and soils;
- (j) Concrete truck washout;
- (k) Sanitary wastes;
- (l) Construction wastes, demolition debris, and discarded building materials; and
- (m) Noxious or offensive matter of any kind.

**PRE-CONSTRUCTION:** All activity in preparation for construction.

**RECHARGE:** The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through soil.

**REDEVELOPMENT:** A site is considered a redevelopment if it has 40 percent or more of existing impervious surface, calculated by dividing the total existing impervious surface by the size of the parcel and convert to a percentage.

**RUNOFF:** Rainfall, snowmelt, or irrigation water flowing over the ground surface.

**SEDIMENT:** Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

**SEDIMENTATION:** The process or act of deposition of sediment.

**SITE:** Any lot, parcel of land, or area of property where land-disturbing activities are, were, or will be performed.

**SLOPE:** The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

**SOIL:** Any earth, sand, rock, gravel, or similar material.

**STABILIZATION:** The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or minimize erosion.

**STORMWATER:** Stormwater runoff, snow melt runoff, and surface water runoff and drainage.

**STORMWATER MANAGEMENT PERMIT:** The written approval granted by the Planning Board to undertake a construction activity pursuant to a Stormwater Management Permit Application. A valid Stormwater Management Permit must be signed by the Planning Board participating at a duly noted public hearing, prior to the start of any work.

**STORMWATER POLLUTION PREVENTION PLAN (SWPPP):** A plan that clearly describes appropriate control measures that include a description of all pollution control measures (i.e., Best Management Practices) that will be implemented as part of the construction activity to control pollutants in storm water discharges and describes the interim and permanent stabilization practices for the site.

**STRIP:** Any activity that removes the vegetative ground surface cover, including tree removal, clearing, grubbing, and storage or removal of topsoil.

**STRUCTURAL BEST MANAGEMENT PRACTICES:** Devices that are constructed to provide control of stormwater runoff.

**STRUCTURAL STORMWATER CONTROL:** A structural stormwater management facility or device that controls storm water runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release or the velocity of flow.

**TOXIC OR HAZARDOUS MATERIAL OR WASTE:** Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic or organic chemical, petroleum product, heavy metal, radioactive, biological, or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

**TOTAL SUSPENDED SOLIDS (TSS):** Sediment being carried in stormwater.

**WATERCOURSE:** A natural or man-made channel through which water flows or a stream of water, including a river, brook, or underground stream.

**WATERS OF THE UNITED STATES:** Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface and subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State of New Hampshire which are not entirely confined and retained completely upon the property of a single person.

## 5.0 Applicability

These rules and regulations apply to all activities meeting the applicability criteria of the Stormwater Management Ordinance. New development and redevelopment projects must comply with the rules and regulations contained herein unless expressly waived by the Planning Board.

## 6.0 Permit Procedures and Requirements

6.1. The Building Inspector shall not issue a Building Permit without first confirming that a Stormwater Management Permit has been obtained or is otherwise not required. The Stormwater Management Permit process shall be incorporated into existing permits to ensure efficiency of the Town permitting process for the Town and Applicant. The Planning Board shall serve as the Permit Granting Authority (PGA).

6.2. Filing Application.

- (1) The site owner or his/her agent shall file with the Planning Board, three (3) copies of a completed Stormwater Management Permit Application package as outlined below. Permit issuance is required prior to any applicable site-altering activity. While the applicant can be a representative, the permittee must be the owner of the site.
- (2) Proposed projects at individual single-family or duplex residences.
  - (a) Completed Application Form with original signatures of all owners;

- (b) Three (3) copies of the Stormwater Management Plan for Single-Family or Duplex Residences as specified in Section 11.0;
  - (c) Methods for complying with the Stormwater Standards as specified in Section 12.0; and
  - (d) Payment of any application and review fees.
- (3) All other types and/or locations of proposed projects:
- (a) Completed Application Form with original signatures of all owners;
  - (b) List of abutters, certified by the Assessors' Office;
  - (c) Addressed and stamped envelopes in a quantity sufficient to deliver first-class mail notice to each abutter regarding the scheduling of the SWPA meeting to discuss the Stormwater Management Permit Application;
  - (d) Three (3) copies of the Stormwater Management Plan as specified in Section 7.0;
  - (e) Three (3) copies of the Erosion Control Plan as specified in Section 8.0;
  - (f) Three (3) copies of the Operation and Maintenance Plan as specified in Section 9.0;
  - (g) An acknowledgement of the Site Inspections and Final Reports requirements as specified in Section 10.0;
  - (h) Methods for complying with the Stormwater Standards as specified in Section 12.0; and
  - (i) Payment of any application and review fees.

The Stormwater Management Permit Application shall not be deemed to have been submitted unless it has been delivered to the Planning Board at a scheduled meeting or has been sent via registered mail to the Planning Board care of the Town Clerk. If so mailed, the date of mailing shall not be the date of submission of the plan, but the date of the next scheduled Planning Board meeting shall be deemed to be the date of submission.

### 6.3. Fee Structure.

- (1) The Planning Board shall obtain with each submission an application fee established by the Planning Board to cover administrative expenses connected with the review of the stormwater management permit. A nonrefundable application fee of \$100 shall be due and payable to the Town of Sandown at the time an application is formally filed.
- (2) In addition to the above fee, the Planning Board is authorized to require an applicant to pay an initial fee of up to \$2,500 for the reasonable costs and expenses for specific expert engineering and other consultant services deemed necessary by the Planning Board to come to a final decision on the application. Payment may be required at any point in the deliberations prior to a final decision. The Planning Board shall notify the applicant of such amount in writing. Failure to submit such additional amount within 14 days of receipt of said notice shall be deemed reason by the Planning Board to deny said application.
  - (a) If prior to final action on the plan the Planning Board finds that \$2,500 is insufficient to cover costs and expenses for consultant services necessary

for review of the application, the Planning Board shall seek authorization from the Planning Board at one of the Board's regular meetings to require that the applicant submit forthwith such additional amount as is deemed required by the Planning Board to cover such costs. The Planning Board shall notify the applicant of such additional amount in writing. Failure to submit such additional amount as authorized by the Planning Board within 14 days of receipt of said notice shall be deemed reason by the Planning Board to deny said application.

