

# **SITE REVIEW REGULATIONS**

**for**

## **CITY OF PORTSMOUTH NEW HAMPSHIRE**



Dated: March 21, 1985  
Retyped: February 22, 2006  
Last revision: March 16, 2006  
March 15, 2007  
Portsmouth Planning Board

## **SITE REVIEW REGULATIONS**

### **PURPOSE**

The purposes of these Regulations are to further the safe and orderly development of the City, to insure that sound site utilization principles are followed, to protect abutters against hazards, unsightliness, and nuisances detrimental to property values, to insure that development of land is appropriate for the public services and facilities available and to insure that pedestrian and vehicular circulation can be accommodated in a safe manner.

### **AUTHORITY**

These Regulations are enacted pursuant to the provisions of NH RSA 674:43 as amended.

### **SCOPE**

Site Plans must be submitted for site review and Public Hearing on all development of land within the municipal boundaries except:

- a) Residential developments which when completed will have less than five (5) dwelling units regardless of whether or not the development involves a subdivision of land.
- b) Conversion or reuse of existing residential, commercial, or industrial structures which involve no building additions or changes in the site.
- c) Parking lots of eight (8) spaces or less.

### **OTHER ORDINANCES**

These Site Review Regulations in no way relieve a developer, agent or individual from compliance with the Zoning Ordinance, Subdivision Rules and Regulations, Building Codes, Historic District Commission, standard construction plans and specifications of the Public Works Department, or any other local ordinance that pertains to the proposed development. No Site Plan will be approved unless it complies in every respect with all pertinent ordinances and regulations.

The Site Review Agreement shall not be executed until all other above-mentioned approvals have been granted.

### **SITE REVIEW TECHNICAL ADVISORY COMMITTEE**

A Site Review Technical Advisory Committee is hereby established to assist and advise the Planning Board in reviewing Site Plans. The Site Review Technical Advisory Committee shall be composed of the following positions: the Planning Director or a representative of this Department as designated by the Director (either of whom shall act as Chair); the Deputy Director of Public Works or a representative of this Department as designated by the Deputy Director; an Engineering Technician; the Fire Chief or a representative of the Department as designated by the Fire Chief; a representative of the Water Department as designated by the Director of Public Works; the Environmental Planner or a designee from the Conservation Commission; the Director of the Parking and

Transportation Department; the Superintendent of Schools or a representative of the School Department as designated by the School Superintendent; and Police Chief or a representative of the Department as designated by the Police Chief.

## **SITE REVIEW PROCEDURE**

- A) A Site Plan shall be drawn to scale and shall be prepared and stamped by a State registered architect, land surveyor, or civil engineer. In the case of additions to non-residential developments, up to a maximum of 5,000 s.f. of gross floor area and with gross floor amounting to less than twenty percent (20%) of that of the existing development on the lot and with no new utility or drainage lines, the Site Review Technical Advisory Committee may, in its discretion, waive such requirements for an engineer's stamp on the submitted plan.
- (1) The completed Site Review Application shall be reviewed by the Technical Advisory Committee within twenty (20) days of its receipt.
  - (2) Recommendation of the Technical Advisory Committee for approval by the Planning Board shall require a majority of the quorum voting in the affirmative. Five voting members shall constitute a quorum for the transaction of business.
- B) Upon receipt of a completed Site Review Application and recommendations from the Site Review Technical Advisory Committee, the Planning Board shall within thirty (30) days place on its Agenda for Public Hearing the following types of developments:
1. Any non-residential development within 200' of property in a Residential district.
  2. Parking lots of 9 or more spaces.
  3. Any development requiring a Dredge or Fill Permit for 1,000 cubic yards or more of material.
  4. Residential developments of 5 or more units.
  5. Other developments if deemed necessary by the Site Review Technical Advisory Committee Chairman.
- Such hearing shall be duly advertised, and the applicant and abutters shall be notified of the time and place of such hearing not less than ten (10) days prior to the hearing.
- The cost of advertising and abutter notices shall be paid by the applicant prior to the hearing. Advertising and notice requirements for subdivisions shall apply.
- C) When requested by the Planning Board and in cases where an Application is disapproved, each member of the Site Review Technical Advisory Committee shall be responsible for filing a written report of the potential impact of the proposal on the City.

