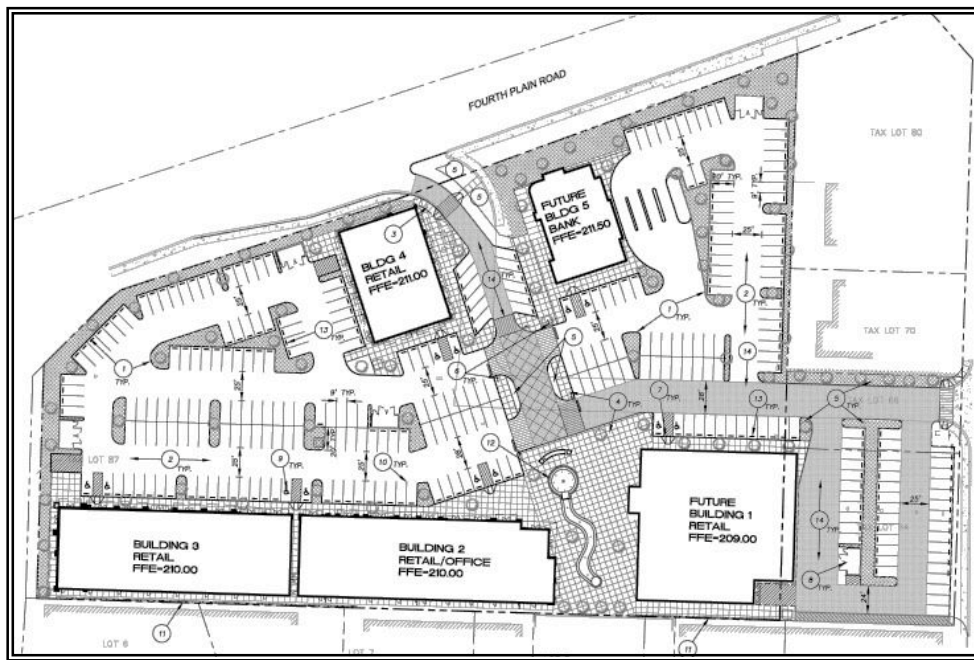


# SITE PLAN REVIEW REGULATIONS



## TOWN OF TROY, NEW HAMPSHIRE

ADOPTED BY THE TROY PLANNING BOARD  
AFTER PUBLIC HEARING ON NOVEMBER 2, 1994  
AMENDED: SEPTEMBER 3, 1997, DECMEBER 19, 2001

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## APPENDICES:

- Site Plan Review Application
- Site Plan Review Checklist
- Criteria for Determining Regional Impact

**SECTION I. AUTHORITY**

Pursuant to the authority vested in the Planning Board by the voters of the Town of Troy on March 13, 1985, and in accordance with the provisions of 674:43 and 44, New Hampshire Revised Statutes Annotated, as amended, the Troy Planning Board hereby adopts the following regulations **GOVERNING THE DEVELOPMENT OR CHANGE OR EXPANSION OF USE OF TRACTS FOR NONRESIDENTIAL USES OR MULTI-FAMILY DWELLING UNITS** (more than two units), whether or not such development includes a subdivision or resubdivision of the site.

Whenever any development or change or expansion of use of a site governed by these regulations is proposed or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building development or change is begun; before any permit for the erection of any building or authorization for development on such site shall be granted; the owner of the property or his authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this regulation.

**SECTION II. PURPOSE**

- A. The purpose of the Site Plan Review procedure is to protect the public health, safety and welfare; to promote balanced growth; to promote the timing of development to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; to avoid development which may result in negative environmental impacts; and to guide the character of development.
- B. The Site Plan Review Procedure in no way relieves the developer or his/her agent from compliance with the Zoning Ordinance, Subdivision Regulations or any other ordinance which pertains to the proposed development. No site plan will be approved until it complies in all respects with any and all pertinent ordinance and regulations.