- (b) Such fee shall be held in escrow, to be used to engage independent consultants should the Planning Board determine this to be necessary, based on the characteristics or complexity of the issues raised by the application.
- (c) If the actual cost incurred by the Town for review of said application is less than the amount on deposit as specified above, the Planning Board shall authorize that such excess amount be refunded to the applicant concurrently with final action on said application.
- (d) The services for which a fee may be utilized include, but are not limited to, review of wetland survey and delineation, hydrologic and drainage analysis, wildlife evaluation, stormwater quality analysis, site inspections, as-built plan review, and analysis of legal issues.

- 6.4. Information Requests. The applicant shall submit all additional information requested by the Planning Board to issue a decision on the application.
- 6.5. Actions. The Planning Board's action, rendered in writing, shall consist of either:
- (1) "Approval" of the Stormwater Management Permit Application based upon determination that the proposed Stormwater Management Plan meets the Standards and will adequately protect the water resources of the community and is in compliance with the requirements set forth in these rules and regulations;
  - (2) "Approval with Conditions" of the Stormwater Management Permit Application subject to any conditions, modifications, or restrictions that will ensure the proposed Stormwater Management Plan meets the Standards and will adequately protect the water resources of the community and is in compliance with the requirements set forth in these rules and regulations;
  - (3) "Disapproval" of the Stormwater Management Permit Application based upon determination that the proposed Stormwater Management Plan, as submitted, does not meet the Standards or will not adequately protect the water resources of the community and is not in compliance with the requirements set forth in these rules and regulations.
- 6.6. Public Hearing. Before approval, modification and approval, or disapproval of the Stormwater Management Permit Application is given, a public hearing shall be held by the Planning Board. Notice of such hearing shall be given by the Planning Board at the expense of the applicant in each of two successive weeks by advertisement any

- newspaper of general circulation in the Town of Sandown as determined by the Planning Board. The first notice being not less than 14 days before such hearing; the second notice being not less than seven days before such hearing. The Planning Board shall notify by first-class mail the abutters (as provided by the developer in the submission of the Stormwater Management Permit Application) to the proposed development.
- 6.7. Appeals. The applicant may appeal the decision, within thirty (30) consecutive calendar days in an action filed within 60 days.
- 6.8. Access Permission. To the extent permitted by New Hampshire law, the Planning Board or their designee and third-party inspector may enter upon privately owned property for the purpose of performing their duties under these rules and regulations and may make or cause to be made such examinations, surveys or sampling as the Planning Board deems reasonably necessary to determine compliance with the Stormwater Management Permit.
- 6.9. Plan Changes. The permittee must notify the Planning Board in writing of any drainage change or alteration in the system authorized in the Stormwater Management Permit before any change or alteration is made. If the Planning Board determines that the change or alteration is significant, based on the Standards, the requirements set forth in these rules and regulations, or accepted construction practices, the Planning Board may require that an amended application be filed. If any change or alteration from the Stormwater Management Permit occurs during any land disturbing activities, the Planning Board may require the installation of interim erosion and sedimentation control measures before approving the change or alteration.
- 6.10. The Planning Board reserves the right to authorize or waive some or all regulation requirements and/or projects at its discretion. The Planning Board also reserves the right to address items and/or projects not specifically addressed by these regulations on a case by case basis.

## 7.0 Stormwater Management Permit Application

- 7.1. The Stormwater Management Permit Application shall consist of a submittal of a Stormwater Management Plan to the Planning Board. This Stormwater Management Plan shall contain sufficient information for the Planning Board or their designee to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater. The Stormwater Management Plan shall be designed to meet the Standards, as set forth in Section 8.3.
- 7.2. The Stormwater Management Plan shall full describe the project in drawings and narrative. It shall include, as a minimum, the following:

- (1) Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;
- (2) Project narrative containing relevant information related to stormwater requirements;
- (3) Locus map of the site;
- (4) Description of existing and proposed conditions;
- (5) Existing and proposed zoning and land use at the site;
- (6) Existing and proposed easements and utilities at the site;
- (7) Existing and proposed topography (1-foot or 2-foot interval contours with additional spot grades as needed to depict detailed drainage patterns) at the site;
- (8) Existing and proposed hydrology, watershed boundaries, drainage area, and stormwater flow paths;
- (9) Existing and proposed stormwater conveyances, impoundments, and wetlands into which stormwater flows at and adjacent to the site;
- (10) Existing and proposed 100-year flood plain, if applicable;
- (11) Estimated high groundwater elevation (November to April) as determined via completion of representative test pits or other geological investigations in areas to be used for stormwater retention, detention, or infiltration;
- (12) Description of subsurface conditions in areas to be used for stormwater retention, detention, or infiltration;
- (13) Plans, drawings, and descriptions of proposed drainage system and all components including:
  - (a) Locations, cross sections, and profiles of all stormwater conveyances such as drainage swales and their method of stabilization;
  - (b) All measures for the detention, retention, and/or infiltration of stormwater;
  - (c) All measures for the protection of water quality;
  - (d) The structural details and sizing for all components of the proposed drainage systems and stormwater management facilities;
  - (e) Notes on drawings specifying materials to be used, construction specifications, and typical details and cross-sections;
  - (f) Analysis of existing and proposed hydrology with supporting calculations;
  - (g) Calculations supporting the estimate of stormwater treatment performance;
  - (h) Calculations supporting the design of infiltration practices, including design infiltration rates, estimated dewatering times, and mounding analyses, where applicable;
- (14) Stormwater runoff shall be calculated using latest Northeast Regional Climate Center (NRCC) extreme precipitation amounts for recurrence intervals (storm events) 2-, 10-, 25-, 50- and 100-year frequencies;
- (15) An Erosion and Sediment Control Plan as detailed in Section 9.0;
- (16) An Operation and Maintenance Plan as detailed in Section 10.0;
- (17) Documents must be stamped and certified by a qualified registered P.E.; and
- (18) Any other information requested by the Planning Board.

7.3. Stormwater Standards. All projects subject to this section shall meet the Stormwater Standards outlined in Section 13. Narratives, calculations, and/or other methods for

meeting these requirements shall be provided along with the Stormwater Management Permit Application.