- D. It is the responsibility of the applicant to provide technical information and expertise sufficient for evaluation of the proposal. The Site Review Technical Advisory Committee or Planning Board may also request technical assistance from experts in any field or input from City officials, Boards, or Commissions. In the event such assistance would require remuneration, then a request for City funds shall be sent to the City Council for their approval or disapproval. When the Site Review Technical Advisory Committee notifies the petitioner of the need for technical assistance or additional input, then the time periods outlined in Section B shall be waived only upon written request by the applicant. In the event that such a request is not forthcoming, the Site Review Technical Advisory Committee may, at its discretion, act to recommend disapproval by the Planning Board.

Site Review Approval by the Planning Board shall expire unless used (obtain a Building/Change in Use Permit) within a period of one (1) year, from the date granted. The Board may, for good cause shown, extend such period by as much as one (1) year if requested and acted upon, prior to the expiration date.

If additional one (1) year extensions are requested, the owner will be required to have the previously approved plans reviewed by the Technical Advisory Committee and the Planning Board. For this review the owner shall provide to the Planning Department the previously approved plans and supporting data. The Technical Advisory Committee and/or the Planning Board may request further information. Upon review of a request for an extension, the Planning Board shall have the authority to amend or deny a previously approved application. This review shall not require an application fee, however the Technical Advisory Committee and/or the Planning Board may, if deemed necessary, by either chairman, conduct a Public Hearing at the owner's expense. The following criteria shall be used to determine that a time extension can be granted.

- 1) That no change has taken place that would materially affect the currently approved site plan in regard to:
  - a) Traffic flow volume or congestion;
  - b) Drainage;
  - c) Water availability;
  - d) Sewer capacity; and,
  - e) Zoning

The Planning Board shall not deny a request for an extension without first having held a Public Hearing.

- E. A Site Review Agreement shall be drafted for all developments that are approved by the Planning Board. Terms and conditions of the Site Review Agreement shall indicate any stipulation or condition which may be necessary to secure the public health, safety, and welfare and insure compliance with all of the Ordinances of the City of Portsmouth, requirements of the BOCA Basic Building Code and Life Safety Code including the posting of a performance and/or guaranty bond to insure that all site development and construction is completed according to the Plan approved.

The Site Review Agreement shall be considered fully executed when the Agreement has been endorsed by the Chairman of the Site Review Technical Advisory Committee, Chairman of the Planning Board, City Manager, Applicant, and when the bond instrument has been approved by the City Attorney and placed on file with the City Clerk.

- F. After approval of the Site Plan the owner may request, in writing, approval of minor amendments. The Chairman of the Site Review Technical Advisory Committee may in his discretion, approve the amendment in writing or may require review by the full Planning Board.

### **APPLICANT'S RESPONSIBILITIES**

1. The applicant is encouraged to discuss the proposed development with the Site Review Technical Advisory Committee before the formal submission of a Site Plan to anticipate any site development problems that may be encountered.
2. The applicant shall submit to the Planning Director an Application in writing on a form entitled, "Site Review Application " along with the application fee as set by City Ordinance and eight (8) copies of the Site Plan.
3. The applicant shall obtain approval(s) for any required State and/or Federal permits prior to any action by the Planning Board and shall submit evidence of such approvals along with the Application.
4. Prior to any final action by the Planning Board, the applicant shall pay any costs as determined by the Planning Department of advertising and providing notice to abutters.
5. The applicant or authorized representative should appear and present the Site Plan before the Site Review Technical Advisory Committee and also at the Public Hearing before the Planning Board.
6. The applicant or authorized representative shall be responsible to prepare a Construction Management and Mitigation Plan (CMMP) in conjunction with the Site Review Technical Advisory Committee and, as appropriate, the Planning Board. No site work is authorized nor shall work commence before the CMMP has been accepted and approved as to content and form by the City.

