# TOWN OF RICHMOND

## SITE PLAN REVIEW REGULATIONS & APPLICATION

1. PLEASE READ THE ATTACHED REGULATIONS CAREFULLY BEFORE COMPLETING THE SITE PLAN REVIEW APPLICATION.

2. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

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Revised September 6, 2011

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## SITE PLAN REVIEW FEE SCHEDULE

| | |
|---|---|
| First 2,500 square feet building | $50.00 |
| Each additional 5,000 square feet of building Including any increments thereof | $50.00 |
| Per 5,000 square feet for parking lot area and open storage | $25.00 |
| For each page of Mylar, if required by planning Board | $26.00 |
| Fire Department / Zoning Compliance review up to 5,000 Square feet and each increment thereof | $50.00 |
| Excavation Site Plan Review fee per 5,000 square feet of Disturbed area and increment thereof | $25.00 |
| Multi-tenant Application (building must have had Site Plan Approval previously) | $25.00 |
| Home Occupation Application | $10.00 |
| Sign Permit Application | $25.00 |

Applications will be billed at current cost for publication of legal notice in local Newspaper and certified mail to each abutter.

The Board may require special investigative studies, environmental assessments, a legal review of documents, administrative expenses, engineering studies, and other matters it requires, in its judgment, to make an informed decision. The cost of such studies and investigations shall be paid by the applicant prior to the approval or disapproval of the final plan. Failure to pay such costs shall be sufficient cause for disapproval of the application.



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# SITE PLAN REVIEW REGULATIONS
# Richmond, New Hampshire

**I.** **Authority:** Pursuant to the authority vested in the Town of Richmond Planning Board, voted on at the March 1972 Town Meeting in accordance with the provisions of Chapter 674: Sec. 43, New Hampshire Revised Statutes Annotated, 1984 as amended, the Town of Richmond Planning Board adopts the following regulations governing the review of non-residential site plans and multi-family development in excess of two (2) units, whether or not such development includes a subdivision or re-subdivision of the site. These regulations shall be entitled "Site Plan Review Regulations, Town of Richmond, New Hampshire".

**II.** **Purpose**: The purpose of the Site Review Procedure is to protect the public health, safety, and welfare; to promote balanced growth; to prevent premature and uncoordinated development of land without 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.

**III.** **Procedures:**

- **A.** Site Plan Review shall be conducted in accordance with the procedural requirements contained in Subdivision Regulations Article 4 for review of final plats including notice to abutters and a public hearing.
- **B.** The cost of notifying abutters will be borne by the developer.
- **C.** If the site plan meets the evaluation criteria and is approved by the Planning Board, then the applicant may apply for a building permit.
- **D.** No building permit will be issued until approval of the site plan by the Richmond Planning Board is granted.
- **E.** The applicant will be notified by certified mail of approval or disapproval of site plan.

**IV.** **Submission Requirements:**

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

**B.** Site Plan:

1. Sheet size: 22" x 34" maximum;
2. Scale: not less than 1" = 60';
3. Match lines when needed;
4. Original on mylar in permanent ink;
5. Four (4) prints of each plan sheet (blue or back line);
6. Date, title, scale, north arrow, location map;
7. Name and address of developer, designer/engineer, and owner of record;
8. Topographical plan with contour lines at two (2) foot intervals and at spot elevations. Benchmark from USGS datum;
9. All easements shall be shown and identified. (size, location and type)
10. Stamped and signed by a licensed NH Land Surveyor;
11. A written description of proposed use; including projected number of employees and /or inhabitants and the projected traffic flow.



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**C.** List of current names and addresses of all abutters within 200 feet of the property line, including those across any street, road or highway;

**D.** Abutters' notification fee (Certified mail payable to Postmaster) at current postal fees;

## 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, other vegetation, topographical features, and any other features which should be considered in the site design process;

**B.** Plans showing all buildings with their type, size, location (set backs) and elevation of first floor indicated;

**C.** An elevation view of all buildings indicating their height, width, length and exterior 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 and egress, plus any streets within and around the proposed site;

**F.** The size and location of the proposed water supply and sewage facilities and provision for future expansion of sewage and water facilities if needed, 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. All containers must be placed on a concrete slab and screened from view;

**H.** The location, elevation and layout of catch basins and other surface drainage features;

**I.** Existing and proposed contours and finished grade elevations - - all contours shall be a minimum of 2-foot intervals in areas to be developed;

**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 all proposed signs and other advertising or instructional devices;

**L.** The size and location of all public service connections;

**M.** The location and type of lighting for all outdoor facilities. Lighting shall be installed and arranged so as not to reflect or cause glare upon abutting land or highways. Fixtures and



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locations must be approved by the Planning Board.