## 8.0 Erosion and Sediment Control Plan

8.1. The Stormwater Management Permit Application shall include submittal of an Erosion and Sediment Control Plan to the Planning Board. This Erosion and Sediment Control Plan shall contain sufficient information for the Planning Board or their designee about the nature and purpose of the proposed development, pertinent conditions of the site and adjacent areas, proposed erosion and sedimentation controls, and proposed control for other wastes on construction sites such as demolition debris, litter, and sanitary wastes to ensure they are not discharged to the MS4, drainage system, or waters of the United States or State of New Hampshire. The applicant shall submit such material as is necessary to show that the proposed development will comply with the design requirements as follows:

- (1) Minimize total area of disturbance;
- (2) Sequence activities to minimize simultaneous areas of disturbance;
- (3) Minimize soil erosion and control sedimentation during construction, provided that prevention of erosion is preferred over sedimentation control;
- (4) Divert uncontaminated water around disturbed areas;
- (5) Maximize infiltration and groundwater recharge;
- (6) Install, inspect, and maintain all Erosion and Sediment Control measures in accordance with the manufacturer's specifications and good engineering practices;
- (7) Prevent off-site transport of sediment and wastes;
- (8) Protect all storm drain inlets and armor all newly constructed outlets;
- (9) Protect and manage on and off-site material storage areas (overburden and stockpiles of dirt, borrow areas, or other areas used solely by the permitted project are considered a part of the project);
- (10) Comply with applicable federal, state and local laws and regulations including waste disposal, sanitary sewer or septic system regulations, and air quality requirements, including dust control;
- (11) Institute interim and permanent stabilization measures, which shall be instituted on a disturbed area as soon as practicable but no more than fourteen (14) days after construction activity has temporarily or permanently ceased on that portion of the site;
- (12) Properly manage on-site construction waste and materials;
- (13) Stabilize construction site entrances and exits and prevent off-site vehicle tracking of sediments; and
- (14) Ensure that any stormwater BMP (for post-construction stormwater management) installed during construction will be protected from compaction, siltation, and erosion or will be restored or replaced such that the BMP will be capable of functioning as designed in accordance with these stormwater regulations.



- 8.2. The content of the Erosion and Sediment Control Plan shall contain the following information:
- (1) Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing this plan;
  - (2) Title, date, north arrow, names of abutters, scale, legend, and locus map;
  - (3) Location and description of natural features including:
    - (a) Watercourses and water bodies, wetland resource areas and all floodplain information, including the 100-year flood elevation based upon the most recent Flood Insurance Rate Map, or as calculated by a qualified P.E. for areas not assessed on these maps; and
    - (b) Existing vegetation including tree lines, canopy layer, shrub layer, and ground cover, and trees with a caliper twelve (12) inches or larger, noting specimen trees and forest communities.
  - (4) Lines of existing abutting streets showing drainage and driveway locations and curb cuts;
  - (5) Existing soils, volume and nature of imported soil materials;
  - (6) Topographical features including existing and proposed contours at intervals no greater than one (1) feet with spot elevations provided when needed;
  - (7) Surveyed property lines showing distances and monument locations, all existing and proposed easements, rights-of-way, and other encumbrances, the size of the entire parcel, and the delineation and number of square feet of the land area to be disturbed;
  - (8) Drainage patterns and approximate slopes anticipated after major grading activities;
  - (9) Location and details of erosion and sediment control measures with a narrative of the construction sequence/phasing of the project, including both operation and maintenance for structural and non-structural measures, interim grading, and material stockpiling areas;
  - (10) Path and mechanism to divert uncontaminated water around disturbed areas, to the maximum extent practicable;
  - (11) Location and description of and implementation schedule for temporary and permanent seeding, vegetative controls, and other stabilization measures;
  - (12) A description of construction and waste materials expected to be stored on-site. The Plan shall include a description of controls to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response;
  - (13) A description of provisions for phasing the project where one acre of area or greater is to be altered or disturbed;
  - (14) A description of how the project owner will inspect the site during the course of construction to monitor the management of stormwater in accordance with applicable town, state, and federal regulations;
  - (15) Plans must be stamped and certified by a qualified registered P.E. or a CPESC; and
  - (16) Such other information as is required by the Planning Board.

## 9.0 Operation and Maintenance Plan

9.1. The Stormwater Management Permit Application shall include a submittal of Operation and Maintenance Plan (O&M Plan) to the Planning Board. This O&M Plan shall be designed to ensure compliance with the Stormwater Management Permit, and that these rules and regulations are met in all seasons and throughout the life of the system. The Planning Board shall make the final decision of what maintenance option is appropriate in a given situation. The Planning Board or their designee will consider natural features, proximity of the site to MS4 infrastructure, proximity of the site to waterbodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, and potential need for ongoing maintenance activities when making this decision. The O&M Plan shall remain on file with the Planning Board and shall be an ongoing requirement. The O&M Plan shall include:

- (1) The name(s) of the owner(s) of all components of the system;
- (2) Maintenance agreements that specify:
  - (a) The names and addresses of the person(s) responsible for operation and maintenance
  - (b) The person(s) responsible for financing maintenance and emergency repairs.
  - (c) A Maintenance Schedule that includes routine inspection along with routine and non-routine maintenance tasks for each BMP.
  - (d) A list of easements, if applicable, with the purpose and location of each.
  - (e) The signature(s) of the owner(s).
  - (f) Estimated operation and maintenance budget.
  - (g) The responsible party shall:
    - i. Maintain a log of all operation and maintenance activities for the last three years including inspections, repair, replacement, and disposal (the log shall indicate the type of material and the disposal location);
    - ii. Make this log available to the Planning Board or their designee and the State of New Hampshire upon request; and
    - iii. Allow the Planning Board or their designee to inspect each BMP to determine whether the responsible party is implementing the Operation and Maintenance Plan.
- (3) Stormwater Management Easement(s).
  - (a) Stormwater management easements shall be provided by the property owner(s) as necessary for:
    - i. Access for facility inspections and maintenance;
    - ii. Preservation of stormwater runoff conveyance, infiltration, and detention areas and facilities, including flood routes for the 100-year storm event; and
    - iii. Direct maintenance access by heavy equipment to structures requiring regular cleanout.
  - (b) The purpose of each easement shall be specified in the maintenance agreement signed by the property owner.
  - (c) Stormwater management easements are required for all areas used for off-site stormwater control, unless a waiver is granted by the Planning Board.

