

CHAPTER 268
SITE PLAN REVIEW REGULATIONS
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[HISTORY: Adopted by the Planning Board 11/7/81. Amendments are noted where applicable. Affordable Housing Regulations were removed on 12/20/2011. Reorganized version of these regulations adopted by Planning Board 7/17/2012.]

GENERAL REFERENCES - SALEM TOWN CODE

Board of Adjustment	See Ch. 4
Planning Board	See Ch. 83
Building/construction	See Ch. 147
Design standards	Design Guidelines manual
Excavations	See Ch. 182
Flood control	See Ch. 193
Historical District	See Ch. 205
Housing standards	See Ch. 208
Individual sewage disposal systems	See Ch. 253
Sewers	See Ch. 264
Special sales	See Ch. 249
Subdivision Regulations.	See Ch. 278
Swimming pools	See Ch. 282
Zoning Regulations	See Ch. 490

ARTICLE 1 GENERAL PROVISIONS

Section 268-1:1 Title

These regulations shall be known as the "Site Plan Review Regulations of the Town of Salem, New Hampshire."

Section 268-1:2 Preamble

Commercial and industrial development in the Town of Salem, New Hampshire, is desirable to:

1:2.1 Promote sound economic development, balanced growth, diversification of the economic base and support of the tax base.

1:2.2 Promote the availability of employment opportunities for the residents of the town.

1:2.3 Promote and enhance the general well-being and prosperity of the town.

Section 268-1:3 Authority

Pursuant to the authority vested in the Town of Salem Planning Board, voted on at the March 1973 Town Meeting in accordance with the provisions of Chapter 36, Section 19-a, of the New Hampshire Revised Statutes Annotated, 1955, and re-codified as RSA 674:43 in 1984, the Town of Salem Planning Board adopts the following regulations governing the review of nonresidential site plans and nonagricultural uses, whether or not such development includes a subdivision or re-subdivision of the site.

Section 268-1:4 Purpose

The Salem New Hampshire Planning Board has promulgated site plan review regulations to protect and promote the public health, convenience, safety and general welfare of the residents of the town; to provide for responsible and desirable growth; to provide for adequate provision of traffic circulation, pedestrian movement and adequate ingress and egress from the site off of and onto public roads; to provide for adequate off-street parking; to provide for adequate provision of public services and facilities and outdoor lighting; to avoid site development layout which may result in negative environmental impacts; and to provide for appropriate landscaping and building aesthetics.

Section 268-1:5 Applicability

Site development plan approval from the Planning Board shall be required for:

1:5.1 Nonresidential and nonagricultural uses in all zoning districts.

1:5.2 Mobile home parks.

1:5.3 All new uses of land, expansion of such uses, or any amendment(s) to a prior approved site development plan.

1:5.4 Any use or change of use to a building or site which does not have an approved site development plan, and that change of use for a building or site may have an impact on traffic, off-street parking, drainage and/or a negative impact on the surrounding neighborhood.

1:5.5 Multifamily dwelling units, including condominiums, other than one- or two-family dwellings.

Section 268-1:6 Penalties

As provided in RSA 676:17 and 676:19, any person who violates any part of this chapter shall be guilty of a misdemeanor and may be subject to a fine of \$100 for each day that the violation continues, provided that the total fine imposed for any single violation shall not exceed \$500.

Section 268-1:7 Amendments

In accordance with RSA 675:6, these regulations may be amended by the Planning Board following a public hearing on the proposed change(s). Such change(s) shall not take effect until a copy of the change(s), certified by a majority of the Board, is filed with the Town Clerk.

[Added 7/17/2012]

ARTICLE 2

APPLICATION PROCEDURES

Section 268-2:1 Pre-application and Conceptual Plans

2:1.1 Prior to the submission of a formal site development plan, the applicant or his agent must appear in person before the Planning Board Agent to discuss the proposed site development plan. The applicant shall set a time to view the site with the Planning Board Agent.

2:1.2 In accordance with RSA 676:4II, an applicant may submit a conceptual site plan in order to get suggestions from the Planning Board on meeting requirements and regulations of the Town. Conceptual plans shall show existing site conditions and proposed development, including general information on topography, soils, utilities, buildings, and other items necessary for consideration by the Board. Such consultation shall not bind either the applicant or the Board and statements made by the Board members shall not be the basis for disqualifying said members or invalidating any action taken.