**SECTION III. SCOPE OF REVIEW**

**A. Activities Subject to Site Plan Review**

The Planning Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review. Where there is any doubt as to whether or not a project requires Site Plan Review, the affected party should request a determination from the Board. In an effort to clarify what constitutes a change of use of sufficient magnitude or impact to trigger Planning Board action, the following guidelines will be observed:

1. If the proposal involves new construction of non-residential or multi-family development.
2. If the proposal involves a change of use category, e.g., from residential to commercial, or from single family to multi-family.

3. If the proposal involves external modifications or construction, including parking lots (**except for single family or duplex housing**).
4. If the proposal involves expansion of a building or intensification of use that would result in a change in traffic volume or patterns in the area, noise, parking, lighting, etc.
5. If the proposal involves a property that has never received Site Plan Review from the Planning Board for previous non-residential or multi-family use.

**B. Activities Not Subject to Site Plan Review**

The following activities/projects would likely not be subject to Site Plan Review, however, this is a decision that must be made by the Planning Board:

1. Proposals that involve no change in use or level of activity.
2. Internal building modifications to a non-residential use that do not affect the scale or impact of the existing use.
3. A re-use of a premise for which a Site Plan Review has already been conducted, provided the new use is not different in type or impact.

**SECTION IV. DEFINITIONS**

The definitions contained in the Troy Zoning Ordinance and in the Subdivision Regulations shall apply to the Site Plan Review Regulations.

**SECTION V. APPLICATION PROCEDURES**

**A. Preliminary Conceptual Consultation (Optional)**

- 1) The applicant may request a meeting with the Board to discuss a proposal in conceptual form and in general terms. Although this phase is strictly optional, the Board strongly suggests that the applicant avail him/herself of the opportunity to resolve any issues at this early stage that might become a problem later on. Such preapplication consultation shall be informal and directed toward:
  - a) *Reviewing the basic concepts of the proposal.*
  - b) *Reviewing the proposal with regard to the master plan and zoning ordinance.*
  - c) *Explaining the state and local regulations that may apply to the proposal.*
  - d) *Determination of the submission items that will be required based on scale of the proposal.*
- 2) Preliminary conceptual consultation shall not bind the Applicant or the Board. Such discussion may occur without formal public notice, but must occur only at a regular meeting of the Board.

**B. Design Review Phase (Optional)**

- 1) Prior to submission of an application for Board action, an applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general stage, involving more specific design and engineering details of the potential application.
- 2) The design review phase may proceed only after identification of and notice to abutters and the general public as required by RSA 676:4,I(d).
- 3) Persons wishing to engage in the design review phase shall submit a request to the Board not less than 15 days before the regularly scheduled meeting of the Board. The request shall include:
  - a) *List of abutters and their addresses taken from municipal records not more than five (5) days before submission.*
  - b) *Check to cover mailing and advertising costs.*
- 4) Statements made by Board members at this meeting shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.

**C. Completed Application (Required)**

- 1) A completed application shall be filed with the Planning Board only at its regular monthly meeting. A completed application shall consist of all data required in Section XII of these regulations.
- 2) At the next meeting for which notice can be posted – or 30 days from the date of delivery – the Board will determine whether the application is complete. If the application is incomplete, the applicant will need to resubmit under a new notification procedure.
- 3) Acceptance of an application shall only occur at a meeting of the Planning Board after due notification has been given according to Paragraph I. Acceptance will be by affirmative vote of a majority of the Board members present.

**D. Board Action on Completed Application**

- 1) The Board shall begin consideration of the Completed Application upon acceptance. The Board shall act to approve, conditionally approve, or disapprove the Completed Application within 65 days of acceptance.
- 2) The Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve, conditionally approve or disapprove an application. An applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable.
- 3) Approval of the application shall be certified by written endorsement on the Plat and signed and dated by the Chairman of the Board. An approved plan shall be recorded by the Planning Board with the County Register of Deeds of within 90 days of approval. Any site plan not filed within this timeframe shall be considered void.