- (4) Changes to Operation and Maintenance Plans.
  - (a) The owner(s) of the stormwater management system must notify the Planning Board of changes in ownership or assignment of financial responsibility.
  - (b) The maintenance schedule in the Maintenance Agreement may be amended to achieve the purposes of these rules and regulations by mutual agreement of the Planning Board and the responsible parties. Amendments must be in writing and signed by all responsible parties. Responsible parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility during future years.
- 9.2. Stormwater infrastructure shall be privately owned, inspected and maintained per the Operation and Maintenance procedures approved for the project. Inspection and maintenance logs shall be provided to the Planning Board on a yearly basis by final day in June for the Town to use in preparation of its annual report to the US EPA as part of the NPDES MS4 Permit requirements.
- 9.3. Landowner shall provide the Planning Board an annual report prepared and stamped by a New Hampshire Licensed Professional Engineer documenting and certifying performance of required maintenance and providing an assessment of overall system performance.
- 9.4. The O&M Plan shall include procedures for using dedicated funds, establishing an escrow account, and/or developing a maintenance contract, if determined appropriate to ensure adequate long-term maintenance.
- 9.5. Stormwater Management operation and maintenance duties shall be recorded with the deed for each lot in a subdivision. The applicant may elect to setup a home owner's association (HOA) or other means to ensure all BMPs are inspected and maintained as required.
- 9.6. Long-term operators responsible for O&M Plan implementation shall submit an annual report to the Planning Board documenting all inspection and maintenance completed on the stormwater system.

#### 10.0 Site Inspections and Final Reports

- 10.1. Pre-Construction Meeting. Prior to starting clearing, excavation, construction, or disturbance of land, the Applicant, the Applicant's technical representative, the general contractor, or any other person with authority to make changes to the project, shall meet with the Planning Board to review the permitted Stormwater Management, Erosion and Sediment Control, and Operation and Maintenance Plans and their implementation.
- 10.2. Permittee Erosion and Sediment Control Inspections. The permittee shall conduct and document inspections of all erosion and sediment control measures no less than

weekly or as specified in the Stormwater Management Permit, and prior to and following anticipated storm events. The purpose of such inspections is to determine the overall effectiveness of the erosion and sediment control plan, and the need for maintenance or additional control measures. The permittee shall submit monthly erosion and sediment control reports to the Planning Board or their designee in a format approved by the Planning Board.

10.3. Routine Inspections. Routine inspections shall be performed as follows:

- (1) Initial Site Inspection: prior to approval of any permit/plan;
- (2) Erosion and Sediment Control Inspection: to ensure erosion and sediment control measures are in place and stabilized, and to ensure erosion control practices are in accordance with the filed plan.
- (3) Site Clearing has been substantially completed;
- (4) Rough Grading has been substantially completed;
- (5) Final Grading has been substantially completed;
- (6) Bury Inspections: prior to backfilling of any underground drainage or stormwater structures.
- (7) Close of the Construction Season;
- (8) Landscaping (permanent stabilization); and
- (9) Final Inspection. After the stormwater management system has been constructed, and before any surety is released, the Applicant must submit a record as-built plan detailing the actual stormwater management system as installed. Such plans shall show compliance with the final approved plans by the Planning Board. The Planning Board or their designee shall inspect the system to confirm its "as-built" features. This inspector shall also evaluate the effectiveness of the system in an actual storm. If the inspector finds the system to be adequate, he/she shall so report to Planning Board which will issue a Certificate of Completion.

10.4. Inspector Qualifications. Inspections shall be performed by an independent third-party registered Professional Engineer or CPESC. Alternatively, inspections shall be performed by a qualified employee of the Town of Sandown.

10.5. Final Reports. Upon completion of the work, the permittee shall submit a report (including certified as-built construction plans) from a PE or CPESC. As-built drawings shall be submitted no later than one year after completion of construction projects. The as-built drawings must depict all on site controls, both structural and non-structural, designed to manage the stormwater associated with the completed site (post-construction stormwater management). The report shall certify that all permitted construction, plans, and approved changes and modifications, were completed in accordance with the conditions of the approved Stormwater Management Permit. Any discrepancies should be noted in the report.

If the system is found to be inadequate by virtue of physical evidence of operational failure, even though it was built as called for in the Stormwater Management Plan, it shall be corrected by the permittee before the performance guarantee is released. If

the permittee fails to act the Town of Sandown may use the surety bond to complete the work. Examples of inadequacy include but are not limited to: errors in the infiltrative capability, errors in the maximum groundwater elevation, failure to properly define or construct flow paths, or erosive discharges from basins or other structural BMPs.

#### 11.0 Stormwater Management Plan for Single-Family or Duplex Residences Application

11.1. The Stormwater Management Plan for Single-Family or Duplex Residences Application shall consist of a submittal of a Stormwater Management Plan to the Planning Board. This Stormwater Management Plan shall contain sufficient information for the Planning Board or their designee to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater. The Stormwater Management Plan shall fully describe the project in drawings and narrative. It shall include, as a minimum, the following:

- (1) Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;
- (2) Project narrative of existing and proposed conditions as relevant to stormwater;
- (3) Approximate property lines, all existing and proposed easements, rights-of-way, utilities, the size of the entire parcel, and the delineation and number of square feet of the land area to be disturbed;
- (4) Surveyed property lines, if determined necessary by the Planning Board;
- (5) Nearby roadways showing drainage and driveway locations and curb cuts;
- (6) Existing vegetation including tree lines and trees with a caliper twelve (12) inches or larger;
- (7) Topography as needed to depict drainage patterns onsite, drainage areas and stormwater flow paths;
- (8) Stormwater conveyances such as swales and pipes, wetlands into which stormwater flows at and adjacent to the site, and 100-year flood plain, if applicable;
- (9) Estimated high groundwater elevation (November to April) in areas to be used for stormwater retention, detention, or infiltration;
- (10) Plans, drawings, and descriptions of proposed drainage system and all components including structural details, materials, and sizes for all components of proposed drainage systems and stormwater management facilities;
- (11) Calculations supporting the estimate of stormwater treatment performance and design of infiltration practices;
- (12) Information pertaining to how the project proposes to meet the Stormwater Standards as detailed below;
- (13) An Erosion and Sediment Control Plan as detailed below;
- (14) An Operation and Maintenance Plan as detailed below;
- (15) Documents must be stamped and certified by a qualified registered P.E.; and
- (16) Any other information requested by the Planning Board.