### **SUBMISSION REQUIREMENTS**

The following items are required before a site review will be initiated:

1. Application for Building Permit/Change of Land Use.
2. Application for Site Review completely filled out.
3. Site Plan with the following characteristics:
  - a. Sheet size: 22" X 34" maximum.
  - b. Scale: Not less than 1" = 60'.

- c. Match lines when needed.
- d. Submit seven copies of blue or black line prints.
- e. Date, title, north point, scale, map, lot, zone(s), revision block, legend, definition of uses and square footage of each area.
- f. Name and address of developer and applicant.

## **REQUIRED EXHIBITS AND DATA**

The following items are required on the site plan(s) showing existing and proposed features as appropriate:

1. Sketch of site showing existing natural features including watercourses and water bodies, trees and other vegetation, topographic features, any other features which should be considered in the site design process.
2. Plan view of all buildings with their use, size, location and first floor elevation indicated.
3. A typical elevation view of building(s) indicating their height and bulk when requested by the Site Review Technical Advisory Committee.
4. The location, width, curbing and paving of access ways and egress ways and streets within the site.
5. The location of off-street parking and loading spaces with a layout of the parking indicated.
6. The size and proposed location of water mains and sanitary sewage facilities with all necessary engineering data.
7. The size and location of all underground public service connections and private service connections; including gas lines, power lines, telephone lines, other communication lines and fire alarm connections. These shall be located underground, unless that location is found to be not feasible as determined by the City's Technical Advisory Committee and by the Planning Board. When such a finding has been made, the Planning Board may authorize above ground connections by majority vote in that limited situation.
8. The type and location of solid waste disposal facilities.
9. The location, elevation, and layout of catch basins and other surface drainage features.
10. Existing and proposed contours and finished grade elevations as well as the type, extent, and location of existing and proposed landscaping and open space areas will be retained.
11. The location, size and the design of proposed signs and other advertising or instructional devices.

12. The location and type of lighting for outdoor facilities.
13. Lines of existing abutting streets.
14. Surveyed property lines showing their bearings and distances and showing monument locations.
15. If a subdivision, then lines and names of all proposed streets, lanes, ways or easements intended to be dedicated for public use.
16. Any other exhibits or data that the Site Review Technical Advisory Committee may require in order to adequately evaluate the proposed development including but not limited to:
  - a. Calculations relating to stormwater runoff.
  - b. Information on composition and quantity of wastewater generated.
  - c. Information on air, water or land pollutants discharged.
  - d. Estimates of traffic generation.
  - e. Estimates of noise generation.

## **EVALUATION CRITERIA**

If the Planning Board disapproves a Site Plan, it shall make one or more of the following written findings with respect to the proposal:

- a. The application is incomplete as submitted and does not provide adequate information for evaluation of the proposed site development.
- b. The site development will not comply with all City Ordinances and Codes.
- c. The site proposal lacks adequate, reliable water supply sources or sewage disposal facilities or lines.
- d. Water flow, location of fire hydrants, alarms, firewalls, sprinkler systems and other devices or systems are inadequate for satisfactory fire protection.
- e. The site development lacks adequate storm water sewers or provision for surface drainage such that adjoining properties may be damaged by displacement or runoff of water.
- f. The site development lacks adequate protection for neighboring properties against fire, noise, explosion, glare, odor, air pollution, hazardous waste, or other objectionable features or nuisances.
- g. The site development lacks adequate quantities, type, or arrangement of landscaping and open space for the provision of visual, noise and air pollution buffers.

- h. The site development will result in loss of important natural or historical site features that could be avoided or minimized by modification of the Site Plan.
- i. The site development will be subject to an unacceptable probability of flooding that could result in loss of life or property or will divert or increase flood waters so as to endanger public health and safety.
- j. The proposed volume and arrangement of vehicular and pedestrian traffic flow, including but not limited to parking areas, intersections, roads or driveways, and traffic controls will create an unacceptable increase in safety hazards and traffic congestion.
- k. The site development will result in unacceptable overcrowding in the Portsmouth school system.
- l. The site development is not adequately insulated from aircraft noise.
- m. The site development lacks needed recreational facilities that can reasonably be provided on the site.
- n. The site development will result in an unacceptable burden on municipal solid waste disposal facilities, police services, or other municipal services.

