

TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

Planning Board Checklist for SITE PLAN Applicants

Complete application and documentation is due to the Building Inspector no later than Noon the day of the Deadline as posted on the Planning Board/ZBA schedule at the Town Hall.

1. Obtain Application Packet from Building Inspector *and* Contact Glenn Coppelman, Circuit Rider Planner, at the Rockingham Planning Commission 778-0885.

Signature date

Schedule appointment to review application process and plans to determine whether Preliminary Consultation or Final Public Hearing is needed before the Planning Board. If Circuit Rider Planner determines the applicant is ready to submit an application, leave or later provide a copy of the Plan, as submitted to the Town, for the Circuit Rider Planner's use.

2. **Initial Contact -- Town Departments (copies of proposal, to include a plan, are to be provided to the following as recommended by Circuit Rider Planner):**

____ Volunteer Fire Department 926-5752 (Jay Lord, Fire Chief) _____

Signature date

____ Conservation Comm. (Shawn Hanson, Chair) _____

Signature date

____ Highway Safety Comm. 926-5752 (Jay Lord, Chair) _____

Signature date

____ Road Agent 926-4618 x3 (Dick Robinson) _____

Signature date

3. **Building Inspector to contact and review proposed Application/plans with Circuit Rider Planner.**

Signature date

4. **Submission of Complete Application to Building Inspector in conjunction with Application Deadline dates/time (Noon). Building Inspector to review following items with the applicant to determine whether proper documentation is available and application is complete.**

Map ____, Lot ____, Applicant: _____

Application Fee	\$ _____
Abutters # _____ x _____	= \$ _____
Other _____	\$ _____
TOTAL (Ck # _____)	\$ _____

Application to include:

- _____ Completed checklist, application form, 3 sets mailing labels and signed Site Plan checklist,
- _____ Appropriate number of full plan sets, plus one 11"x17" copy,
- _____ Listing of abutters to include applicant(s), owner(s), professionals, other
- _____ Letter of authorization,
- _____ Notification if transmission lines (PSNH 634-2477)

Receives:

- _____ Proper fees (using fee schedule(s) and.
- _____ Informs of future billing of legal notice fee.

Other information as may be required.

5. **Application is processed by Planning Board Secretary for meeting preparation.** Please see Meeting Deadline Schedule for Planning Board Agenda Close date. Any additional documentation to be considered by the Planning Board is to be submitted to the Secretary before this date.

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**APPLICANT IS RESPONSIBLE TO FILE A COMPLETE APPLICATION
BY NOON ON THE DEADLINE DATE.**

2016 PLANNING BOARD APPLICATION DEADLINES

<u>MEETING DATE</u>	<u>APPLICATION / LEGAL NOTICE DEADLINE*</u>	<u>AGENDA DEADLINE**</u>
January 26	January 4	January 19
February 23	February 1	February 15
March 22	February 29	March 14
April 26	April 4	April 18
May 24	May 2	May 16
June 28	June 6	June 20
July 26	July 5	July 18
August 23	August 1	August 15
September 27	September 6	September 19
October 25	October 3	October 17
November 15	October 24	November 7
December 27	December 5	December 19

2016 BOARD OF ADJUSTMENT APPLICATION DEADLINES

<u>MEETING DATE</u>	<u>APPLICATION / LEGAL NOTICE DEADLINE</u>	<u>AGENDA DEADLINE</u>
January 28	January 4	January 19
February 25	February 1	February 15
March 24	February 29	March 14
April 28	April 4	April 18
May 26	May 2	May 16
June 23	May 31	June 13
July 28	July 5	July 18
August 25	August 1	August 15
September 22	August 29	September 12
October 27	October 3	October 17
November 17	October 24	November 7
December 22	November 28	December 12

*Closing date for any business REQUIRING legal notice in newspaper & certified mailings to abutters.

**Closing date for any business NOT requiring legal or abutter notices.

Applications not called & in progress by 10 p.m. will be continued to next meeting.