- 11.2. **Stormwater Standards.** All projects subject to this section shall meet the Stormwater Standards outlined in Section 13. Narratives, calculations, and/or other methods for meeting these requirements shall be provided along with the Stormwater Management Plan for Single-Family or Duplex Residences Application.
- 11.3. **Erosion and Sediment Control Plan.** The Stormwater Management Permit Application shall include submittal of an Erosion and Sediment Control Plan to the Planning Board. The content of the Erosion and Sediment Control Plan shall contain the following information:
- (1) Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing this plan;
  - (2) Title, date, north arrow, scale, legend, and locus map;
  - (3) Location and description of natural features including watercourses and water bodies, wetland resource areas and all floodplain information, including the 100-year flood elevation based upon the most recent Flood Insurance Rate Map;
  - (4) Drainage patterns and approximate slopes anticipated after major grading activities;
  - (5) Location and details of erosion and sediment control measures with a narrative of the construction sequence/phasing of the project, including both operation and maintenance for structural and non-structural measures, interim grading, and material stockpiling areas;
  - (6) Plans must be stamped and certified by a qualified registered P.E. or a CPESC; and
  - (7) Such other information as is required by the Planning Board.
- 11.4. **Operation and Maintenance Plan.** The Stormwater Management Permit Application shall include a submittal of Operation and Maintenance Plan (O&M Plan) to the Planning Board. The Planning Board shall make the final decision of what maintenance option is appropriate in a given situation. The Planning Board or their designee will consider natural features, proximity of the site to MS4 infrastructure, proximity of the site to waterbodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, and potential need for ongoing maintenance activities when making this decision. The O&M Plan shall include:
- (1) The name(s) of the owner(s) of all components of the system;
  - (2) A Maintenance Schedule that includes routine inspection along with routine and non-routine maintenance tasks for each BMP; and
  - (3) A signed letter of commitment to properly and timely maintaining all onsite stormwater structures.
- 11.5. **Permittee Erosion and Sediment Control Inspections.** The responsible party shall provide a description and schedule of how and when the project owner or authorized additional party will inspect the site during the course of construction to monitor the management of stormwater in accordance with applicable town, state, and federal regulations. The schedule shall be subject to approval by the Planning Board,

however may include documenting inspections of all erosion and sediment control measures no less than weekly, and prior to and following anticipated events:

- (1) Initial Site Inspection: prior to approval of any permit/plan;
- (2) Erosion and Sediment Control Inspection: to ensure erosion and sediment control measures are in place and stabilized, and to ensure erosion control practices are in accordance with the filed plan.
- (3) Site Clearing has been substantially completed;
- (4) Rough and Final Grading has been substantially completed;
- (5) Landscaping has been completed (permanent stabilization); and
- (6) Final Inspection.

11.6. **Inspector Qualifications.** Inspections shall be performed by the homeowner or an independent third-party registered Professional Engineer or CPESC. Alternatively, inspections shall be performed by a qualified employee of the Town of Sandown. If done by the homeowner, the homeowner is responsible for ensuring that inspections are conducted and that any repairs needed are conducted promptly and adequately to meet these Regulations. Failure to do so may subject the homeowner to the enforcement actions outlined under the Stormwater Management Ordinance.

11.7. **Final Reports.** Upon completion of the work, the permittee shall submit as-built construction plans no later than one year after completion of construction projects. The as-built drawings must depict all on site controls, both structural and non-structural, designed to manage the stormwater associated with the completed site (post-construction stormwater management). The report shall certify that all permitted construction, plans, and approved changes and modifications, were completed in accordance with the conditions of the approved Stormwater Management Permit. Any discrepancies should be noted in the report.

## 12.0 Stormwater Standards

12.1. No new stormwater conveyances (e.g. outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or waters of the State of New Hampshire;

12.2. Low Impact Development (LID) site planning and design strategies must be implemented unless infeasible in order to reduce the discharge of stormwater from development sites;

12.3. The Town of Sandown adopts as its stormwater design and “Best Management Practices” (BMP) manual the most recent publication of the New Hampshire Stormwater Manual Volume 2 (December 2008 or current revision) copy of which is available from the NHDES website;

12.4. Stormwater management systems on new development shall be controlled by:

- (1) Retention or treatment of stormwater runoff by one of the following:

- (a) Requiring BMPs that are designed to retain the Water Quality Volume calculated in accordance with N.H. Code Admin. R. Part Env-Wq 1504.10, or
  - (b) Installing BMPs that designed to meet an average annual pollutant removal equivalent to 90% of the average annual load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 60% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site. Pollutant removal shall be consistent with EPA Region 1's BMP Performance Analysis (2010) or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance;
- (2) Implement long-term maintenance practices of BMPs in accordance with N.H. Code Admin. R. Part Env-Wq 1507.08

12.5. Stormwater management systems on redevelopment sites shall be controlled by:

- (1) Retention or treatment of stormwater runoff by one of the following:
  - (a) Requiring BMPs that are designed to retain the Water Quality Volume calculated in accordance with N.H. Code Admin. R. Part Env-Wq 1504.10 and be designed to remove pollutants in accordance with N.H. Code Admin. R. Part Env-Wq 1507.03, or
  - (b) Installing BMPs that designed to meet an average annual pollutant removal equivalent to 80% of the average annual load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 50% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site. Pollutant removal shall be consistent with EPA Region 1's BMP Performance Analysis (2010) or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance;
- (2) Implement long-term maintenance practices of BMPs in accordance with N.H. Code Admin. R. Part Env-Wq 1507.08



- (3) Utilizing offsite mitigation that meets the above standards within the same USGS HUC10 as the redevelopment site.
- 12.6. Redevelopment activities that are exclusively limited to maintenance and improvement of existing roadways, (including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems, and repaving projects) shall improve existing conditions where feasible and are exempt from part Section 13.5. Roadway widening or improvements that increase the amount of impervious area on the redevelopment site by greater than or equal to a single lane width shall meet the requirements of Section 13.5.