**SITE PLANNING STANDARDS**

In determining if a Site Plan complies with the Evaluation Criteria above, the Site Review Technical Advisory Committee or Planning Board shall use as a guide the following Site Planning Standards where applicable and appropriate. Where these Site Planning Standards do not address a concern in sufficient detail, the Site Review Technical Advisory Committee or Planning Board shall use the Subdivision Rules and Regulations as a guide to sound site development standards.

**A. VEHICULAR CIRCULATION**

- 1. Parking spaces shall be arranged so that cars will not back into a public street (except for one and two-family dwellings).
- 2. Parking spaces located within four feet of an abutting structure, sidewalk, or public street shall be designed with suitable bumper stops.
- 3. Aisle widths shall conform to the following minimum dimensions:

<u>Parking Angle</u>	<u>Minimum Aisle Width</u>
45°	14'
60°	18'
90°	20'

- 4. Accessways shall be located no closer than fifty (50) feet to the curb line of an intersecting street.

5. Any two accessways from a single lot shall be no closer than fifty (50) feet to each other at the front property line.
6. Sloped granite curbing installed per the Department of Public Works specifications shall be installed where accessways meet public streets when necessary to channelize surface drainage.
7. Projects shall be designed to maintain the quality of traffic flow on affected public streets at Level of Service C or better. Where an existing street affected by the project is already below a Level of Service C, then the project shall be designed to improve or at least maintain the existing Level of Service. "Level of Service" shall be defined and calculated as described in the Transportation Research Board, National Academy of Sciences, supplement to the 1965 Highway Capacity Manual, as hereafter updated.
8. Traffic control signals and signs, turning lanes, pavement widening and other improvements to public streets shall be provided by the developer upon determination by the Site Review Technical Advisory Committee or Planning Board that the specific improvements are necessary for safe handling of traffic generated by the proposed development.
9. Projects having access onto congested public streets may be required to eliminate certain turning movements as determined necessary and practical by the Site Review Technical Advisory Committee or Planning Board.
10. Accessways shall, where practical, have an all-season safe sight distance of four hundred feet in both directions along the public street. Where only a lesser sight distance is obtainable, no more than one accessory per single parcel shall be allowed.
11. Handicap Parking:
  - a) Specially designated parking spaces for the physically handicapped shall be located closest to the designated accessible primary entrance(s).
  - b) If possible, they shall be located so that handicapped persons do not have to cross a roadway or traffic lane.
  - c) Such parking spaces which are perpendicular or diagonal to the parking roadway shall be 12'-0" (3.65m) wide. Spaces shall allow persons in wheelchairs to enter or leave an automobile on a uniform surface suitable for wheeling or walking.
  - d) Two 8' (2.44m) wide spaces, separated by a 4' (1.22m) center aisle, which is painted or striped yellow, can be used as an alternative.
  - e) Such spaces shall be identified by a sign at each space or pair of spaces stating that these spaces are reserved for the physically handicapped.

f) Number of spaces:

Total Spaces	Required	Handicap Spaces
1 - 25		1 space
26 - 40	5%	but not less than 2 spaces
41 - 100	4%	but not less than 3 spaces
101 - 200	3%	but not less than 4 spaces
201 - 500	2%	but not less than 6 spaces
501 - 1,000	1.50%	but not less than 10 spaces
1,001 - 2,000	1%	but not less than 15 spaces
2,001 - 5,000	.75%	but not less than 20 spaces
5,001	.50%	but not less than 30 spaces

g) Ramps required as a means of egress leading from specially designated parking spaces for the handicapped in parking lots shall be in conformity with the **New Hampshire Architectural Barrier Free Design Code**.

**B. PEDESTRIAN CIRCULATION**

1. Residential developments of eight or more dwelling units shall provide safe and direct access (generally via sidewalk) to existing sidewalks or public streets.
2. All developments shall provide safe and direct access from parking areas to structures.