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NEW HAMPSHIRE 03844

MEMO TO: Applicants to the Hampton Falls Planning Board
FROM: Hampton Falls Planning Board Chairman
DATE: June, 2016
**SUBJECT: INFORMATION PACKAGE FOR SUBDIVISION, SITE PLAN REVIEW AND
CONDITIONAL USE PERMIT APPLICANTS TO THE PLANNING BOARD**

To assist people that will be appearing before the Hampton Falls Planning Board, a package of important and useful material has been assembled to form this application package. Included as part of the application package are the following material:

1. Application Forms
2. A User's Guide to the Hampton Falls Land Use Regulations
3. Checklists

It is strongly recommended that all applicants review a current copy of Hampton Falls Zoning Ordinance, Building Code, Land Use Regulation and Excavation Regulation books, which can be viewed at hamptonfalls.org; see Regulations drop down menu at the bottom of the home page.

The application package contains information to help you prepare a complete application and to appear before the Planning Board. In addition, the names, phone numbers and addresses of people you may need to contact before or during the land development process are listed below, along with a short explanation of their role.

Todd Santora Planning Board Chair, (603) 772-2540
Role: Head of the Planning Board

Charlyn Brown Planning Board Vice Chair

Susan Ayer Planning Board/Zoning Board of Adjustment Secretary,
Hampton Falls, NH, (603) 926-4618 ext 2
Role: Works with the Planning Board and ZBA, prepares legal notices, applicant and abutter notices, agenda, minutes, and letters, attends Planning Board/ZBA meetings

- Mark Sikorski** Building Inspector/CEO/Health Officer, Town Hall, 1 Drinkwater Road, Hampton Falls, NH, (603) 926-5269 (W); Office hours in the Town Hall Monday, Tuesday and Thursday 8:00 a.m. – Noon.
Role: Issues building permits; inspects building construction; inspects electrical and plumbing work; often the first person to speak with when considering development; reviews and processes Planning Board/ZBA application documents with applicants as well as submissions for completeness.
- Rockingham County Conservation (RCCD)** Test Pit Inspector, 118 North Road, Brentwood, NH 03833-6614, (603) 679-2790
Role: Consultant to the Town hired to inspect septic systems and witness test pits. The RCCD reviews and approves submitted plans (4) on behalf of the Town of Hampton Falls and forwards to NH Department of Environmental Services – Subsurface Bureau for State approval. The Building Inspector performs basil area (bed bottom) inspections; the State inspects construction before back filling along with Town Building Inspector final inspection to assure stabilization. Witness of Test Pit Applications are available from the Building Inspector.
- Shawn Hanson** Conservation Commission Chair, Drinkwater Road, Hampton Falls, NH, (603)926-4618
Role: Conservation Commission reviews wetland permits and inventories natural resources
- John Deleire** Board of Adjustment Chair, 34 Nason Road, Hampton Falls, NH, (603) 926-4618 ZBA Secretary (Town Hall)
Role: Board of Adjustment rules on applications for special exceptions and variances to the Zoning Ordinance and relief to the Building Code
- Lori Ruest** Town Administrator, 1 Drinkwater Road, Hampton Falls, NH, (603) 926-7101 (W), Fax: (603) 926-1848
Role: Works for the Board of Selectmen and is often the person available to speak with at the Town Hall
- Glenn Coppelman** Rockingham Planning Commission, 156 Water Street, Exeter, NH, (603) 778-0885, Fax (603) 778-9183
Role: Planner who is available to meet with applicants prior to appearing before the Planning Board, to review the application and plan for completeness; attends Planning Board meeting to provide assistance.

HAMPTON FALLS LAND USE REGULATIONS

A USER'S GUIDE

The purpose of this User's Guide is to assist applicants in their understanding of the land development process in Hampton Falls. The User's Guide is intended as only an explanatory "guide" and is not enacted as part of the regulations. It has no legal effect and should be used only as a guide. Applicants should refer to the legally enacted regulations for complete details.