2:1.3 The Planning Board shall hold a public hearing, with appropriate notice to abutters and the public, on all conceptual site plans. [Added 8/12/97]

Section 268-2:2 Plan Submission

2:2.1 The applicant must submit to the Planning Board's Agent the following items at the time when the site development plan is submitted, which must be at least 21 days prior to the next Planning Board meeting: [Amended 6/12/18]

2:2.1.1 Site development plan application and checklist (Attachments 268-1 & 268-2).

2:2.1.2 Abutters list and filing and notice fees as adopted by the Board of Selectmen.

2:2.1.3 Six prints of each plan sheet, drawn on multiples of sheets sized 8 1/2 x 11 inches to a maximum 22 x 34 inch sheet, at a scale not less than 1 inch equals 50 feet.

[Amended 8/12/97]

2:2.1.4 Vicinity plan at a scale of 1 inch equals 100 feet showing direction, distance and the location of public improvements, including but not limited to sewer, water, drainage, fire hydrants and streets, within 500 feet of the site.

2:2.1.5 Drawings and data as required. (See checklist, Attachment 268-2.)

2:2.1.6 Letter of permission from owner of property, if other than developer. [Added 3/24/87]

2:2.2 An application and material outlined in Section 268-2:2.1 above shall be submitted to the Planning Board, reviewed for completeness, and accepted for consideration by majority vote of the Board only at a public meeting for which notice has been given to abutters and the public in accordance with State Statute. The Board shall begin formal consideration of an application within 30 days of acceptance, although consideration may begin on the same night as the

application is accepted. The computation of all statutory time periods commences from the date of acceptance by the Board. [Amended 8/24/97]

2:2.3 Revisions to Site Development Plans, and additional data as required by the Planning Board for consideration at continued Public Hearings, shall be submitted to the Planning Board's Agent at least 15 days prior to the scheduled date of the continued Public Hearing.

[Amended 6/12/18]

2:2.4 All site plans for buildings or structures over 3,000 square feet shall be stamped by a land surveyor or civil engineer registered in the State of New Hampshire. The Planning Board may require a stamped plan for buildings or structures under 3,000 square feet when the proposed plan significantly affects existing conditions or matters of public health and safety.

[Added 12/11/84]

ARTICLE 3 NOTICE OF HEARING [Amended 3/24/87]

Section 268-3:1 At the applicant's expense, the Planning Board shall notify by certified mail, at least 10 days before the date fixed for consideration of said site development plan, all abutters to the subject property for which the site development is proposed, in conformance with RSA 676:4.

Section 268-3:2 At the applicant's expense, a legal notice of hearing shall be placed in a newspaper of general circulation in the area not less than 5 days before the date fixed for the Planning Board meeting.

ARTICLE 4 PLANNING BOARD DUTIES AND PROCESS

Section 268-4:1 The Planning Board shall review the plan or any amendment of it in the same manner as is prescribed by state law for the review of subdivision plans. In considering and approving the site development plan, the Planning Board shall take into consideration the public health, safety and general welfare and the comfort and convenience of the public in general and the residents of the immediate neighborhood in particular and shall make any appropriate conditions and safeguards in harmony with the general purpose and intent of this chapter and particularly in regard to achieving:

4:1.1 Maximum safety of traffic access and egress and sufficient parking areas to provide for adequate off-street parking.

4:1.2 A site layout, including the location, power, direction and time for any outdoor lighting of the site, which would have no adverse effect upon any properties in adjoining resident districts by impairing the established character or the potential use of properties in such districts.

4:1.3 The reasonable screening at all seasons of the year, of all playgrounds, parking, service areas, and commercial development from the view of adjacent residential properties and streets.

[Amended 3/24/87]

4:1.4 Conformance of the proposed site development plan with such portions of the Master Plan of the town as may be in existence at the time.

4:1.5 In applicable cases, a drainage system and layout which would afford the best solution to any drainage problems.

4:1.6 Installation of public improvements and amenities, at the expense of the applicant, to assist in the establishment of a sound urban environment. Such improvements shall include, but not be limited to, granite curbing, sidewalks and street trees, extension of utilities and, when deemed necessary, improvements to existing roadway and/or drainage in order to adequately serve the proposed site.