**C. SCREENING AND LANDSCAPING**

1. Screening as required in Section 10-404 of the **Zoning Ordinance** shall be provided.
2. Parking lots shall be interrupted by shade trees and landscaping to allow no more than 150 feet of continuous asphalt.
3. Structures visible from a public street shall be partially screened with flowering or evergreen shrubs.
4. Parking lots visible from a public street or adjacent property shall be screened with shade trees (20-30' spacing) or shrubs.
5. Solid waste collection equipment, pump stations, outdoor storage and other outdoor uses visible from a public street shall be screened with evergreen shrubs.
6. Shade trees shall be planted within all proposed public rights-of-way.

**D. WATER SYSTEM**

1. Structures shall be located five hundred (500) feet of a fire hydrant (distance measured as usable, not as straight line).
2. Fire hydrants shall be served by a minimum 8" main.

3. Fire hydrant flow tests shall yield flow determined adequate for the project by the Fire Department.
4. Size, flow rate, and pressure of water mains serving the project shall be determined adequate by the Water Superintendent.
5. Municipal Water Supply Availability:
  - a. Capacity of municipal water supply system at time of proposal gpd.
  - b. Average demand for municipal water in preceding July \_\_\_\_\_ gpd.
  - c. Residual Supply Remaining (a-b) \_\_\_\_\_gpd.
  - d. Estimated municipal water demand of project \_\_\_\_\_gpd ( (d) shall not exceed 10% of (c) ).
6. ON-SITE WATER SUPPLY (if used)

For any on-site system supplying 50,000 gpd or more, evidence presented by a qualified hydrologist shall be sufficient to reasonably conclude that there will be no adverse effect on other public or private groundwater sources.

**E. SEWERAGE SYSTEM**

1. Sewer lines shall not terminate in outfalls that dump untreated sewage into natural waterways.
2. Sewer lines on site shall be designed to handle estimated sewage generation at maximum development density allowed.
3. Existing sewer main or line into which project will connect shall be capable of transporting estimated sewage generated with minimal affect on the system. If existing mains or lines are inadequate, the applicant may upgrade such mains or lines at no cost to the City provided the City Council approves such alteration of public facilities.
4. The central treatment plant shall be capable of providing adequate treatment for the volume and composition of sewage generated by the project.
5. On-site disposal systems shall have no effect on public or private groundwater sources of water supply.

**F. SCHOOL AVAILABILITY (Residential Projects)**

1. ELEMENTARY SCHOOL
  - a. Capacity of elementary school serving project \_\_\_\_\_students.
  - b. School enrollment (most recent figures)\_\_\_\_\_students.
  - c. Residual capacity (a-b) \_\_\_\_\_students.

d. Calculation of estimated elementary school children in project:

Single  
Family or Clusters,  
Lots Apartments

No. of 1-bedroom units \_\_\_\_\_ X 0.05 or 0.05 = \_\_\_\_\_

No. of 2-bedroom units \_\_\_\_\_ X 0.25 or 0.10 = \_\_\_\_\_

No. of 3-bedroom units \_\_\_\_\_ X 0.50 or 0.35 = \_\_\_\_\_

Total Elementary Students = \_\_\_\_\_

Total elementary school students (d) shall not exceed (c).

2. JUNIOR HIGH SCHOOL

a. Capacity of Junior High School \_\_\_\_\_.

b. School enrollment of Junior H.S. \_\_\_\_\_.

c. Residual capacity of Junior H.S. \_\_\_\_\_.

d. Calculation of estimated Junior High School students in project:

Single  
Family or Clusters,  
Lots Apartments

No. of 1-bedroom units \_\_\_\_\_ X 0.02 or 0.02 = \_\_\_\_\_

No. of 2-bedroom units \_\_\_\_\_ X 0.10 or 0.04 = \_\_\_\_\_

No. of 3-bedroom units \_\_\_\_\_ X 0.20 or 0.15 = \_\_\_\_\_

Total Junior High School Students = \_\_\_\_\_

Total Junior High School students (d) shall not exceed (c).