SUMMARY OF LAND USE REGULATIONS

Hampton Falls voters granted the Planning Board the authority to regulate the subdivision of land in 1952. The original Subdivision Regulations were adopted on June 9, 1952. The authority to regulate non-residential uses was granted to the Planning Board on November 3, 1982, and Site Plan Review Regulations were adopted on December 2, 1982. For the purposes of this User's Guide, the term "land use regulations" refers to both the Subdivision Regulations and the Site Plan Review Regulations. The Hampton Falls land use regulations set for the Planning Board's responsibilities; the procedure for Planning Board review; the submission requirements with which an applicant must comply; the criteria against which subdivision plans and site plans are measured; design and construction standards for land development; and administrative and enforcement provisions.

This User's Guide is intended to be useful to those people who are involved in the land development process for the first, and possibly the only time. The Hampton Falls Planning Board encourages all applicants to use this guide to assist in understanding and complying with the land development process. It is not intended as a substitution for nor alternative to a thorough review or understanding of the applicable local, state and federal laws and regulations.

EXPLANATION OF APPLICATION PROCESS

The land use regulations apply to the following types of development:

- Subdivision of land;
- Lot line adjustment;
- Condominium conversions;
- Developing of land for non-residential use;
- Changing or expanding a non-residential use;
- Scenic road tree cutting permit;
- Wetlands special use permit; or
- Excavation permits.

Any of these types of development require Planning Board approval.

When considering undertaking one of these types of development, an applicant should start by becoming familiar with the applicable provisions of the Zoning Ordinance and land use regulations. A booklet that contains these Ordinances, Regulations and others is available for purchase at the Town Hall or viewed on line at hamptonfalls.org. Copies of the required application forms and plan checklists are also available.

The application process involves the following basic steps:

1. **Submission of an Application:** A properly completed application, along with all required plans and information, must be filed with the Planning Board's designee (Building Inspector) at least 15 days prior to a regular meeting. The Planning Board meets on the fourth Tuesday of the month in the Town Hall. If the Planning Board determines that the application is complete, a public hearing will be scheduled for the next month's meeting.
2. **Fees:** Fees to be paid at the time of filing the application include an application fee, abutters notice fee, and a review fee. A public notice fee will be billed to the applicant. Please refer to the appropriate regulations for the exact fees.
3. **Public Hearing:** A public hearing, with notice to abutters and the general public, is held by the Planning Board on all applications. The proposal is presented by the applicant or his agent, and questions and comments are taken from the Planning Board, abutters and the public.
4. **Board Deliberations:** After the public hearing, the Planning Board deliberates the merits of the proposal. These deliberations usually require at least one more regular meeting. An applicant should plan on a minimum of two months between filing and approval. Larger and more complex proposals often take longer. Applicants are responsible for posting fees for the engineering review process and other requests for studies that may be required. Signing of agreements and posting of bonds may be part of a conditional approval as well.

TIPS FOR HELPING YOU THROUGH THE REVIEW PROCESS

In order to help you in the application process, it is suggested that prospective applicants follow the steps listed below:

1. Determine if the Land Use Regulations Apply to You

The Planning Board has jurisdiction over most types of development. If your plans include any of the following, you have to comply with the land use regulations.

- A. **Subdivisions.** The Subdivision Regulations apply to all divisions of land. The most common subdivision involves dividing one parcel of land into two or more lots. However, other activities are also considered subdivisions, specifically minor lot line adjustment (i.e. changing a lot line without creating an additional lot) and condominium conversions.

- B. Non-Residential Development. This includes the construction of any new non-residential use, the modification or intensification of any non-residential use, and the change of use or conversion of an existing non-residential use that requires development of the site.

The Planning Board has no jurisdiction over the construction of single-family or two-family dwellings on existing lots, and additions to the same type of dwellings. Building permits from the Building Inspector are required for this activity.