### 13.0 Certification of Completion

- 13.1. Upon completion, the applicant is responsible for certifying that the completed project is in accordance with the approved plans and specifications and shall provide regular inspection records sufficient to adequately document compliance.
- 13.2. The applicant is responsible for payment of any outstanding review fees, taxes, and other debts prior to receiving a certificate of completion.
- 13.3. The Planning Board will issue a letter certifying completion upon receipt and approval of the as-built plans, O&M Plan, final inspection and reports and/or upon otherwise determining that all work of the permit has been satisfactorily completed in conformance with this regulation.
- 13.4. The Planning Board may, in addition to certifying satisfactory completion of the project, require ongoing maintenance procedures as outlined O&M Plan and/or work deemed necessary by the Planning Board.

**SITE PLAN REVIEW WAIVER REQUEST FORM**  
**General Standards: Section 17 Waiver Clause**

**Map** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Property Location** \_\_\_\_\_

**A waiver is being requested from (Regulation & Section):** \_\_\_\_\_

*Please provide specific information and/or documentation for each waiver request:*

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\_\_\_\_\_  
*Signature of Applicant and/or Authorized Agent*

\_\_\_\_\_  
*Date*

**STREET IMPROVEMENT GUARANTEE SUMMARY SHEET**

Subdivision Name \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

	Street Name	From Station	To Station	Amount
1				\$
2				\$
3				\$

Total Amount Recommended by: \_\_\_\_\_  
 Town Engineer's Signature Date

The undersigned agrees to perform the work set forth on the attached work sheets in accordance with the plans and specifications submitted therewith, and in accordance with the Town of Sandown, NH Zoning Ordinance, Subdivision Regulations and/or Site Plan Regulations, all within \_\_\_\_\_ months from the date below.

Prior to final release, all required warranty deeds shall be submitted, and all cost incurred by the Town of Sandown, NH for roadway inspections shall be reimbursed to the Town. If in the opinion of the Sandown Planning Board, all work is not completed within \_\_\_\_\_ months of the date of this agreement, the developer hereby releases to the Town of Sandown, NH the amount of the bond or other performance guarantee still in effect at that time, such amount to be used by the Town of Sandown, NH to complete the deficient work.

The Town of Sandown, NH shall retain an amount equal to 10% of the original bond amount (Amended 4/16/91) or other performance guarantee for a period of twelve months from the date of acceptance of the work by the Planning Board as a maintenance guarantee. The developer agrees to correct all deficiencies which occur during this twelve month period. If, in the opinion of the Planning Board, all deficiencies are not corrected within the twelve month period, the developer hereby releases to the Town of Sandown, NH the amount of the maintenance guarantee in effect at that time, such amount to be used by the Town of Sandown, NH to correct such deficiencies.

\_\_\_\_\_  
 Developer's Company Signature of Developer Date

\_\_\_\_\_  
 Planning Board Chairman Date

**STREET IMPROVEMENT GUARANTEE WORKSHEET**

Street: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Station \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ Ft. Length Map \_\_\_\_\_ Lot \_\_\_\_\_

The following itemized statement and estimated unit costs shall be sufficient to complete all improvements required by the Sandown Subdivision Regulations:

Item	Quantity	Unit Price	Ext. Price
Clearing & Grumbling	Acre	\$ _____/C.Y.	
Ledge Excavation	C.Y.	\$ _____/C.Y.	
Common Burrow	C.Y.	\$ _____/C.Y.	
Bank Run Gravel	C.Y.	\$ _____/C.Y.	
Crushed Gravel	C.Y.	\$ _____/C.Y.	
Paving-Wear Course	Tons	\$ _____ Tons	
Paving-Binding Course	Tons	\$ _____ Tons	
Loam	S.Y.	\$ _____ S.Y.	
Seed	S.Y.	\$ _____ S.Y.	
Storm Drains-Size Type:			
	L.F.	\$ _____ L.F.	
	L.F.	\$ _____ L.F.	
	L.F.	\$ _____ L.F.	
Trench Ledge	C.Y.	\$ _____ L.F.	
Catch Basins	EA.	\$ _____/C.Y.	
Drain Manholes	EA.	\$ _____ EA.	
Headwalls	EA.	\$ _____ EA.	
End Sections	EA.	\$ _____ EA.	
Bounds, Grade Stakes, Bench Marks, Signs	EA.	\$ _____ EA.	
Signs	EA.	\$ _____ EA.	
Miscellaneous (attach breakdown sheet if necessary)	EA.	\$ _____ EA.	
	EA.	\$ _____ EA.	
Subtotal:			
10% Engineering			
10% Contingency			
8% Escalation			
Total Bond Amount: (Amended 4/1991)			

**IMPACT FEE ASSESSMENT FOR**

\_\_\_\_\_ Road and \_\_\_\_\_ Road serving  
 \_\_\_\_\_ subdivision

<b>BASIS</b>	<b>Primary <u>Access Road</u></b>	<b>Secondary <u>Access Road</u></b>
<b>I. DWELLING UNITS</b>		
Units Proposed Road		
Potential Units	_____ = _____	_____ = _____
<b>II. ROAD FRONTAGE</b>		
Lots Proposed		
Road Total	_____ = _____	_____ = _____
<b>III. ACREAGE</b>		
Lots Proposed		
Road Total	_____ = _____	_____ = _____
<b>IV. TRAFFIC IMPACT</b>		
Vehicle Trips from S/D	_____ = _____	_____ = _____
Vehicle Trips after S/D	_____ = _____	_____ = _____
<b>V. TOTAL IMPACT (Sum I-IV)</b>	_____	_____
<b>VI. AVERAGE IMPACT (V/4)</b>	_____	_____
<b>VII. ROAD LENGTH (MILES)</b>	_____	_____
<b>VIII. REFURBISHMENT COST AT \$_____/MILE</b>	_____	_____
<b>IX. AVERAGE IMPACT ASSESSMENT (VI-VIII)</b>	_____	_____
<b>X. TOTAL ROAD IMPACT (IXA + IXB)</b>		_____

Calculated by \_\_\_\_\_

Date \_\_\_\_\_

## Off-Site Improvement Fee Calculation

The textual description of the calculation method used to complete off-site improvement fees for access roads serving a subdivision, as shown in Appendix D (page 1) and authorized under Subdivision Regulation 9.8 and RSA 674:36, III, is as follows:

### **I. Dwelling Unit Contribution**

- A. Units Proposed is the number of additional dwelling units proposed by an applicant. Existing units are excluded.
- B. Units Proposed is the number of dwelling units that a road providing access to a proposed subdivision, can be projected to support when fully developed. Both lots fronting on a road, and lots not fronting on a road but projected to use that road for access, are used in this determination from tax maps. Two acres per dwelling unit is used for large tracts of land for future subdivision. The number of units for smaller lots depends on the frontage length (i.e., whether the frontage can be divided to accommodate the minimum 200' per lot).