3. HIGH SCHOOL

a. Capacity of High School \_\_\_\_\_.

b. School enrollment of High School \_\_\_\_\_.

c. Residual Capacity of High School \_\_\_\_\_.

d. calculation of estimated High School students in project:

Single  
Family or Clusters,  
Lots Apartments

No. of 1-bedroom units \_\_\_\_\_ X 0.02 or 0.02 = \_\_\_\_\_

No. of 2-bedroom units \_\_\_\_\_ X 0.10 or 0.04 = \_\_\_\_\_

No. of 3-bedroom units \_\_\_\_\_ X 0.20 or 0.15 = \_\_\_\_\_

Total High School Students = \_\_\_\_\_

Total High School students (d) shall not exceed (c).

G. FIRE PROTECTION SYSTEMS

1. Existing fire alarm circuitry shall be capable of adequately handling proposed alarm boxes.
2. Locations, quantities, and types of smoke or heat detectors and other fire protection or prevention types of devices or systems shall meet the requirements of the Fire Department as necessary for a reasonably safe project.
3. Existing Fire Department equipment and personnel shall be adequate for handling any potential fire hazard in the proposed development. If existing equipment is inadequate, the Fire Department may be allowed to substitute equipment provided by the applicant (on or off site) at no cost to the City, provided that existing personnel are adequate to handle such equipment and that operational and maintenance expenses of such equipment related to the proposed development shall be provided by the applicant and secured by a maintenance bond.
4. Location and specifications for firewalls, fire doors and exits shall meet the requirements of the Fire Department as necessary for a reasonably safe project.

#### H. SITE DRAINAGE

1. The quantity of impervious surface shall be minimized as practical for the proposed principal use.
2. On-site drainage patterns of the proposed development shall be capable of adequately handling stormwater runoff, as determined by the City Engineer.
3. Off.-site disposal and transport of stormwater runoff shall be capable of being adequately handled by existing facilities. If such facilities are inadequate, the applicant may upgrade such facilities at no cost to the City, provided that the City Council approves such alterations of public facilities.

#### I. NOISE AND FLOOD HAZARDS

1. Residential projects located within one thousand (1000) feet of the center line of the Pease flight line (as shown on the Portsmouth Zoning Map) shall provide double glazing or sound insulation as determined necessary for noise protection by the Site Review Technical Advisory Committee.
2. Residential projects which are located adjacent to public streets with average daily traffic of ten thousand (10,000) vehicles or more shall be sufficiently set back, screened or bermed so as to limit noise levels at the closest residential unit to sixty-five (65) decibels (A scale).
3. Projects located within the 100-year flood hazard area shall have the lowest floor elevated above the base flood level and utilities shall be constructed to minimize infiltration and impairment by flood waters.

#### J. NATURAL FEATURES

1. Filling and dredging of wetland areas shall be avoided where possible and otherwise minimized.

2. Trees which are uncommon for this area, in size or species, shall be preserved in their natural condition whenever possible.
3. Waterbodies and watercourses shall be preserved in their natural condition whenever possible and shall be protected from development by buffer strips.
4. Unusual topographic features and scenic views shall be preserved whenever possible.

#### **PROJECT COMPLETION/RELEASE OF BOND**

- 1) At the completion of the project, the owner/applicant shall notify the Planning Director and Building Inspector that the project is ready for final inspection. The owner/applicant shall submit to the Planning Director three (3) copies of an "as built plan" drawn to scale. The plan shall be prepared and stamped by a State registered architect, land surveyor, or civil engineer. The Planning Director may, in his discretion, waive the requirement for an "as built plan" for minor projects only. The Building Inspector or his designee(s) shall conduct a final inspection of all aspects of the project including the building, mechanical, electrical, and plumbing systems as well as the zoning and site review to determine whether the project has been constructed according to the building and site review plans.
- 2) The Building Inspector or his designee(s) shall prepare a final written report identifying any deviation from the approved plans, and whether or not corrections must be made to bring the project into compliance with the plans or City Codes and Ordinances. If the project is in compliance with the approved plans, the Building Inspector shall issue a Certificate of Completion. If the project is not in compliance, the Building Inspector or his designee(s) shall provide the owner with a written report as to what remedial actions are necessary to bring the project in compliance.
- 3) A copy of the Certificate of Completion shall be:
  - a. Placed in the Site Review file at the Planning Department.
  - b. Provided to the owner.
  - c. Placed in the Building Inspector's file.
  - d. Provided to the City Manager.