2. Review the Application Procedures and Submittal Requirements

Since applications are reviewed and accepted at the regular meeting of the Planning Board, which is once a month, being prepared for the meeting is crucial. If the application or plan is determined to be incomplete, the Planning Board will not accept the application and you will be required to resubmit at the next monthly meeting. Delays can be avoided if the application is properly completed and the plan contains the required information.

In order to provide guidance and assistance to potential applicants, the Planning Board has made arrangements with the Rockingham Planning Commission to have a planner available to review applications and plans. The purpose of this arrangement is to assist an applicant in being better prepared prior to meeting with the Planning Board, so that the review process is not unnecessarily delayed. This pre-submission meeting is optional and may not be appropriate for all applicants. Even though the planner's review is an extra step, it should help in avoiding a month's delay caused by an incomplete application or plan. The Planning Board encourages applicants, especially first-time applicants, to take advantage of the pre-submission meeting so that the application process is a smooth one.

3. Consider Having a Preliminary Consultation with the Planning Board

The land use regulations provide for an informal, non-binding preliminary consultation with the Planning Board. These discussions are helpful if you need general guidance on how to plan the development of your land or to discuss a certain concept with the Planning Board. No notice to abutters is required for preliminary consultations and no decisions can be made. A preliminary consultation can get you headed in the right direction prior to the expense of hiring a surveyor or engineer to prepare plans.

4. Review the Design and Construction Standards

Equally as important as following the correct procedures, is understanding the design and construction standards contained in the land use regulations. Your development plan must conform to these standards, so it is imperative that you and your surveyor and/or engineer become familiar with them prior to designing your development. The standards cover such topics as:

- Stormwater drainage

- Erosion and sediment control
- Street design requirements
- Roadway specifications
- Access design
- Landscaping and screening
- Illumination
- Parking lot design

5. Determine if Other Permits are Required

Oftentimes proposed land development will require permits from other local, state or federal agencies. The land use regulations require all such permits to be obtained prior to final approval by the Hampton Falls Planning Board. It is the applicant's responsibility to apply for and obtain the proper permits.

Each development proposal must also comply with the Hampton Falls Zoning Ordinance. The Planning Board has no authority to waive or provide variances to a requirement of the Zoning Ordinance. All necessary variances or special exceptions must be obtained from the Hampton Falls Board of Adjustment prior to seeking Planning Board approval.

6. Consider Contacting Your Abutters Prior to Public Hearing

All abutters to the property being developed are notified by certified mail of the public hearing and are invited to attend to comment on the plan. Comments from abutters are an important part of the Planning Board's consideration in weighing the merits of a plan. By contacting the abutters to explain your project prior to the public hearing, you can answer their questions and reduce their fears and concerns. Receiving abutter input early in the process can reduce the chances of surprises at the public hearing. This can make the application process more efficient and less controversial.

7. Set a Realistic Time Line for Obtaining Approvals

When undertaking any type of development, it is important to set a realistic schedule for obtaining all of the necessary permits and approvals. Do not wait until the last minute to ask for approval. The Planning Board is required to follow the state law on procedures and can't give you approval just because you are a nice person. Allow for an average of a 60-day approval process for the Planning Board. Obtaining state permits can sometimes take even longer, so plan ahead. The filing deadlines for the Planning Board agenda are posted on the bulletin board in the Town Hall.

10. Give brief description of proposal: _____

11. Area (sq. ft.) of entire lot: _____ Portion proposed for development: _____

12. List any Special Exceptions or Variances that have been previously granted or are being requested from the Board of Adjustment for this property: _____

13. List any waivers being requested from the Site Plan Review Regulations: _____

NOTICE: I certify that this application and the accompanying plans and supporting information have been prepared in conformance with the Hampton Falls Site Plan Review Regulations, the Hampton Falls Zoning Ordinance, and all other applicable regulations. Furthermore, in accordance with Section 5.8 of the Site Plan Review Regulations, I agree to pay all costs associated with the review of this application.