4:1.7 Conformance of the buildings and all related signs and structures to the properties of the aesthetic character of the area.

4:1.8 Conformance with the retail development standards in Article 6 and the Town of Salem Design Guidelines. [Added 8/96; revised 7/17/2012]

Section 268-4:2 The Planning Board may, whenever it deems it appropriate, require the applicant to provide an impact statement, traffic analysis, storm water management plan, erosion control plan, or other such documents to assist it in the review of an application. Further the Board may require, in appropriate circumstances, special investigation and/or review of documentation submitted by the applicant by independent consultants selected by the Town with the cost thereof assessed to the applicant. [Amended 3/24/87]

Section 268-4:3 The Planning Board may designate a person or persons to review site development plans. Such person or persons shall determine if the submitted site development plan requires the review of the Planning Board in accordance with Article 6 of this chapter. If it is determined by such designee that the plan adequately meets the requirements of the items listed under Articles 4 and 6 of this chapter, such designee shall be authorized to approve and sign the site development plan, stating thereon that it has fulfilled the requirements of the regulations contained herein.

Section 268-4:4 Approval by the Planning Board may indicate any stipulation or conditions which may be necessary to secure the public health, safety and welfare, including the posting of a suitable performance bond or guaranty to insure that all site development and construction is completed according to the approved plan. [Added 12/11/84]

Section 268-4:5 The Planning Board may grant conditional approvals under the provisions of RSA 676:4(i). [Added 8/18/87]

Section 268-4:6 In accordance with RSA 674:43 IV, projects or activities which meet the following criteria, as determined by the Planning Board, are considered to be exempt projects that do not require site plan review provided that the project complies with all other applicable Town regulations: [Added 8/21/12]

4:6.1 Temporary outdoor activities;

4:6.2 Increase in pavement or impervious surface less than 500 square feet;

4:6.3 Increase in building area less than 500 square feet;

4:6.4 Changes to approved or existing signs that do not increase square footage or decrease existing setbacks;

4:6.5 Changes in landscaping that do not decrease the amount or size of approved plantings or increase lot coverage more than 500 square feet;

4:6.6 Minor changes to architectural appearance that do not result in increased building height or decreased building setbacks;

4:6.7 Conversions of up to 500 square feet from one commercial use to a similar or less intensive use.

4:6.8 Projects of a similar nature and size to those noted above.

Requests for exemptions should be in writing and include plans and photographs to allow the Board to determine conformance with the above criteria. Such requests will be reviewed at regular meetings under the Public Matters section of the agenda. If the Planning Board finds that a project does not comply with other applicable Town regulations, including Sections 268-1:4 (Purpose) and 268-4 (Planning Board Duties and Process), it may decline to grant the exemption and require a formal site plan submittal.

ARTICLE 5 **GENERAL REGULATIONS**

Section 268-5:1 All work for all site development plans approved by the Planning Board shall commence within 12 months and be completed within 24 months of the date of approval. If more time is needed, the applicant may request an extension of time from the Planning Board for completion of the work under the site development plan; the request may be granted for good reason. Failure to comply with this provision invalidates any site plan approval previously given. [Amended 9/28/04]

Section 268-5:2 A site work permit must be obtained from the Chief Building Official prior to commencing any work on a site for which site development plan approval is required. The Chief Building Official shall notify the Engineering Department and the Planning Department, and receive their signed approval prior to issuing the permit. No excavation, dredging, filling, grading, utility installation, or paving shall begin prior to site plan approval. [Amended 3/24/87]

Section 268-5:3 No building permit may be issued for any building, construction or any site work that is within the purview of the regulations contained herein until:

5:3.1 The site development plan has been approved by the Planning Board.

5:3.2. A site work permit has been granted. [Amended 3/24/87]

Section 268-5:4 The following provisions shall govern the approval of amendments to an approved site development plan:

5:4.1 Minor amendments may be approved by the Town Engineer. The Town Engineer may approve engineering changes related to field conditions, provided that the change(s) do not have a detrimental effect to abutting properties and provided that all changes are consistent with the Planning Board's and Town of Salem's regulations and standards. All minor amendments shall be shown on an as-built plan to be submitted to the Planning Board's Agent.

