TOWN OF EAST KINGSTON, NEW HAMPSHIRE

SITE PLAN REVIEW REGULATIONS

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EAST KINGSTON
SITE PLAN REVIEW REGULATIONS

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SECTION VIII – SITE AND BUILDING DESIGN REQUIREMENTS

SITE PLAN REVIEW REGULATIONS
TOWN OF EAST KINGSTON, N.H.

Adopted January 27, 1983

SECTION I - AUTHORITY

Pursuant to the authority vested in the Town of East Kingston Planning Board voted on at the March 1982 Town Meeting in accordance with the provisions of Chapter 674:43-44, “New Hampshire Revised Statutes Annotated”, 1995, as amended, the town of East Kingston Planning Board adopts the following regulations governing the review of site plans for the development, or change or expansion of use, of tracts for non-residential uses and for multi-family dwellings (in excess of two units), whether or not such development includes a subdivision or re-subdivision of the site. All changes and expansions of use require written notification to the Planning Board (or its designee), who will determine whether the proposal shall be required to undergo the full Site Plan Review and public hearing processes. The Board shall have the authority to waive any of the requirements herein if justification is shown. (Adopted 12/97) These regulations shall be entitled “Site Plan Review Regulations, Town of East Kingston”. (Amended 5/17/89, 11/17/11)

SECTION II - PURPOSE

In accordance with RSA 674:44, the purpose of the Site Plan Review Procedure is to protect the public health, safety and welfare; to promote balanced growth; to promote the timing of development to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; to avoid development which may result in negative environmental impacts; and to guide the character of development.

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

SECTION III - PROCEDURES

Site Plan review shall be conducted in accordance with the procedural requirements contained in the East Kingston Subdivision Regulations, Sec. XVII, for review of final plats including the notice to abutters and a public hearing. (Amended 12/97) The cost of notifying abutters will be borne by the developer.

In addition, reasonable fees may be assessed the applicant to cover the Board’s administrative expenses and costs of special investigative studies and the review of documents and other matters which may be required by particular applications. (Amended 5/17/89) However, such fees for special investigative studies may be assessed provided that the review and consultation obtained does not substantially replicate a review and consultation obtained by the zoning board of adjustment relating to the same application (RSA 676:4-b). (Amended 11/17/2011)
All fees and charges due the Town in connection with the site plan including, but not limited to, reviews and inspections by Town Counsel, Town Engineer, RPC Senior Planner, Fire Department, Building Inspector, and administrative costs incurred by the Town on the applicant’s behalf, shall be fully discharged by the applicant. If the site plan is approved by the Planning Board, the applicant may then apply for a building permit. No building permit shall be issued until all fees and charges are paid in full by the applicant, and final approval of the site plan by the Planning Board is granted. (Amended 11/06/03)

SECTION IV – SUBMISSION REQUIREMENTS

A. Application for Site Plan Review properly filled out.

B. Site plan:  [For final hearing. A mylar original is not necessary before that day.]
   1. Sheet size: 22” x 34” maximum
   2. Ten sets of 11 x 17: plans  (Amended 1/18/01, 7/15/04)
   3. Scale: not less than 1” = 60’
   4. Match lines when needed
   5. Original on mylar in permanent ink
   6. Six (6) prints of each plan sheet (blue or black line)  (Amended 7/15/04, 9/19/08)
   7. Date, title, scale, north arrow, location map
   8. Name and address of developer, designer/engineer, owner of record and abutters
   9. Topographical plan with contour lines at two (2) foot vertical intervals. Benchmark from USGS datum
   10. Show all easements and rights-of-way
   11. Soils and Wetland Data Requirements as delineated in the East Kingston Subdivision Regulations  (Amended 11/99)
   13. Name, license, and seal of N.H. licensed engineer (for engineered plans) (Added 11/17/2011)
   14. Name, license, and seal of a professional landscaper or landscape architect (as requested) (Added 11/17/2011)
   15. Copy of property deed  (Amended 5/17/89)