### **II. Road Frontage**

- A. Lots Proposed is the sum of frontage lengths for new lots proposed by an applicant. The frontage length of an existing dwelling unit (or its proposed frontage) is not used here.
- B. Road Total is the grand total of lot frontage on both sides of a road based on an analysis of the appropriate tax maps.

### **III. Acreage**

- A. Lots Proposed is the sum of all lots proposed by the applicant. For cluster subdivisions, the total original or "mother" lot area is used, since the number of dwelling units is usually maximized on the total soils capability of the lot. For grid subdivisions, the sum of the lot areas required by the zoning ordinance is used, since grid subdivisions usually have larger than required lot sizes due to frontage requirements.
- B. Road Maximum is the total acreage of all lots that either directly or indirectly front on a road as per I. B above.

### **IV. Traffic Impact**

- A. Vehicle Trips from Development are the estimated number of vehicle trips per day (VPD) either from an applicant's traffic impact study, or the number of additional dwelling units times 10 (the number of VPD generated by a residential development as determined by the Institute of Traffic Engineers (ITE) – actually 10.062).

- B. Vehicle Trips after Development is the number of VPD projected when the road is fully developed. This is the Road Potential Units from I.B time 10, or the Road Potential Units times 10 plus through traffic from an applicant's traffic impact study.

### **VIII. Refurbishment Cost**

Refurbishment Cost is based on improving the roads providing access to the proposed development, at the maximum development level, to the standard per Section 9.8 of the Subdivision Regulations.

**V-VIII, IX, and X are self-explanatory**

**SAMPLE IRREVOCABLE LETTER OF CREDIT**

Date

Town of Sandown, NH  
 Attention: Planning Board  
 P.O. Box 1756  
 Sandown, NH 03873

Re: Name of Subdivision

Dear Town Officials:

By this document, the \_\_\_\_\_ bank (hereinafter "issuer") hereby issues an irrevocable letter of credit in the amount of \$ \_\_\_\_\_ to the Town of Sandown on behalf of \_\_\_\_\_ (hereinafter "developer"). This irrevocable letter of credit is issued to guaranty completion of all improvements required by the Sandown Planning Board and Town of Sandown improvements required by the Sandown Planning Board and Town of Sandown subdivision regulations in conjunction with a subdivision plan entitled " \_\_\_\_\_," dated \_\_\_\_\_, prepared by \_\_\_\_\_, and approved by the Sandown Planning Board on \_\_\_\_\_.

It is understood that the improvements guaranteed by this irrevocable letter of credit include, but are not limited to, the following:

1. Construction of \_\_\_\_\_ linear feet of roadway along with all associated utilities. Said roadway being shown on the above referenced plans as \_\_\_\_\_.
- 2.
- 3.

It is agreed and understood by the issuer of this letter of credit that it shall be issued for a period of \_\_\_\_\_ months. If all improvements guaranteed by this letter of credit are not completed by \_\_\_\_\_ (Date) and if a certificate indicating completion of all improvements has not been issued by the Sandown Planning Board, then this letter of credit shall be automatically considered to have been called, and without further action by the Town of Sandown, or its Planning Board, the \_\_\_\_\_ bank shall forthwith forward a check in the amount of \$ \_\_\_\_\_ to the treasurer of the Town of Sandown. The funds so forwarded to the town treasurer shall be used exclusively for the purpose of completing the improvements which are guaranteed by this letter of credit. Any funds not needed by the tow to complete improvements required by the subdivision plan referred to above shall be returned to the \_\_\_\_\_ bank.



Additionally, for out-of-state banks, the following sentences shall be an integral part of the irrevocable letter of credit. “ \_\_\_\_\_ Bank” hereby consents to the jurisdiction of the New Hampshire court system for adjudication of any dispute arising from this letter of credit, and agrees that any such litigation shall be maintained in the Rockingham County Superior Court. The parties agree that this letter of credit shall be interpreted under New Hampshire law.” (Amended Dec., 19, 1989)

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Date

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Signature of Bank Official

### TITLE BLOCK REQUIREMENTS

The following information shall appear in the lower 8.5x11 area on each plan drawing. Specify Pre-application, construction, final subdivision, grading, etc.

D _____	_____
C _____	_____
B _____	_____
A Original Issue	
Description/Reason	_____
Revision Record	
_____	
_____ Plan for land in Sandown, New	
Hampshire known as _____ subdivision	
located on Tax Map _____, Lot _____	
and owned by:	
Owner's Name	
Designer's Mailing Address	
Designer's Town, State, Zip	
_____	
Page _____	of _____

**U.S. Postal Service**  
**CERTIFIED MAIL RECEIPT**  
*(Domestic Mail Only; No Insurance Coverage Provided)*

Article Sent To:  
**ABUTTER'S NAME**

Postage \$  
 Certified Fee  
 Return Receipt Fee (Endorsement Required)  
 Restricted Delivery Fee (Endorsement Required)  
 Total Postage & Fees \$

Name (Please Print Clearly) (To be completed by mailer)  
**ABUTTER'S NAME**

Street, Apt. No., or PO Box No.  
**ABUTTER'S ADDRESS**

City, **ABUTTER'S TOWN, STATE, ZIP**

PS Form 3811, July 1999 See Reverse for Instructions



UNITED STATES POSTAL SERVICE



First-Class Mail  
 Postage & Fees Paid  
 USPS  
 Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

TOWN OF SANDOWN, NH  
 PLANNING BOARD  
 PO BOX 1756  
 SANDOWN, NH 03873

is your RETURN ADDRESS completed on the reverse side?