5:4.2 All major amendments shall be shown on a revised site development plan to be submitted to the Planning Board Agent and to be approved by the Planning Board.

Section 268-5:5 No certificate of occupancy may be issued for a building or structure that is within the purview of the regulations contained herein until:

5:5.1 The Town Engineer and Planning Board's Agent certify that all site improvements as shown on the approved site development plan have been completed, provided, however, that an applicant may request that the Planning Board accept a suitable and sufficient performance bond or letter of credit to assure the completion of certain site improvements that, due to factors beyond the control of the applicant (e.g. weather, unavailability of supplies), have not been completed. The Planning Board shall accept a bond or letter of credit in lieu of completion only for items which do not materially impair the activity to take place on the site, result in risks to public health or safety, or adversely affect abutting properties or the environment in general.

Examples of items which might be bonded in lieu of completion are landscaping and decorative finish work [Amended 3/24/87]; and

5:5.2 An as-built plan prepared by a professional engineer and/or a licensed land surveyor, and a certified wetland scientist (when applicable), showing the actual location of all improvements including, but not limited to, grading, utilities (water, sewer, gas, electric, telephone, cable, etc.), road work, drainage, landscaping, parking spaces, wetland impact, floodplain impact, and wetland/floodplain mitigation areas, shall be filed with the Town. Any discrepancies from the approved site plan shall be identified on the ‘as-built’ plan, and a statement from the reviewing design professional that the improvements as constructed meet the design intent, and will function as designed, shall be added to the ‘as-built’ plan. The plan shall be reviewed for completeness by the Town Engineer and Planning Board agent prior to acceptance by the Town. [Added 9/28/04]

Section 268-5:6 The Planning Board may waive any portion of these regulations if it finds, by majority vote, that:

5:6.1 strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or

5:6.2 specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

All waivers granted by the Board shall be noted on the plan and the basis for such waivers shall be recorded in the minutes of the Board. [Amended 12/20/11]

Section 268-5:7 In order to confirm that various improvements delineated on approved plans are in fact constructed in accordance with those plans or with applicable codes and standards, the Planning Board shall require the applicant to establish an appropriate escrow acceptable to the Planning Board, which will be used by the Town of Salem to retain appropriate engineering or other consultants to confirm that construction is in conformance with the approved plans or applicable codes and standards. (The Town will establish a uniform fee schedule based on size and complexity of the project.) [Added 9/28/04]

Section 268-5:8 All improvements shall be designed and constructed in accordance with the applicable design and construction standards noted in Article 6 of the Subdivision Regulations, Chapter 278. [Added 9/28/04]

ARTICLE 6 **RETAIL DEVELOPMENT STANDARDS**

Section 268-6:1 Design Standards

These standards apply to retail projects in all zoning districts in the Town of Salem.
[Adopted 9/12/96]

6:1.1 Design Goals

- 6:1.1.1** Encourage high quality building design which improves the aesthetic character of the community.
- 6:1.1.2** Blend building design and layout with other site features (landscaping, signage, lighting, etc.) to produce an attractive commercial environment.
- 6:1.1.3** Allow diversity of building designs and architectural styles.
- 6:1.1.4** Avoid monotonous and bland buildings typical of strip commercial developments.
- 6:1.1.5** Minimize conflicts between residential and commercial uses.

6:1.2 General Design Criteria

6:1.2.1 The following factors will be considered in evaluating new building designs:

1. scale, proportion, height and area of building
2. type, shape, and pitch of roof
3. size and spacing of windows, doors and other openings
4. exterior materials and colors
5. styling of front façade
6. architectural details and features
7. building and site signage
8. building and site lighting

6:1.2.2 Avoid long unbroken expanses of walls. Use facade divisions, such as building jogs, pilasters, architectural detailing, and changes in surface materials, colors, textures and roof lines. Uninterrupted facades should not exceed 50% of the building wall, and in no case should exceed 100 feet in length. Ground floor facades that face public streets should have arcades, display windows, entry areas, awnings, or other such features along no less than 60 percent of their length. All facades of a building which are visible from public streets should feature characteristics similar to the front facade.

6:1.2.3 Use architectural features and details, such as porches, awnings, columns, towers, turrets, skylights, and arches, to create interesting buildings.