- 4) Site Plan Approval shall be considered void if no substantial work is done on the project in one year's time. This condition shall be noted on the plat.
- 5) If any application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the Applicant within 144 hours of the decision.

**E. Expedited Review**

The Board may provide for an expedited review of minor site plans. Criteria the Board will use to determine whether an application qualifies as a minor site plan include, but are not limited to, the following:

- 1) When there is no new construction.
- 2) When new construction is no greater than 2,500 square feet in area.
- 3) When site impacts are not expected to be significant, in terms of traffic, noise, parking, lighting, etc.

Under the Expedited Review procedure, the Board may waive certain submission requirements including the need to have an engineered plan or one that would be filed with the Registry of Deeds.

**SECTION VI. NOTIFICATION**

Prior to the submission of an application, notice shall be given to the applicant, abutters, and the public. Prior to the approval of an application, a public hearing shall be held pursuant to RSA 676:4, I(d); the requirements for notification are as follows:

- A. Notice of submission of a Completed Application or a Public Hearing shall be given by the Board to the abutters and the Applicant by certified mail, mailed at least ten (10) days prior to the submission.
- B. Whoever has prepared the plat for submission, whether an engineer, land surveyor, architect, or soil scientist whose professional seal appears on the plat, shall be included in the list of abutters for the purpose of notification.
- C. The public will be given notice at the same time, by posting at the Town Hall and the Post Office, and publication in a newspaper of general circulation. The notice shall give the date, time, and place of the Planning Board meeting at which the Application or other item(s) will be formally submitted to the Board, shall include a general description of the proposal which is to be considered, and shall identify the Applicant and the location of the proposal.
- D. If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing is not required. Additional notice is not required of an adjourned session of a hearing provided that the date, time, and place of the adjourned session was made known at the prior meeting.

**SECTION VII. FEES**

- A. All applications shall be accompanied by a check to reimburse the Board for its administrative and notification costs involved in processing applications. All costs of notices, whether mailed, posted, or published, shall be paid in advance by the Applicant. Failure to pay costs shall constitute valid grounds for the Board to not accept the application as complete.
- B. Pursuant to RSA 676.4,I(g) it shall be the responsibility of the Applicant, if the Board deems it necessary, to pay reasonable fees for special investigative studies, environmental assessments, legal review of documents, administrative expenses and other matters which may be required to make an informed decision on a particular application. Failure to pay such costs shall constitute valid grounds for the Board to terminate further consideration of the application and to disapprove the Plat without a public hearing.

**SECTION VIII. FAILURE OF THE PLANNING BOARD TO ACT**

In the event that the Planning Board does not act on an accepted application within the prescribed 90 days, the applicant may petition the Selectmen to issue an order directing the Planning Board to act within 30 days. If the Planning Board fails to act within 40 days of this directive, the Selectmen must approve the application unless they find in writing that the plan does not comply with a local regulation. In the event the Selectmen fail to act, the applicant may petition superior court to approve the plan.

**SECTION IX. CONDITIONAL APPROVAL**

The Board may grant conditional approval of an application, but the plat will not be signed or recorded until all of the conditions have been met. A further public hearing is not required when such conditions:

- 1) *are administrative in nature;*
- 2) *involve no discretionary judgment on the part of the Board;*
- 3) *involve the applicant's possession of permits and approvals granted by other boards or agencies; however, any subsequent change to the plan required by such approvals would constitute grounds for a new application process.*

If the applicant has not complied with the conditions of approval within one (1) year, the approval is considered null and void and the applicant must submit a new application.

**SECTION X. CONCURRENT AND JOINT HEARINGS**

The Planning Board may hold a hearing on a site plan review in conjunction with a subdivision hearing if both are required for the same project. A hearing for site plan review may also be conducted at the same time and place as a hearing before the Zoning Board of Adjustment.