C. Municipal Review Costs. In accordance with NH RSA 676:4, I.(g), (Added 11/17/2011) the applicant shall be required to reimburse the Town for the cost of having duly appointed agents of the municipality review a submitted plan. Such costs include, but are not limited to:
   1. Witnessing of test pits by an agent designated by the Board of Selectmen.
   2. Review of roadway design, drainage and storm water managements, and erosion and sediment control plans by an agent appointed by the Board of Selectmen.
   3. Periodic construction inspections and/or tests including, but not limited to: soil compaction tests, sieve tests, and other applicable, construction-related, reviews shall be submitted by the applicant to the Board of Selectmen and Planning Board for review.
4. The Planning Board shall require an applicant to reimburse the Town for expenses incurred by the Rockingham Planning Commission Circuit Rider Planner to include, but not limited to:

   a. time spent for technical review of plans,
   b. meetings with the applicant subsequent to application,
   c. other reasonable expenses directly accountable to the particular application.

The rate charged shall reflect the current hourly rate charged to the Town for this service; however, no fee shall be charged for time spent in meeting during contracted office hours, or contracted night meetings. The amount of this fee will vary according to the particular aspects and complexities of any application. The Circuit Rider shall provide a detailed accounting of the time spent reviewing an application to the Town for purposes of proper billing. (Amended 03/15/03)

D. Schedule of Administrative Fees. NH RSA 676:4 provides for certain fees to be charged an applicant. Applicants to the East Kingston Planning Board shall defray administrative costs to include, but not be limited to: (Amended 9/1/08)

   Application fee:
   • The greater of -- a. each lot/parcel;
     b. each dwelling unit; or
     c. each elderly housing development bedroom.
   • Application fee for non-residential site plan
   • Abutter Notification (each)
   • Newspaper Legal Notice Fee
   • Recording fee (per trip)
   • Applicable Registry fee per page
   • Test pit fee
   • Any engineering or professional costs.

   All fees shall be made payable to the Town of East Kingston. (see fee schedule)

SECTION V – REQUIRED EXHIBITS AND DATA

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

A. plan of site showing existing natural features including water courses and water bodies, trees and other vegetation, topographical features, any other features 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 onsite 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, curbing and type of access ways and egress ways, plus streets within and around the development site;

F. the size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet;

G. the type and location of solid waste disposal facilities;

H. the location, elevation and layout of catch basins and other surface water drainage features;

I. existing and proposed contours and finished grade elevations – all contours shall be 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 services-connections for gas, power, telephone, overhead or underground;

M. the location and type of lighting for all outdoor facilities;

N. lines of all existing adjoining streets;

O. surveyed property lines showing their deflection angles, distances, radii, 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. All 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 Plan Review.

SECTION VI – GENERAL STANDARDS

A. Design of development should fit the existing natural and man-made environments with the least stress.

1. Site preparation is to be conducted with minimal disturbance to existing vegetation. Stripped topsoil is to be piled and reused on the site where needed. A minimum of 4 inches of topsoil is to be placed on the disturbed area. The site shall be adequately landscaped.

2. Landscape treatment shall consist of natural, undisturbed vegetation or features, or
ground cover, shrubs, or trees as appropriate.

3. Grading and filling must be conducted to minimize the alteration of surface and subsurface drainage to, toward or across abutting properties, unless the written consent of the abutting owner is obtained.

B. Appropriate buffers are to be maintained or installed to provide privacy and noise reduction to residential areas abutting non-residential sites:

1. Buffer strips (200 feet, minimum) must be maintained between use and residential zones. Buffer strips between non-residential and residential zone must contain vegetation which will screen non-residential uses from sight from residential area during winter months.

2. A landscaping plan must be submitted showing locations and types of vegetation to be retained or established.

C. Screening must be provided to reduce visual pollution:

1. Storage areas must be fenced or screened from on-site or adjoining parking and neighboring properties.

2. Litter (garbage) collection areas must be screened.

3. The use of either fencing or hedges is permitted.

D. Parking and Loading 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 onto 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.