6:1.2.4 Avoid long unbroken expanses of roofs through the use of dormers, skylights, chimneys, and changes in ridge line.

6:1.2.5 Use brick, clapboard, shingle, glass, stone, stucco or architectural concrete block for wall surfaces.

6:1.2.6 Limit exposure of foundation walls to no more than 3 feet.

6:1.2.7 Make door and window openings proportional to facade length and height.

6:1.2.8 Create a sense of entry into the site, and into major businesses within the site, through landscaping, facade treatment, and signage.

6:1.2.9 Screen ground-level mechanical equipment from public view. Screen areas for outdoor storage, truck parking, trash collection, loading, and other such uses from view of abutting properties and streets. [Amended 20/12/2011]

6:1.2.10 Building trim and accent areas may feature bright colors, including primary colors, but neon tubing shall not be an acceptable feature for building trim or accent areas.

6:1.2.11 Minimize negative impacts to residential abutters through sensitive placement and/or screening of buildings, driveways, parking lots, loading areas, lighting, and mechanical equipment.

6:1.2.12 Lighting devices on buildings and freestanding poles should be located and screened (if necessary) to not spill onto adjoining properties and the street.

6:1.2.13 Harmonize the location, size, material, and lighting of signs with the building design.

Section 268-6:2 Landscaping Standards [Adopted 9/12/96]

6:2.1 All shade trees should be a minimum of 2 inch diameter at breast height at planting. All evergreen trees should be a minimum of 6 feet high at planting.

6:2.2 At planting, evergreen shrubs should be a minimum of 2 feet high and deciduous or flowering shrubs should be 3 feet high (unless species is low growing variety).

6:2.3 All trees should be planted in a permeable area of no less than a 3 foot wide radius from the base of the tree.

6:2.4 Existing trees of significant size or special character should be preserved wherever possible.

6:2.5 Planting islands should be used to define vehicular and pedestrian circulation patterns and to break up large expanses of pavement. In general, islands should be distributed throughout the parking lot. A combination of end cap islands and linear islands running parallel to parking rows are preferred. Islands should include trees and be planted with either grass or evergreen shrubs.

6:2.6 Plantings adjacent to pavement should be protected with curbs or equivalent barriers to protect them from vehicular damage.

6:2.7 Views from public streets of large parking lots should be screened with low (2 ½' to 4') evergreen shrubs, densely twigged deciduous shrubs, evergreen trees, mounds, berms, walls, or a combination thereof, provided that adequate sight distance is maintained.

6:2.8 Screening or buffering of commercial uses from residential properties should consist of evergreen trees and shrubs, opaque fencing, walls, berms, or a combination thereof.

6:2.9 Plantings should be used to identify major entryways to sites, screen service and storage areas and freestanding sign poles, and break up long building walls.

6:2.10 Plant materials should be of specimen quality conforming to the American Standard for Nursery Stock (ANSI Z60.1 - 1980 or later revision) and should be guaranteed for at least one year.

6:2.11 Landscaping should be maintained to present a healthy appearance and dead materials should be replaced.

6:2.12 Recommended plantings are in the Town of Salem Design Guidelines manual.
[Added 10/10/06, Amended 7/17/12]

Section 268-6:3 Exterior Lighting Standards [Adopted 10/10/06]

6:3.1 Site plans should include lighting plans showing the location of all lighting fixtures, a computer-generated photometric diagram showing illumination levels from all lighting sources, and specifications and illustrations of all fixtures, including mounting heights.

6:3.2 All exterior lights and illuminated signs should be designed, located, installed, and directed in such a manner as to provide adequate illumination for the safety of vehicles and pedestrian travel and to prevent excessive lighting levels, glare, and light trespass.

6:3.3 Light fixtures should be cut-off or shielded fixtures, and should be located, mounted, aimed and shielded so that direct light is not cast onto adjacent streets or properties, nor skyward.

6:3.4 Light poles abutting or in proximity to residential areas should not exceed 20' in height (defined as the vertical distance from grade elevation to bottom of lamp) and those not abutting residential areas should not exceed 35' in height. The location of light fixtures mounted on buildings should not exceed 20' in height.

6:3.5 The intensity of lighting at adjoining streets, excluding driveways, should not exceed 0.5 foot-candles, and the intensity at adjoining residential properties should not exceed 0.5 foot-candles.