**SECTION XI. SITE INSPECTIONS**

- A. Whenever the Board deems it necessary for the consideration of an application to visit the site, the Board shall request permission from the applicant. Inclusion of the public at the site inspection is at the discretion of the applicant.
- B. The owner shall allow access to the property, to the extent reasonable and necessary to properly review the application. Denial of access automatically terminates any further consideration of the proposal.
- C. Such a site inspection shall be posted as a meeting of the Board pursuant to the Right-to-Know provisions of RSA 91-A. If there is a quorum present at the site inspection, minutes shall be kept.

**SECTION XII. DEVELOPMENTS HAVING REGIONAL IMPACT**

- A. All applications shall be reviewed for potential regional impacts. Upon such a finding, the Board shall furnish the regional planning commission and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent by certified mail within 72 hours of the meeting.
- B. At least 14 days prior to the scheduled public hearing, the Board shall notify by certified mail the regional planning commission and the affected municipalities of the date, time and place of the hearing, and of their right to appear as abutters to offer testimony concerning the proposal.

**SECTION XII. SUBMISSION REQUIREMENTS**

Every application shall be accompanied by a plat showing information relevant to the proposal. All plats shall, at a minimum, show the submission items listed below, unless a waiver from any of these is granted by the Board. All existing conditions shall be drawn in solid lines; proposed conditions shall be drawn in dotted lines. Four (4) copies of the plat shall be submitted with the application.

**A. Plat Submission Items**

- 1) Name of project or identifying title; names and addresses of owners of record; and tax map and lot number.
- 2) North arrow, date of the plat, scale; name and address and seal of person preparing the plat; signature block for Planning Board approval.
- 3) Vicinity sketch showing the location of the site in relation to the existing public streets; and the zoning district(s).
- 4) All abutting land owners and conditions on and uses of abutting land within 200 feet of the site.
- 5) Boundary lines, their approximate dimensions and bearings, and the lot area in acres and square feet.

- 6) The shape, size, height, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site.
- 7) Location, name and widths of any existing and proposed roads on the property and those existing within 200 feet of the site,
- 8) Location of existing and proposed sidewalks and driveways, with indication of direction of travel for any which are one-way. Both vehicular and pedestrian circulation shall be shown.
- 9) Identification of access to the site, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets; and copy of any driveway permit(s).
- 10) Location and total number of parking spaces; loading spaces and other similar facilities associated with the use.
- 11) The location, types, and size of all existing and proposed landscaping and screening.
- 12) The location, type, and nature of all existing and proposed exterior lighting.
- 13) Natural features such as streams, marshes, lakes, or ponds. Wetlands, as defined by the Town of Troy Wetlands Conservation District Ordinance.
- 14) The existing and proposed grades and topographic contours based on USGS data, with spot elevations where appropriate.
- 15) The size and location of all existing and proposed water mains, sewers, culverts, to include location and distance to any fire hydrants and/or fire ponds.
- 16) Copy of certification by a licensed septic designer that an existing system is adequate to meet the needs of the proposed use.
- 17) Location and type of proposed waste disposal system, with an outline of the 4,000 sq. ft areas reserved for leach fields for any new system; location of test pits and record of percolation tests.
- 18) Location of existing and/or proposed on-site well (showing 75-foot radius).
- 19) Soil survey data from the Cheshire County Soil Survey.
- 20) Location of any existing or proposed easements, deed restrictions, covenants, etc.

**B. Other**

- 1) The application shall be accompanied by any necessary Federal, State or local permits and approvals, including but not limited to Board of Adjustment, Department of Transportation, or Water Supply and Pollution Control Commission.