4. 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 employees 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 (Amended 11/17/2011)

The purpose of these standards is to safeguard persons, protect property, prevent damage to the environment and promote the public welfare by guiding, regulating, and controlling the design, construction, use, and maintenance of any development or other activity which disturbs or breaks the topsoil or results in the disturbance of earth. All erosion and sediment control plans shall comply with the following standards: (Added 11/17/2011)

1. Make provision to accommodate the increased run-off caused by changed soil and surface conditions during and after development. Sediment in the run-off water shall be trapped by the use of sediment basins or other acceptable methods until the disturbed area is stabilized.

2. Show control measures both during construction and any permanent controls to remain after construction.

3. Identify, locate, and show elevation, grades and/or contours at intervals of not more than two (2) feet for the existing and proposed drainage ways, drainage easements, drainage structures, and water bodies.

4. Identify, and relatively locate, proposed erosion and sediment control measures and structures during and after development.

5. Include drawings and specifications for each proposed soil erosion and sediment control measure and structure in accordance with the Rockingham County Conservation District Standards.

6. Include drawings, details and specifications for proposed flood hazard prevention measures and structures and for proposed storm water retention basins.

7. Ensure that stripping of vegetation, regrading or other development will be done in such a way that will minimize soil erosion. Temporary seedings and/or mulching may be required by the Board to protect exposed critical areas during development. Whenever practical, natural vegetation shall be retained, protected and supplemented.

F. Illumination: (Deleted 5/98)

G. Access to Public Streets:

1. Access to public streets will meet the requirements of the New Hampshire Department of Public Works and Highways and/or the town, as adopted and amended.

2. Where necessary, the Planning Board may require interior access roads to connect adjoining uses and reduce the number of access points off the main road. (Adopted 4/99)
H. Water supply and sewage disposal systems must be sized 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 East Kingston Subdivision Regulations. It shall be the responsibility of the developer or his 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 Department of Environmental Services for its consideration and approval. Such approval must be obtained before site plan approval can be given.

I. Flood Hazard Areas:

1. Site plans for both non-residential development and multi-family units other than one and two family dwelling will be reviewed to determine whether such proposals will be reasonably safe from flooding. If such a proposal is determined to be a flood prone area, such proposals will be reviewed to assure that:

   a. all such proposals are consistent with the need to minimized flood damage within the flood prone area;
   b. all public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage;
   c. septic systems, if required, shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters; and
   d. the lowest floor (including the basement) is elevated or floodproofed to or above the base flood level.

J. 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 filled with the Board as part of the site plan review. Engineer is defined as the duly designated engineer of the Town of East Kingston, or other official, assigned by the Planning Board, who shall be a duly registered engineer.

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 other pertinent zoning ordinance(s) have been met. The bond may be released in part when the project is substantially completed, as determined by the Selectmen.

L. The Site Plan Map, which shows, at a minimum, lot lines and proposed construction, roads, and any other improvements, and Planning Board approval, should 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.
M. Provision for fire suppression water sources, equipment, their maintenance, and proximity to properties shall be in accordance with applicable subdivision requirements.  (Added 11/06/03)

SECTION VII – GRANTING OF WAIVERS  (Adopted 11/08/01)

A. General. Where the Board find that extraordinary hardships, practical difficulties, or unnecessary and unreasonable expense would result from strict compliance with the foregoing regulations or the purposes of these regulations would still be served, it may approve waivers to these regulations. The purpose of granting waivers under provisions of these regulations shall be to insure that an applicant is not unduly burdened as opposed to merely inconvenienced by said regulations. Such waivers will be entertained and acted upon by the Board only at a properly noticed public hearing, or for a lot line adjustment, at a duly noticed public meeting.

The Board shall not approve any waiver(s) unless a majority of those present and voting shall find that all of the following apply:

1. The granting of the waiver will not be detrimental to the public safety, health or welfare or injurious to other property and will promote the public interest.

2. The waiver will not, in any manner, vary the provisions of the East Kingston Zoning Ordinance, Master Plan or Official Maps.