**N.** Rights of ways of all existing adjoining streets;

**O.** Surveyed property lines showing their deflection angles, distances, radius, lengths of arcs, central angles, along all property lines and monument locations.

**P.** Names of all abutters within 200 ft.

**Q.** If a subdivision (all Subdivision Regulations shall apply), then lines and names of all proposed streets, lanes, ways or easements intended to be dedicated for public use.

**R.** Appropriate buffers per **VII** of this regulation.

**S.** Screening must be provided to reduce visual pollution per **VIII** of this regulation.

**T.** Erosion and Sedimentation Plan per **X** of this regulation.

**U.** Flood Hazard Areas per **XIV** of this regulation.

**V.** Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development for Site Review.

**VI.** **General Standards:** Design of development should fit the existing natural and man-made environments with the least stress:

**A.** 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.

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

**C.** 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.

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

**A.** Buffer strips must be maintained between use and residential zones. Buffer strip between non-residential and residential zone must contain vegetation which will screen non-residential uses of site from residential area during winter months. Size of buffer strip to be determined by the Richmond Planning Board based on proposed use and current use of surrounding area.

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

**VIII.** Screening must be provided to reduce visual pollution:

**A.** Storage areas must be fenced or screened from on-site or adjoining parking and neighboring properties.
**B.** Litter (garbage) collection areas must be screened.
**C.** The use of either fencing or hedges is permitted.

**IX.** Parking, Loading and Pedestrian Safety:

**A.** 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.
**B.** Sufficient off-street loading and/or unloading space must be provided, including off-street area or maneuvering of anticipated trucks or other vehicles. Maneuvers for parking and/or loading or unloading must not take place from a public street.
**1.** Shelter for children at bus stops may be required if deemed necessary by the Planning Board.
**C.** 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.
**1.** Permeable pavement may be used to reduce the need for
**2.** installation of drainage facilities to accommodate run-off;
however,
The Board may require that access, parking, and loading areas be conventionally paved if appropriate or necessary.

**X.** Erosion and Sedimentation Plan shall:

**A.** Make provision to accommodate the increased run-off caused by changed soil and surface conditions during and after development. Sediment in the run-off water shall be trapped by the use of sediment basins or other acceptable methods until the disturbed area is stabilized. Diversions, sediment retention basins, and other such devices, shall be constructed prior to any on-site grading or disturbance of existing surface material.
**B.** Show control measures both during construction and any permanent controls to remain after construction.
**C.** 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.
**D.** Identify and show location of proposed erosion and sediment control measures and structures during and after development.
**E.** Include drawings and specifications for each proposed soil erosion and sediment control measure and structure in accordance with the town and the Cheshire County Conservation District standards.
**F.** Include drawings, details and specifications for proposed flood hazard prevention measures and structures and for proposed storm water retention basins.
**G.** Ensure that stripping of vegetation, re-grading or other development will be done in such a way that will minimize soil erosion. Temporary seeding 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.

**XI.** Illumination:

**A.** Outdoor lighting shall not glare on abutting properties or on public highways or streets.
**B.** 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.
**C.** Outdoor lighting is restricted to that which is necessary for advertising and security of the development.

**XII.** Access to public streets will meet the requirements of the New Hampshire Department of Public Works and Highways and/or the town, if adopted and shall be suitable to the use of the proposed access.

**XIII.** Water supply and sewage disposal systems must be sized to adequately meet the Maximum site capacity of the proposed use under the regulations of the New Hampshire Water Supply and Pollution Control Commission and/or the Town of Richmond Subdivision Regulations. In areas not currently served by public sewers, 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 sewerage disposal system (septic tank and field). State approval must be obtained before site plan approval can be given.

**XIV.** Flood Hazard Areas:

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

1. All such proposals are consistent with the need to minimize flood damage within the flood prone area;

2. All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;

3. 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;

4. The lowest floor (including the basement) is elevated or flood-proofed to or above the base flood level.

**XV.** 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 by 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 Richmond, or other official, assigned by the Planning Board, who shall be a duly registered engineer.