6:3.6 Areas designated as parking lots and exterior display/sales areas should be illuminated so that the average horizontal illumination level at grade is no more than 5.0 foot-candles.

6:3.7 Areas around the pump islands and under the canopies of gasoline stations should be illuminated so that the average illumination level is no more than 30 foot-candles. Light fixtures

mounted on canopies should be recessed, so that the lens cover is either recessed or flush with the bottom surface (ceiling) of the canopy, or is shielded by the fixture or the edge of the canopy. The light should be restrained to no more than 85 degrees from vertical. Lights should not be mounted on the top or fasciae of the canopy and the fasciae of the canopy should not be illuminated.

6:3.8 The Planning Board may require an independent review of lighting plans, the cost of which shall be paid by the applicant.

Section 268-6:4 Sign Standards [Adopted 10/10/06]

6:4.1 Freestanding sign shapes should complement the architectural features on the adjacent building(s).

6:4.2 Monument signs are the preferred type of freestanding sign. Poles or posts, if used, should be screened with plantings or encased in a decorative material.

6:4.3 Use dark colored backgrounds signs. Avoid stark white or extremely bright background colors such as bright red, orange or yellow.

6:4.4 Wall signs should be mounted on vertical surfaces without projecting above the fascia trim.

6:4.5 External illumination of signs is preferred. Lighting fixtures illuminating signs should be carefully located, aimed and shielded so that light is directed only onto the sign façade.

6:4.6 Internally illuminated wall signs, if used, should consist of individually illuminated letters and symbols instead of whole panels that are internally lit.

6:4.7 Signs for retail stores on Main Street shall reflect the historic character of the area.

ARTICLE 7
TRAFFIC MANAGEMENT REGULATIONS [Added 8/12/97, Amended 2/27/07]

Section 268-7:1 The intent of these regulations is (1) to prevent excessive delay or congestion for vehicular traffic movements; (2) to avoid motor vehicle and pedestrian accidents; and (3) to avoid excessive traffic demand on Town streets that necessitates extraordinary Town expenditures to maintain adequate and safe traffic flow. Failure to comply with these purposes is grounds for denial of the site plan application.

Section 268-7:2 Traffic impact assessments will be required for new development, expansions of existing uses, or changes in use of an existing site, which are expected to generate 100 new vehicle-trips per hour (entering plus exiting) or more during a peak hour period, or for other projects as determined by the Planning Board. Applicants shall be required to schedule a Scoping Meeting with the Town's traffic engineering consultant and Town staff, the purpose of which is to define the extent and content of a traffic impact assessment to be submitted by the applicant.

Section 268-7:3 Traffic impact assessments should quantify the proposed traffic impacts on all intersections and road links identified in the Scoping Meeting. Impacts on traffic safety, including previous accident statistics, should be addressed. Mitigation should be proposed which will offset the impacts created by site traffic. Failure to provide adequate mitigation is grounds for downsizing the project or denial of the site plan application.

Section 268-7:4 The anticipated impacts of a proposed development, and the effects of the proposed mitigation, should be evaluated using standard performance indicators which will include, but not be limited to: level-of-service, delay, and volume to capacity ratio, as defined in the Highway Capacity Manual. The adequacy of existing and proposed roadways and intersections should be based on, but not limited to: left turn lane guidelines, right turn lane guidelines, traffic signal warrants, and stopping sight distances. The design of all proposed improvements shall take into consideration:

7:4.1 The Manual on Uniform Traffic Control Devices (Federal Highway Administration),

7:4.2 A Policy on Geometric Design of Highways and Streets (American Association of State Highway and Transportation Officials),

7:4.3 New Hampshire Department of Transportation rules and procedures, and

7:4.4 Standard access management techniques.

Section 268-7:5 Regardless of project size or traffic generation, measured sight distances at access/egress locations with public ways for all new developments shall, at a minimum, meet NH Department of Transportation (NHDOT) and American Association of State Highway Transportation Officials (AASHTO) standards for safe stopping sight distance.

Section 268-7:6 Necessary transportation improvements shall be in place prior to project occupancy.

Section 268-7:7 Adjacent commercial uses shall share access points and provide connections between parcels so as to minimize curb cuts, driveways, and vehicular turning maneuvers, where appropriate.