3. Such waiver(s) will substantially secure the objectives, standards and requirements of these regulations.

4. A particular and identifiable hardship exists or a specific circumstance warrants the granting of a waiver.

B. Conditions. In approving waivers, the Board may impose such conditions as it deems appropriate to substantially secure the objectives of the standards or requirements of these regulations.

C. Procedures. A petition for any such waiver shall be submitted in writing by the applicant with the application for Board review. The petition shall state fully the grounds for the waiver and all the facts relied upon by the applicant. Failure to submit petition in writing shall require an automatic denial.

SECTION VIII – SITE AND BUILDING DESIGN REQUIREMENTS  (Adopted 05/21/98)

A. Authority. This section is enacted in accordance with RSA 674:44,II(b).

B. Purpose and Objectives. East Kingston wishes to promote the Town’s existing rural/agricultural New England character by encouraging site and building development compatible with its character. The main purpose of this section is to outline the site and building features which are acceptable for development within the Town of East Kingston.
In order to “…provide for the harmonious and aesthetically pleasing development of the municipality and its environs” [ref. RSA 674:44,II(b)], the Planning Board will use the following criteria as a basis for accepting or rejecting the appearance of proposed development projects.

C. Applicability. These guidelines apply to the following types of development in all zoning districts in Town: Commercial Development, Light Industrial Development, Single Family Cluster Residential Development.

D. Factors for Evaluation. The evaluation of the following factors will govern the Planning Board’s decision on whether the proposed site and building designs are acceptable.

Appearance factors to be considered are:

- Conformance to General Appearance Criteria (Section VIII.F);
- Architectural character of the buildings;
- Material and color selections;
- Vehicular and pedestrian circulation and parking;
- Harmony and compatibility;
- Lighting design;
- Signage;
- Integration of landscaping and buffer areas;
- Retention, alteration, or removal of existing structures and site features;
- How well the new development fits within the existing site and neighborhood.

E. Submission Requirements. Along with all Site Plan Review applications, the following must be submitted as part of the material for the review:

1. Elevation drawings of proposed buildings;
2. Drawings/samples of proposed signage and fencing;
3. Proposed landscaping plan;
4. Photographs of surrounding structures;
5. A site analysis of existing conditions.

F. General Appearance Criteria.

1. Site Development. The development of the site must address various elements in providing a design plan for the proposed development. The building’s orientation, setback, alignment with the street, and relative spacing with respect to other structures will be considered in the overall design. The reuse of existing structures and landscape features is encouraged and an overall architectural theme for the site development will create a positive image for the project.
2. Site Organization. All existing natural and man-made features of the site should be carefully considered for integration into the overall site design. It is important to cluster buildings within a development wherever feasible. A compact building arrangement provides savings in grading, paving, utilities, and other costs and conserves natural site features and open space. Separation of vehicular and pedestrian pathways is important to the overall safety and organization of a site.

3. Architectural Requirements.
   a. Building materials. Traditional building materials shall be used (including, but not limited to: clapboards, shingles, vertical board, brick, stone).
   b. Roofs. Roofs shall be pitched. Gable or hip roofs are most preferred. Shed and gambrel style roofs are also acceptable. All roofs must have appropriate overhangs. Roofs shall be covered with naturally weathering wood shingles or composition shingles with neutral tones.
   c. Architectural features and details. Balconies, decks, covered porches, decorative shingles, bracketed eaves, columns, balustrades, towers, turrets, skylights, and arches are among the details to be considered. All features and details should be in proportion with the building. Metal, fiberglass, and plastic awnings are not acceptable.
   d. Windows and doors. All windows and doors shall be of New England character. Windows and doorways shall be encased with trim; decorative trim is preferred.
   e. Fencing. Fences made of traditional New England materials are encouraged (e.g., picket, split rail, wrought iron, brick, stone).

4. Lighting. Lighting for new development whether mounted or on the building or poles shall be designed so as not to spill onto adjacent properties. Shielded lights are preferred or exposed bulb fixtures which are historic in character. Lighting elements shall be covered by globes or shielded. Low level lighting is preferred over large high level light fixtures. The Planning Board shall have the authority to approve the proposed lighting design and to limit the number and height of proposed lighting fixtures to protect neighboring properties from intrusion and to ensure that the lighting contributes to the visual character of the site. Maximum illumination level anywhere on the property shall not exceed 0.5 foot candles.