**XVI.** The Planning Board may waive any requirements listed in the Site Plan Review Regulations, if it determines that such regulations do not apply to the proposed development.

**XVII.** The Planning Board may require that a performance bond, the amount to be approved by the Planning Board by expert advice at the cost of the applicant, in the form of a passbook savings deposit, letter of credit 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.

## VI. Restrictions Regarding Proposed Industrial Usage:

A. No dwelling, industrial structure or other building shall exceed height specification for a dwelling as listed in the Richmond Zoning Ordinance without a variance from Zoning Article 3:309.

B. Any proposed industry, either using and/or producing toxic substances or waste materials, shall be required to show E.P.A. approval on proposed waste, storage, handling and disposal.



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# **APPENDIX**

## APPLICATIONS AND ADDITIONAL FORMS


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|---|---|
| Site Plan Review Application | A. 2-3 |
| Irrevocable letter of Credit Application | A. 4 |
| Surety Bond for Completion of Subdivision Improvements Application | A. 5-6 |




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# Appendix 2

**TOWN OF RICHMOND**

**PLANNNG BOARD**

SITE PLAN REVIEW APPLICATION

Applicant Name: _____

Address: _____

_____

_____

**RECEIVED DATE (STAMP)**

Phone_____ Fax_____ Email: _____

Map #_____ Lot #_____ Zoning District: _____

Address of Lot: _____Frontage: _____

Owner of Lot: _____Phone # _____

Address: _____Fax # _____

Area of Lot (Sq. Ft.) (Acres): _____Project Name_____

Dominate Soil Type (From USGS Soil Survey): _____

Proposed Permitted Use (From Permitted uses in Zoning Ordinance: _____

Traffic Volume (Cars per day on adjacent major streets)_____

Projected number of vehicle movements on and off property per day: _____

Total parking spaces provided: _____

Gross floor area of existing buildings (Sq. Ft.)_____

Gross Floor area of Addition(s) (Sq. Ft.)_____

Gross Floor area of New Building(s)_____

Total number of Employees: _____ Number of Shifts: _____



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# Appendix 3

**Town of Richmond**
**Site Plan Review Application**

Hours of Operation: _____

**APPLICANT'S REQUEST: The** Applicant, seeking a site plan review, requests that the Planning Board review the following submitted information. Information as presented is intended to supplement and explain any plans submitted and the Applicant represents that to the best of his knowledge and belief, the information is being submitted in accordance with the Site Plan requirements of the Town of Richmond.

**OWNERS CONSENT: The** owner consents to the submission of the within Site Plan Review Application by the applicant and agrees that the information presented herein is accurate.

Owners Name (Printed): _____ Owners Signature: _____Date: _____

Applicants Name (Printed): _____Applicants Signature: _____Date: _____

**PLANNING BOARD APPROVAL/DENIAL/COMMENTS:**

Signature of Chairman: _____ Date: _____

**SPECIAL INSTRUCTIONS: Abutters**: Attach a separate sheet listing Town of Richmond Tax Map and Lot Number, name and address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Tax Records.

**Signature of Zoning Compliance Officer:** _____Date: _____



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## Appendix 4

# TOWN OF RICHMOND
# PLANNNG BOARD
### AGREEMENT TO COMPLETE SUBDIVISION IMPROVEMENTS

Whereas_____of_____ (hereinafter called the subdivider) has applied to the Planning Board of the **TOWN OF RICHMOND** (hereinafter called the Board) for approval of a certain plan for the subdivision of land in the Town of Richmond, which plan is shown on a map entitled "_____" dated_____ and prepared by_____: and

Whereas the Board has approved said plan on condition that the subdivider file with the board a bond with surety, satisfactory to the Board, in the amount of _____dollar, securing to the Town the actual completion within one year from date hereof, or such longer periods as the Board may approved in writing of certain work and installations required by the Board, as more fully appears from the files of the Board relating to the Subdivider's application for approval of the subdivision, and

Whereas the Subdivider is required to offer for acceptance by the Town all streets lying within said subdivision:

**NOW THEREFORE**, The subdivider and the Board agree as follows:

1. The subdivider hereby agrees to complete within one year from the date hereof, or such longer periods as the board may approve in writing, certain work and installations required by the Board as more fully appears from the files of the Board relating to the Subdividers application for approval of the aforesaid subdivision (which files are hereby incorporated therein by reference and made a part hereof) all in accordance with the subdivision regulations and road construction regulations of the Town of Richmond, and to the satisfaction of the Town Engineer.
2. The subdivider hereby agrees to pay promptly for all materials furnished and labor supplied or performed in connection with the aforesaid work and installations.
3. The Board hereby agrees that upon certification by the Town Engineer that the work and installations have been completed as required by the terms of this agreement, the Board will recommend to the Selectmen that the streets with said subdivision be out as town highways and that all liability of subdivider and any surety be discharged, after the expiration of six months from the date when all such streets have been accepted.

IN the presence of: _____

_____ _____

Subdivider Date:

_____ by _____

Planning Board Chairman Date:



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# Appendix 5

# TOWN OF RICHMOND
# PLANNING BOARD

**SURETY BOND FOR COMPLETION OF SUBDIVISION IMPROVEMENTS**

Know all men by these presents:

That we, _____of_____(hereinafter call the "Principal", as Principal, and _____ of _____(hereinafter call the "Surety") as Surety, are held and firmly bound unto the Town of Richmond, as Obligee, in the sum of_____ Dollars lawful money of the United States of American, for the payment of which, well and truly made to the Obligee, we bind ourselves, our heirs, representatives, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and delivered this _____day of _____,Year_____

**THE CONDITION OF THIS OBLICATION IS SUCH THAT:**

**WHEREAS,** The Principal has applied to the Planning Board (hereinafter called the Board) for approval of a certain plan for the subdivision of land in the Town of Richmond, which plan is shown on a map entitled "_____" prepared by _____ and dated **_____;** and

**WHEREAS,** the principal has agreed to complete within one year from the date hereof, or such longer period as the Board may approve in writing, certain work and installations required by the Board, (as more fully appears from the files of the Board relating to the Principal's applications, which files are hereby incorporated herein by reference and made a part here of), hereinafter called the "work", in accordance with the subdivision regulations, and road construction regulations of the obligee and to the satisfaction of the Town Engineer, and to pay promptly for all materials furnished and labor supplied or performed in connection with said "work", and

**WHEREAS**, the Board has approved said plan on condition that the principal enter into a bond with the Town in the amount of $_____ calculated upon the basis indicated on the statement attached hereto, with surety acceptable to the Selectmen, securing to the obligee the performance of said agreement and the actual completion of said "work" as aforesaid;

**NOW THEREFORE,** if the principal performs said agreement and completes said "work" on or before _____, Year _____, or within such longer period as the Board may approve in writing, this obligation shall be null and void, otherwise it shall remain and be in full force and effect and the Town may complete the "Work" (either itself or by contract with another) and shall be completely reimbursed for the cost thereof by the surety, and, for such purpose, consent to enter upon the property of the principal is hereby given; such reimbursement shall include, without limitation, all court costs and attorneys' fees connected with said completion or with successful efforts or litigation to recover on this bond;

**PROVIDED,** the liability of the Principal and Surety under the terms of this bond shall not exceed the amount thereof and



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# Appendix 6

**SURETY BOND FOR COMPLETION OF SUBDIVISION IMPROVEMENTS**

**PROVIDED,** that any alteration or change in said "Work" which may be permitted or approved by the Board or the giving by the obligee of any extension of time for the completion of the "work" or any other forbearance on the part of either the obligee or the principal one to the other, shall not in any way release the principal and the surety, or either of them, their representative, heirs, executors. administrators, successors or assigns from liability hereunder, notice to the Surety of any alterations, extension or forbearance being hereby specifically and absolutely waived.

**IN WITHNESS WHEREOF, _____**the Principal, has hereunto affixed his hand and seal (caused this instrument to be signed by _____its _____ thereunto duly authorized, and its corporate seal to be hereunto affixed) and _____the Surety, has hereunto affixed his hand and seal (caused this instrument to be signed by _____ thereunto duly authorized, and its corporate seal to be hereunto affixed), the _____day of _____, year_____

Witnessed by: _____L.S.
Principal.

_____ By_____

Its_____

Witness by: _____L.S.
Surety

_____ By _____

Its_____



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