**SENDER:**

- Complete items 1 and/or 2 for additional services.
- Complete items 3, 4a, and 4b.
- Print your name and address on the reverse of this form so that we can return this mail to you.
- Attach this form to the front of the mailpiece, or on the back if space does not permit.
- Write "Return Receipt Requested" on the mailpiece below the article number.
- The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1.  Addressee's Address
2.  Restricted Delivery

3. Article Addressed to:  
**ABUTTER'S NAME**  
**ABUTTER'S ADDRESS**  
**ABUTTER'S TOWN, STATE, ZIP**

4a. Article Number

4b. Service Type  
 Registered  
 Express Mail  
 Return Receipt for Merchandise  
 COD

5. Received By: (Print Name)

6. Signature (Addressee or Agent)

7. Date of Delivery

8. Addressee's Address (Only if requested and fee is paid)

Thank you for using Return Receipt Service.

PS Form 3811, December 1994 102595-99-B-0223 Domestic Return Receipt

## **HOME BUSINESS SITE PLAN REGULATIONS APPLICATION TO PLANNING BOARD**

### Section I Authority

As authorized by RSA 674:43 and Town meeting vote on March 9, 1988 (W.A. 38), all development or change or expansion of use of lots for nonresidential uses, or for multi-family units (structures containing more than two dwelling units), are required to submit a site plan for such use to and obtain approval from the Planning Board. (Amended March 12,2002)

### Section 2 Purpose and Overview

The Home Business Site Plan Regulations are to be used when complying with Sandown Zoning Ordinance as noted above, specifically for home businesses which have received a Special Exception from the Zoning Board of Adjustment.

The purpose of this section is to permit the accessory use of a residence for business purposes which is clearly incidental to the principal residential use provided the use does not significantly change the residential character or function of the property to the extent that the use will be objectionable to other residential uses in the neighborhood. Specifically, the following special conditions must be met to the satisfaction of the Planning Board.

### Section 3 Procedures

The Home Business Site Plan Regulations shall be conducted in accordance with the procedural requirements for review of plats contained in the Sandown Subdivision Regulations, including the notice to abutters and a public hearing. All costs for a public hearing and review shall be borne by the applicant. In addition, reasonable fees may be assessed to the applicant to cover the Board's administrative expenses and costs as may be required by particular applications. No building permit for a non-residential or multi-family use shall be issued until approval of the Home Business Site Plan Regulations has been granted, and a special exception has been granted by the Sandown Board of Adjustment.

### Section 4 Submission Requirements

A. Home Business Application properly filled out with appropriate attachments.

B. Attachments required:

- Plan of site with required items shown.
- Payment of Fees.
- List of abutters
- Special Exception granted by Zoning Board of Adjustment
- Properly filled out envelopes, attached postage stamps, certified mail receipt and return receipt mail receipt.

C. Site Plan:

- The original and 9 copies, which may be hand-drawn showing the following:
- Sheet Size: 22x34 maximum.
- Scale: not less than 1 inch equals 100 ft.
- Match lines when needed.
- Date, title scale, north arrow and location map.
- Name and address of owner(s) of record.
- Name, address, license number and seal of developer, surveyor, soil scientist, wetland scientist, developer, designer or engineer if applicable.
- Locations of all easements and rights-of-way
- Names and addresses of all abutters
- Plan of all buildings with their type, size and location (including setbacks) on lot..
- Locate area that home occupation will be conducted in within the home or accessory structure.
- The location, width, and type of access and egress ways, plus streets within and around proposed site.
- Location of existing well and septic system areas.
- The location of culverts and surface water drainage features, if applicable.
- Existing and proposed landscaping.
- Location and size of any proposed signs.
- Location and size of any external lighting. Illumination shall not glare on abutting properties or on public highways or streets.
- Sufficient off-street parking must be provided for the anticipated use to accommodate both employees and customers so that no parking is forced into public streets.
- Sufficient off-sheet loading and/or unloading space must be provided'
- Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development for Site Review.

#### Section 5 General Standards

The Planning Board may require the additional submission items depending on the nature of the business in accordance with the Site Plan Review Regulations.

#### Section 6 Waivers

The Planning Board may waive any requirements listed in the Home Business Site Plan Regulations, if it determines that such regulations do not apply to the proposed home business proposal. Waivers must be in writing, dated and signed by the applicant. Reasons for granting the waiver must be furnished.

#### Section 7 Time of Submission

The applicant shall file the original and nine copies of the plan, completed application and required attachments with the Sandown Planning Board. In order to be considered for placement on the agenda of the Planning Board's regularly scheduled monthly meeting (Third Tuesday of the Month), the items listed above must be received at the Planning Board Office on the last Wednesday of the Month of the preceding month from 9 a.m. until 11 a.m.

### Section 8 Notification of Abutters

The applicant shall provide a list including abutters, the applicant, holders of conservation, preservation or agricultural preservation restrictions; every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat submitted to the board, as well as all owner(s) by certified mail, return receipt requested, of the date of the public meeting at which the completed application will be formally submitted to the board. (Incomplete applications will not be put on the agenda). Notice shall be mailed at least 10 days prior to the submission. Notice to the general public shall also be given at the same time by posting in two public places in Town. The notice shall include a general description of the proposal and shall identify the applicant and the location of the proposal.

### Section 9 Fees

The following fees shall accompany all applications:

Application Fee:       \$100.00  
Handling Fee \$20.00  
Legal Notice Fee:     \$200.00  
Abutter Fee:    10.00 x # of abutters

Checks should be made payable to the "Town of Sandown, NH"

**HOME BUSINESS SITE PLAN APPLICATION**

Date: \_\_\_\_\_  
 Owner of Property Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Acreage: \_\_\_\_\_ Tax Map No. \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_  
 Number of Employees: \_\_\_\_\_ Resident: \_\_\_\_\_ Non-Resident: \_\_\_\_\_ Total: \_\_\_\_\_  
 Area in Square Footage to be Used for the Business: \_\_\_\_\_  
 Will the business be located in the main house or auxiliary building? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Give a detailed description of the operation of the business including the types of deliveries expected, materials and equipment used, number of vehicles used, hours of operation and amount of parking area.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will a sign be hung? If so, provide its description

\_\_\_\_\_  
 \_\_\_\_\_

Please provide a photograph of the front and rear of the residence or ancillary structure to be used for home business.

I declare I am the owner of the property for which this application is made and agree to pay any additional charges incurred on behalf of this application.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_