- 2) Erosion Control Plan which meets the design standards and specification set forth in the "Erosion and Sedimentation Control Design Handbook for Developing Areas in New Hampshire" (USDA Soil Conservation Service) shall be submitted where one or more of the following conditions are proposed:
  - a) *a cumulative disturbed area exceeding 20,000 square feet;*
  - b) *construction of a road or street;*
  - c) *construction of three or more dwelling units.*
- 3) An impact analysis may be required, which takes into account the following items to the extent the Board deems applicable:
  - a) *Demographic Description.*
  - b) *Community Facilities Impacts (sewage disposal, water system, traffic, schools, public safety, recreation).*
  - c) *Environmental Impact Analysis.*
- 4) An adequate stormwater drainage system developed by a certified engineer.
- 5) Copies of any proposed or existing easements, covenants, deed restrictions.
- 6) Such other information as deemed necessary by the Board in order to apply the regulations contained herein. Should the Board determine that some or all of the above-described information is to required, the applicant will be notified in writing within ten (10) days of the meeting at which the determination was made.

**C. "As Built" Plans**

Supplemental information may be required by the Board to update the final plat to reflect "as built" conditions and details. The plan shall show any easements and dedicated roadways. A security bond may be required to guarantee performance of the applicant's obligations as described herein. "As built" plans shall be submitted to the Board on mylar.

**SECTION XIV. PERFORMANCE GUARANTEE**

- A. As a condition of approval, the planning board shall require the posting of a performance guarantee in an amount sufficient to defray the costs of construction of streets and/or public utilities. The amount of the security shall be based on an estimate of costs provided by the subdivider.
- B. The amount of the security shall also include fees to cover the cost of periodic inspections. The security shall be approved as to form and sureties by the Board and the municipal counsel.
- C. At the discretion of the Planning Board, the proposed security shall be reviewed by a licensed engineer. All costs of such review shall be paid by the applicant.
- D. Where electric lines or other utilities are to be installed by a corporation, municipal department, or public utility, a letter of intent shall be required stating that the work will be done in reasonable time and without expense to the Town. Each approved plat shall contain a time limit for the completion of streets and public improvements.

- E. The performance guarantee shall be released in phases as portions of the secured improvements or installations are completed and approved by the Board or its designee, in accordance with the plan approved by the Board.

**SECTION XV. GENERAL STANDARDS**

- A. **Design of development** should fit the existing natural and manmade environments with the least stress:

- 1) Site preparation is to be conducted with minimal disturbance to existing vegetation. Stripped topsoil is to be piled and reused on the site where needed. A minimum of 4 inches of topsoil is to be placed on the disturbed area. The site shall be adequately landscaped.
- 2) Landscape treatment shall consist of natural, undisturbed vegetation or features, or ground cover, shrubs, or trees where appropriate.
- 3) Grading and filling must be conducted to minimize the alteration of surface and subsurface drainage to, toward or across abutting properties, unless the written consent of the abutting landowner is obtained.

- B. **Screening:** Appropriate screening/buffers are to be maintained or installed to provide privacy and noise reduction to residential areas abutting nonresidential sites:

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

- C. **Pedestrian Safety:**

Sidewalks shall be provided for pedestrian traffic to provide connection between the main entrances of business, housing or industrial establishments and parking areas. In the event that pedestrian shoppers or employees are reasonably anticipated, provision shall be made therefore by sidewalks running from the street line to the establishments. All such sidewalks shall be at least six (6) inches above grade and protected by curbing.

- D. **Illumination:**

- 1) Outdoor lighting shall not glare on abutting properties or on public highways or streets.
- 2) Indirect lighting should be used on signs advertising goods or services offered on the premises. Blinking or flashing lights are not permitted.
- 3) Outdoor lighting is restricted to that which is necessary for advertising and security of the property.