Applicant's Signature: _____ Date: _____

This form must be accompanied by a separate list of names and addresses of abutters (including owner and other professionals), mailing labels in triplicate, four copies of required plans, and a check payable to the Town of Hampton Falls for the appropriate fee (see regulations for details). Planning Board application submission deadlines are posted on the Town Hall bulletin board.

PLANNING BOARD USE ONLY

Date Received: _____ Time Received: _____ am/pm

Received by: _____ Check Number: _____

Application Number: _____ Application Fee Submitted: _____

Public Hearing/Consultation Scheduled For: _____

HAMPTON FALLS

SITE PLAN REVIEW CHECKLIST

Applicant: _____

A site plan shall be in the correct format and contain the following information, where applicable, to be considered complete:

- | | |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ Sheet size 22" x 34" maximum | _____ Rock ledges, tree lines and other essential features |
| _____ Scale of plan shall be 1" = 20' | _____ Wetlands and appropriate setbacks |
| _____ Four prints of each plan sheet | _____ Title and deed references |
| _____ Original on mylar in permanent ink | _____ Variances and/or special exceptions granted to parcel and dates granted |
| _____ Space for Planning Board Chair's signature | _____ Topographic contours at two foot intervals |
| _____ Plan number | _____ Proposed grade surfaces and percent of sealed surface |
| _____ Name and address of owner of record | _____ Name and address of applicant |
| _____ Names of abutting landowners, keyed to plan | _____ Location and width of existing streets |
| _____ Name, license number and seal of N.H. registered land surveyor | _____ Stormwater drainage control plan including location of catch basins, culverts and drains |
| _____ Name, license number of seal of N.H. registered engineer | _____ Size and locations of existing and proposed utilities, including sewer, water, gas, fire hydrants, electric, telephone, cable TV and street lights |
| _____ North arrow | _____ Existing and proposed fencing |
| _____ Date | _____ Loading docks |
| _____ Location (locus) map | _____ Exterior lighting |
| _____ Tax map and parcel number | _____ Location of exterior utility areas including solid waste disposal facilities, HVAC units, electric transformers, towers, above-ground fuel storage tanks, etc. |
| _____ Zoning district(s) and lines | _____ Type, extent and location of existing and proposed landscaping and open space areas |
| _____ Property lines including dimensions and bearings | |
| _____ Area of lot | |
| _____ Existing and proposed easements and rights-of-way | |

- | | |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Location of existing structures on site | <input type="checkbox"/> 100-year floodplains per FEMA |
| <input type="checkbox"/> Water courses or ponds | <input type="checkbox"/> Location, size and design of proposed signs |
| <input type="checkbox"/> Location of proposed on-site snow storage | <input type="checkbox"/> Location and results of test pits |
| <input type="checkbox"/> Proposed structures, including shape, size, height and location | <input type="checkbox"/> Location of primary and secondary leach bed sites |
| <input type="checkbox"/> Circulation and access plan for vehicles and pedestrians | <input type="checkbox"/> Two copies of architectural rendering of buildings and their exterior design |

Other items required as applicable:

State and Federal Permits Required as Applicable:

- NH Water Supply and Pollution Control Division septic system design approval
- NH Wetlands Board "Dredge & Fill" permit
- NH Department of Transportation driveway access permit
- NH Water Supply & Pollution Control Division WS411 permit for underground storage tanks as regulated by RSA 146-C
- Any other state or federal permits required

Local Items Required as Applicable:

- Traffic impact analysis, as outlined in Article 7.2
- Soil erosion and sedimentation control plan, as outlined in Article 7.3
- High Intensity Soil Mapping, including the seal of the licensed Soil Scientist
- Landscaping plan, as outlined in Article 8.4
- Wetlands Conservation District Special Use Permit, per Article III, Section 8 of the Zoning Ordinance
- Letter of authorization from property owner
- Any other applicable local permit required

This checklist is intended to be only a guide. Refer to Site Plan Review Regulations for complete requirements.

Reviewed by: _____ Date: _____