5. Signs. The Planning Board will have the authority to approve the location, size, design, material, and color of all proposed signs.
   a. Signs shall be constructed of natural or natural appearing materials (preferably wood). Sign colors are limited to neutral or subdued colors or earthones. Signs shall be integrated into or otherwise visually related to a building and composed of materials compatible with and similar to the materials of the building.
   b. Sign lighting should compliment sign design and be placed for both night and day effect. Indirect lighting shall be used to focus attention and reduce glare. The light must be contained within the sign frame and not spill over. Internally lit or flashing signs are not permitted.
c. One on-premises free-standing sign will be allowed per property:
   (Amended 11/99)
   1) Maximum free-standing sign height shall not exceed 20 feet.
   2) For single use locations (i.e., one business per site) maximum sign area shall not exceed 32 square feet.
   3) For locations with more than one business, maximum sign area shall not exceed 32 square feet for the first business plus 20 square feet for each additional business at the property (see Figure 1).
   4) If more than one business name is located on a free-standing sign, all business-name signs shall be the same size, shape, color(s), and font (including font size where possible) (see Figure 1).
   5) Upon receipt of a written request by the applicant, the Planning Board may allow one additional free-standing sign at the entrance to a site. The additional sign will only be allowed if the Board determines that the signs allowed in a through d, above, will not be adequately visible from the main road because the site is set back from the main road.

d. In addition to one free-standing sign, one ‘affixed’ sign may be placed on each business: maximum area 8 square feet; height not to exceed that of the building.

e. In addition to the free-standing sign and affixed signs above, ‘enter’ and ‘exit’ signs will be allowed, one of each for each driveway entrance to the site; maximum height 5 feet; maximum sign area 4 square feet.

f. Off-premises signs may be allowed by the Planning Board if the installation of the sign does not, in the opinion of the Board, detract from the aesthetic quality and rural agricultural character and appearance of the area where it is proposed. The Planning Board may, in its discretion, limit the number of off-premises signs allowed. Off-premises signs shall conform to the requirements in this section (F).

g. All free-standing signs shall be landscaped and/or installed on a wood, stone, or other base structure. See Figure 2 for examples of acceptable base structures.

h. Location of free-standing signs will be determined at the Site Plan Review Stage. Free-standing signs must not interfere with site distance for vehicles exiting the property.

6. Equipment. All roof, wall or ground mounted mechanical equipment and all dumpsters and trash receptacles shall be screened from public view with fences or vegetation.

7. Parking. Parking areas shall be located to the side or rear of new buildings. Parking lots with more than 30 spaces shall be either divided into several areas, divided by landscaping or building features or be interspersed with planted tree islands. Adequate space for snow removal shall also be provided.
8. Landscaping and Buffers. Where appropriate, buffer zones will be required in order to assure privacy and noise reduction for abutting uses. Landscaping will be required where appropriate to provide an aesthetically pleasing view from the right-of-way and to enhance the appearance and features of the site. The buffer and/or landscaped areas size, configuration, and vegetation (including height) will be determined by the Board on a case by case basis to ensure that they provide adequate visual and noise screening and contribute aesthetic natural quality to the development.

a. Mature trees and existing natural vegetation shall be maintained whenever possible. New development shall incorporate plants characteristics of the region and in natural masses. Vegetation shall be used which will screen in winter months.

b. The streetside landscaped area shall have a minimum number of trees based on a formula of one tree per 35 lineal feet of roadway. The location and sizing of these trees is flexible (minimum height 5’) and grouping arrangements are encouraged where possible.
FIGURE 1 – Example of acceptable free-standing sign: multiple businesses at one address

FIGURE 2 – Examples of acceptable Base Structures
SITE PLAN REVIEW PROCEDURES

TOWN OF EAST KINGSTON

Site Plan Review Procedures

References:

1. Land Subdivision Regulations, Town of East Kingston
2. Zoning Regulations, Town of East Kingston
4. Town Report – 1983 containing the vote of approval given at Town Meeting, 1982
5. Fees: See Section IV.D., for fee schedule

SITE PLAN REVIEW MUST BE COMPLETED FOR ALL DEVELOPMENT OR CHANGE OR EXPANSION OF USE OF TRACTS FOR NON-RESIDENTIAL USES, AND FOR MULTI-FAMILY DWELLING UNITS OF MORE THAN TWO (2) DWELLING UNITS WHETHER OR NOT SUCH DEVELOPMENT INCLUDES A SUBDIVISION OR RESUBDIVISION OF THE SITE.

A. Introduction:

1. All changes and expansions of use require written notification to the Planning Board (or its designee), who will determine whether the proposal shall be required to undergo the full Site Plan Review and public hearing processes. (Amended 12/97)

2. Site Plan Review approval is required for new construction, additions, alterations, and change or expansion of use in the Commercial District. The Site Plan Review application is the application referenced in the Zoning Ordinance under Commercial District. The conditions of the East Kingston Site Plan Review Regulations, Subdivision Regulations and Zoning Ordinance must be met. The Planning Board may be consulted for application of each section of the Site Plan Review regulations to the proposed development in accordance with 'B. Procedure', following page.

3. When used with the Land Subdivision Regulations and the Zoning Regulations of the Town of East Kingston, this procedure will provide assistance in meeting the requirements of the Site Plan Review of planned new construction, additions, alterations, or change or expansion of use.

4. General requirements for Site Plan Review are contained in Sections V and VI of the Site Plan Review Regulations.

5. If a plan calls for Subdivision of land, the subdivision approval and Site Plan Review may be conducted at the same time, provided completed applications for Subdivision Approval and Site Plan Review are submitted together with appropriate fees for the hearing and notifications to abutters. The hearing procedure in the application for subdivision will apply and the Site Plan Review will occur during the same time period.

6. For plans which do not require the Subdivision of land, the procedure under Administrative Details will be followed.
B. **Procedure:**

Application for Site Plan Review must be completed and submitted along with applicable fees to the Selectmen's Office during regular office hours at least 21 days prior to the Planning Board regularly scheduled monthly meeting. The board shall notify abutters and the general public [per RSA 676:4,l(d)] and hold a public hearing to begin formal consideration of the plan at their next regularly scheduled meeting, subject to available time on the agenda. The board shall render a decision on the application within 65 days of invoking jurisdiction, subject to extension or waiver per RSA 676:4,l(f). Pre-application review phases per RSA 676:4,II may be undertaken by the applicant. *(Amended 06/15/95)*

Upon written request by the applicant, the Board may vote to waive, in whole or in part, any provision of these Site Plan Review Regulations. A waiver may be granted when in the majority opinion of the Board, such provisions would be inappropriate or superfluous to an informed evaluation of the site in question, and such waiver would not adversely compromise the purpose or intent of the Town's ordinances and regulations. *(Amended 05/21/98)*

To assist in arriving at a mutually acceptable plan, the following sequence of events will be required:

(a) **Submission of Application for Site Plan Review**

At a regular public meeting of the Planning Board, the applicant will submit a completed application and set of plans and pay the fees for the hearing and abutter notification. Applicants may request waivers, in writing, to specific conditions in Section V, in accordance with Section VII, above. The Board will then schedule a public hearing on the proposal (usually the next available regular monthly meeting). The 65 day decision period begins at the first public hearing. See Section IV.D, for enclosed administrative fees.

(b) **First Public Hearing. Formal Acceptance of Site Plan Review Application**

At the first public hearing, the applicant submits a preliminary plan and discusses it with the board. If there are no major changes required and the applicant requests, the board may agree to approve the application at the first public hearing.

(c) **Review Hearing (Subsequent Public Hearings)**

A review by the Planning Board of mutually acceptable modifications to the preliminary plan, continued discussion of points not previously agreed upon, and additional changes which may be required, and presentation of additional information previously requested by the Board.