Section 268-7:8 Internal site circulation shall be designed to accommodate the appropriate design vehicle for the project.

Section 268-7:9 New development should minimize adverse traffic impacts on residential neighborhoods.

Section 268-7:10 Roadway access for new development and redevelopment must be consistent with the functional classification of the road. Where appropriate, driveways should gain access to collector and arterial streets via the local street system.

Section 268-7:11 Roadway impact fees for off-site impacts from new development will be assessed in accordance with Section 309-7:11 of the Salem Zoning Ordinance.

ARTICLE 8 **MISCELLANEOUS**

Section 268-8:1 Adequate screening of rooftop mechanical units: mechanical, HVAC, and other equipment mounted on rooftops shall be screened from view from public ways and residential abutters or grouped in a location where visibility is limited. Screening for roof-mounted equipment shall be designed as an integral part of the architecture to complement the building's mass and appearance. [Added 12/20/2011]

Section 268-8:2 Snow storage/disposal and winter salt storage: [Added 8/21/2012]

8:2.1 Snow storage/disposal areas shall be located at least 25 feet away from surface waters

(streams, rivers, lakes) or wetlands. Where necessary, fences, landscaping, or other barriers shall be installed to prevent snow from being disposed of in, or near, such surface waters or wetlands.

8:2.2 Snow storage/disposal areas shall not be located on storm drains or in stormwater drainage swales, ditches, or basins.

8:2.3 Snow storage/disposal areas shall be at least 75 feet from any private water supply wells, at least 200 feet from any community water supply wells, and at least 400 feet from any municipal wells. (Note: Snow storage areas are prohibited in wellhead protection areas [class GAA groundwater].)

8:2.4 If salt or salt/sand mixture storage areas are proposed or used, they shall be designated on site plans. Such areas shall be on an impervious surface and all salt and salt/sand mixture shall be stored under cover. All drainage from outside the storage area shall be diverted such that no drainage from outside the storage area enters the salt storage area. All drainage generated within the storage area shall be retained completely within the storage area.

APPENDIX 268-A **SENIORS HOUSING OVERLAY DISTRICT FEES**

These fees are for required number of affordable units.

Reference: Chapter 309, Section 490-601 (H)5 (Seniors Housing Overlay District)

Condominiums for Sale – Fees are 15% of average sale price of all units sold prior to payment of the fee; fees noted below are examples only

<u>Sale Price</u>	<u>Affordable Housing Fee (Per Unit)</u>
Current Workforce Housing Purchase Limits or below (published annually by NH Housing)	no fee
\$300,000	\$45,000
\$350,000	\$52,500
\$400,000	\$60,000
\$450,000	\$67,500
\$500,000	\$75,000

Apartments for Rent – Fees are 50% of average annual yearly rental price of all units rented prior to payment of the fee; fees noted below are examples only

<u>Rental Price</u>	<u>Affordable Housing Fee (Per Unit)</u>
Under \$1300 per month	no fee
\$1500	\$9000
\$2000	\$12,000
\$2500	\$15,000
\$3000	\$18,000

Note: If apartments are converted to condominiums then the difference between rental and sale fees are due upon sale of converted unit.

ATTACHMENT 268-1**APPLICATION FOR SITE PLAN REVIEW**

1. Name, mailing address & telephone/fax number of applicant:

2. Name, mailing address & telephone number of owner of record if other than applicant:
(Written permission from owner is required.)

3. Name, mailing address, telephone/fax number of engineer, architect, and/or agent:

4. Location of Proposed Site Plan: _____

5. Tax Map _____, Lot _____

6. Description of Proposed Site Plan (size and use of buildings): _____

7. Abutters: Attach a separate sheet listing the Town of Salem Tax Map, Lot number, Name, and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Tax Records. Mailing labels are required for 10 or more abutters.

8. Attach completed checklist: (Incomplete plans will not be accepted.)

9. Attach six (6) copies of site plan:

10. Payment of all applicable site plan fees [Fees adopted 8/23/05, revised 1/10/17]:

Per 1000 sf of building	\$100/1000 sf up to 9,999 sf;	\$_____
	\$125/1000 sf 10,000 to 24,999 sf;	_____
	\$150/1000 sf 25,000 sf and over	_____
Per Residential Unit	\$100	_____
Change of Use	\$50/1000 sf (not to exceed \$5000)	_____
Minimum Fee	\$200	_____
Advertising/post costs	\$25	_____
Abutter notification	\$5/each	_____
Conceptual Discussions	\$200 plus advertising and notification	_____
	TOTAL	\$_____

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments.