The City Manager may order release of the performance or guaranty bond only after receipt of the Building Inspector's Certificate of Completion.

Last amended: 22 February 06

# Amendments

By action of the Planning Board the following amendments were enacted:

## March 17, 1988

Under **SITE REVIEW PROCEDURE** (page 3) the following was added as the last sentence to section D (the changes are highlighted):

**Site Review Approval by the Planning Board shall expire unless used within a period of one (1) year from the date of approval (obtain Building Permit).**

Under **APPLICANT'S RESPONSIBILITIES** (page 5) the following section was amended to read as follows (the changes are highlighted):

2. The applicant shall submit to the Planning Director an Application in writing on a form entitled, "Application for Site Review" along with **the application fee and seven (7) copies of the Site Plan.**

Under **SUBMISSION REQUIREMENTS** (page 5) the following sections were amended to read as follows (the changes are highlighted):

3. d. Submit **seven** copies of blue or black line prints.
- e. Date, title, north point, scale, **map, lot, zone(s), revision block, legend, definition of uses and square footage of each area.**

Under **PROJECT COMPLETION/RELEASE OF BOND** (page 15) the following section was amended to read as follows. Again the changes are highlighted.

1) At the completion of the project, the owner/applicant shall notify the Planning Director and Building Inspector that the project is read for final inspection. **The owner/applicant shall submit to the Planning Director three (3) copies of an "as built plan" drawn to scale. The plan shall be prepared and stamped by a State registered architect, land surveyor, or civil engineer. The Planning Director may, in his discretion, waive the requirement for an "as built plan" for minor projects only.** The Building Inspector or his designee(s) shall conduct a final inspection of all aspects of the project including the building, mechanical, electrical, and plumbing systems as well as the zoning and site review to determine whether the project has been constructed according to the building and site review plans.

## October 26, 1989

Addition of Section 11. Handicap Parking: to Vehicular Circulation of the Site Planning Standards (page 10).

## July 19, 1990

Elimination of Economic Development Director from the Site Review Technical Advisory Committee and change from five affirmative votes to four affirmative votes under **SITE REVIEW PROCEDURE** (A) (2).

## **January 16, 1992**

### Under **SITE REVIEW PROCEDURE**

D .(obtain Building Permit). The owner may request in writing prior to the expiration date, a one (1) year extension of a Site Review approval. If additional one (1) year extensions are requested, the owner will be required to have the previously approved plans reviewed by the Technical Advisory Committee and the Planning Board. For this review the owner shall provide to the Planning Department the previously approved plans and supporting data. The Technical Advisory Committee and/or the Planning Board may request further information. Upon review of a request for an extension, the Planning Board shall have the authority to amend or deny a previously approved application. This review shall not require an application fee, however the Technical Advisory Committee and/or the Planning Board may, if deemed necessary, by either chairman, conduct a Public Hearing at the owner's expense. The following criteria shall be used to determine that a time extension can be granted.

- 1) That no change has taken place that would materially affect the currently approved site plan in regard to:
  - a) Traffic flow volume or congestion;
  - b) Drainage;
  - c) Water availability;
  - d) Sewer capacity; and,
  - e) Zoning

The Planning Board shall not deny a request for an extension without first having held a Public Hearing.

## **October 20, 1994**

Inclusion of a representative from the Police Department on the Technical Advisory Committee. A recommendation to the Planning Board shall require a majority vote of a quorum present. A quorum shall constitute five voting members. The applicant shall submit eight (8) copies of the site plan.

## **January 30, 1997**

Amendment to REQUIRED EXHIBITS AND DATA #7 re: Underground Utilities

## **December 16, 2004**

Amendment to SITE REVIEW TECHNICAL ADVISORY COMMITTEE  
Amended Committee Membership

## **February 22, 2006**

Amended APPLICANT'S RESPONSIBILITIES  
Retyped entire document

## **March 16, 2006**

Amended SITE REVIEW PROCEDURE (D) re: expiration of approval

**March 15, 2007**

Amended APPLICANT'S RESPONSIBILITIES by adding # 6