(d) **Final Hearing**

A final review by the board. The applicant will present a final plan. This hearing date must be within a 65 day period (subject to extension or waiver) and the board will render a decision at this time. The applicant may submit a written waiver for an extension to the decision period. The waiver must specify the time period of the extension. The board will notify the applicant of its decision at the final hearing, and issue a final written decision in accordance with RSA 676:3. *(Amended11/06/03)*
Copies of Zoning and Subdivision Regulations are available at the Selectmen’s office.

C. **Plan:**

The following is a list of items which are required for submitting the plan to the Planning Board.

1. Three copies of the preliminary lay-out (scale not more than 100 feet per inch), ten (10) copies of 11” x 17” plans, and three copies of road profiles for new streets. *(Amended 11/06/03)*

2. Correct names and addresses of owners or record of abutting properties, including those adjoining or directly across any street or stream, and within 200 feet of the boundary lines of the parcel in question. Abutters will be notified of public hearings being held on the Site Plan Review by certified mail not less than 10 days before day of meeting. Written notice to abutter for additional hearings shall not be required, if prior to adjournment of a duly noticed public hearing, the date, time, and place of the subsequent hearing is made known. *(Amended 07/15/04)*

3. The applicant must obtain approval from the State Water Supply & Pollution Control Commission for the proposed handling of sewage and other waste disposal facilities. Any test pits required must be witnessed by the Town Building Inspector, the Health Officer, and/or members of the Planning Board, the date of witnessing to be established by applicant with the Building Inspector.
TOWN OF EAST KINGSTON, NEW HAMPshire

Application for Site Plan Review

File # _______________________________  Date Rec’d __________________________

Site Plan Review is required for the development or change or expansion of use, tracts for non-
residential uses and for multi-family dwellings, whether or not such development includes
subdivision of the site. See Section V, of the Site Plan Review Regulations for required information.

The application must be submitted along with applicable fees to the Selectmen’s Office during
regular office hours at least 21 days prior to the Planning Board’s regularly scheduled monthly
meeting. (Amended 06/15/95)

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

__________________________________________________________________________

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

__________________________________________________________________________

3. Location of proposed site plan: ____________________________________________

4. Town of East Kingston Tax Map Lot Number: _______________________________

5. Site Plan is for (briefly describe project): ________________________________

6. Number of dwelling units for which approval is sought: _______________

7. Floor area is non-residential: ______________________ square feet

8. Type(s) of buildings proposed in the site plan:

___________ Non-Residential  ____________ Multi-Family

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

__________________________________________________________________________
10. Name, mailing address and telephone number of soil scientist:

__________________________________________  
__________________________________________

11. Abutters: Attach a separate sheet listing the Town of East Kingston Tax Map, Block and Lot Number, Name and Mailing Address of all abutters, including those across the street, brook, or stream, and within 200 feet of the boundary lines of the parcel in question. Names should be those of current owners as recorded in the Town of Kingston Tax Records five (5) days prior to the submission of this application. (Amended 07/15/04)

Note: No application shall be heard unless all abutters as described herein have been notified.

12. No Site Plan Hearing shall be scheduled unless the following is submitted to the Planning Board at a public meeting.

a. This application, correctly completed with the required attachments.

b. Six (6) copies of the Plan and ten 11” x 17” sets of plans, including all pertinent information as required by the Site Plan Regulations, Sections IV and V. (Amended 01/18/01 & 07/15/04)

c. Any additional information requested by the Board. (List) (Amended 06/15/95)

___________________________________________________________________  
__________________________________________________________________

d. An abutter list with all abutters of the parcel.

e. Payment of all applicable Site Plan Review fees.

13. Fees: A check made payable to the Town of East Kingston MUST accompany this application for the total amount of all fees, but not necessarily limited to, the appropriate Application Fee (Section IV. D, refers), Non-residential Application Fee, Notice to Abutters Fee, and Newspaper Legal Notice Fee. (Amended 05/15/04)

TOTAL $ _____________

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

_________________________  
Date

___________________________________  
Applicant and/or Owner, or Agent