(Applicant/Owner)

(Date)

For Planning Board Use Only:	
Completed Application Filed	_____
Fees Paid	_____
Notices Mailed	_____
Meetings with staff	_____
Application Accepted/Rejected	_____
Public Hearing(s)	_____
Date Approved/Disapproved	_____
Follow-up Letter Sent	_____

ATTACHMENT 268-2
SITE PLAN CHECKLIST (3-22-11)

Format

title block date scale engineer/surveyor stamp abutters names /addresses zoning dist.
 zoning boundary lot & street numbers North arrow owner/applicant location plan
 permission from owner

Topography and Environmental Features

high intensity soils/wetlands streams, ponds wetland impact wetland mitigation
 min. wetland setbacks (40' pavement/bldg, 75' septic) dredge/fill permit Cons. Comm. approval
 local conditional use permit prime wetlands 100' prime wetlands setback(no disturb.)
 conservation easements floodplain floodplain impact compensatory storage
 exist. & proposed elev.(USGS Benchmark) significant environmental features shoreland protection

Drainage & Utilities:

water/sewer lines (location & sizes) sewer manholes, watergate valves daily water use/sewer flow
 pump stations/force mains septic system 4000 sf septic area well protective radius
 drainage pipes (types, sizes, slopes) drainage calcs peak flow comparison dnstrm/abutter impact
 invert and rim elevations catch basins (every 300') easements (20' min. width) swales/ditches
 direction of flow curbing typical details outside engineering review max. fill/cut
 est. high water table max. side slope 4:1 gas lines existing undgrd utilities utility poles
 erosion control plan

Buildings:

uses dimensions square footage floor elevations setbacks mezzanines, basements
 rendering front & side elevation drawings (materials, colors, height) height doorways
 retail design standards screen rooftop mechanical units

Traffic:

driveways driveway profiles curb cut widths & radii driveway widths
 loading areas sidewalks circulation pedestrian circulation parking configuration
 sight distance traffic study outside review off-site impacts road improvement fee
 traffic management regs. compliance with ADA parking standards conformance with ITS plan

Other:

lot size lot coverage calculations parking calculations parking spaces (9' x 20')
 5' or 10' parking lot buffer handicapped spaces (upright signs)
 landscaping (size, quantity, species) retail landscaping standards screening/buffers
 1 tree per 2000 sf. pavement (for 50 car lots) 20' front yard (for 100+ lots)
 trash disposal (fence around dumpster) fences
 signs (size, height, setback, material, color, illumination) retail sign standards
 height of light posts outdoor lighting (location, fixtures, intensity) retail lighting standards
 fire lanes fire hydrants fire alarm/sprinkler notes LP and fuel tanks pollutants
 hazardous materials noise snow storage regional impact variances/special exceptions
 waivers shopping cart storage areas outside storage areas/containers
 construction standards and details public safety impact fee 11" x 17" version of plans
 pdf version of plans Design Guidelines

State/Federal Permits:

subdivision - DES sewer extension - DES water line extension - DES septic - DES
 community well - DES dredge/fill - NHWB Army Corps of Engineers Site Specific - DES
 driveway - NH DOT

Town Staff Recommendations:

Assessor's Office Building Department Engineering Department Fire Department
 Planning Department Police Department Public Works Department

The Planning Board may require other exhibits or data in order to adequately evaluate the proposed development. This checklist is not intended as a substitute for, nor does it contain all the information and requirements in, the Zoning Ordinance and other applicable Town codes, ordinances, and procedures.

ATTACHMENT 268-3
TITLE BLOCK

Site Development Plan For
Name of Applicant
Street Address
Salem, NH

Assessors Map _____ & Lot #_____

Prepared by (Name of Registered Engineer or Surveyor)
(Street and Number)
(Town, State, Zip Code)

Scale

Date:

For
Professional
Seal

Owner's Name
Street & Number
Town, State, Zip Code

Salem Planning Board
Approval

Zoning Classification