- E. **Street Access/Traffic Pattern:** Access to public streets will meet the requirements of the NH Department of Transportation and/or the Town of Troy. Any new road construction shall conform to the road standards as specified in the Troy Subdivision Regulations. The internal traffic pattern will accommodate the proposed use, as well as providing easy, unimpeded access for emergency vehicles.
- F. **Water Supply and Sewage Disposal Systems** must be sized to adequately meet the needs of the proposed use under the regulations of the NH Water Supply and Pollution Control Commission and/or the Town of Troy regulations. It shall be the responsibility of the applicant to provide adequate information to prove that the area of the lot is adequate to permit the installation and operation of an individual sewerage disposal system, and that existing systems are adequate to serve the needs of the proposed development.
- G. **Underground fuel storage tanks** shall comply with the standards of the NH Water Supply and Pollution Control Division, as set forth in Part Env-WS 411, NH Code of Administrative Rules.
- H. **Stormwater Drainage:** No increase in surface runoff should be permitted if such increased runoff passes beyond the property lines of the parcel upon which the development occurs, unless it is within an approved public storm drainage system.
- I. **Pollution Control:** The standard for avoidance of undesirable and preventable elements of pollution such as noise, smoke, soot, particulate, or any other discharges into the environment which might prove harmful or a nuisance to persons, structures or adjacent properties is that the applicant will employ the best technology economically available at the time.
- J. Where required by law, all buildings shall have access for handicapped persons.
- K. Where appropriate, installation of any new utilities and/or transmission lines shall be buried underground.

## **SECTION XVI. ADMINISTRATION AND ENFORCEMENT**

These regulations shall be administered by the Planning Board. Enforcement shall be by the Board of Selectmen. The Selectmen shall not issue any building permit for construction that requires site plan approval until or unless such planned construction has received site plan approval by the Board.

## **SECTION XVII. WAIVERS**

Any portion of these regulations may be waived where, in the opinion of the Planning Board, strict conformity would pose an unnecessary hardship to the applicant, and such waiver would not be contrary to the spirit and intent of the regulations.

## **SECTION XVIII. VALIDITY**

If any provision of these regulations shall be held invalid for any reason by a court, such holding shall not invalidate in any manner any other provision contained herein.

**SECTION XIX. EFFECTIVE DATE**

These regulations, and any amendments thereto shall take effect upon their adoption, and all other site plan review regulations, or part thereof inconsistent therewith, are hereby repealed.

**SECTION XX. REVOCATION OF PLANNING APPROVAL**

An approved and recorded site plan may be revoked by the Board in whole or in part, under certain circumstances as set forth in RSA 676:4-a.

**SECTION XXI: APPEALS**

Any person aggrieved by a decision of the Planning Board concerning a site plan may appeal said decision to the superior court pursuant to RSA 677:15, except when a disapproval by the Board is based upon non-compliance with the zoning ordinance, in which case appeal can be made to the Board of Adjustment.

# APPENDICES:

1. SITE PLAN REVIEW APPLICATION FORM AND MAJOR OR MINOR SITE PLAN REVIEW CHECKLIST
2. CRITERIA FOR DETERMINING REGIONAL IMPACT

TROY PLANNING BOARD  
P.O. Box 891  
TROY, NEW HAMPSHIRE 03465  
TELEPHONE 603-242-7722

## APPLICATION FOR SITE PLAN REVIEW

SUBMISSION DATE \_\_\_\_\_

CASE NUMBER \_\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_ TEL. \_\_\_\_\_

NAME OF APPLICANT, IF DIFFERENT \_\_\_\_\_

ADDRESS \_\_\_\_\_ TEL. \_\_\_\_\_

I, \_\_\_\_\_ HEREBY APPLY FOR SITE PLAN REVIEW AND ACKNOWLEDGE I WILL COMPLY WITH ALL THE APPLICABLE ORDINANCES AND REGULATIONS OF THE TOWN OF TROY IN THE DEVELOPMENT AND CONSTRUCTION OF THE PROJECT.

LOCATION OF PROJECT \_\_\_\_\_

TAX MAP/LOT NUMBER \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

PROJECT MANAGER \_\_\_\_\_ TEL. \_\_\_\_\_

INDIVIDUAL IN CHARGE MUST BE AVAILABLE TO THE BUILDING INSPECTOR DURING THE CONSTRUCTION PHASE. THE BUILDING INSPECTOR/SELECTMEN MUST BE NOTIFIED WITHIN TWO (2) WORKING DAYS IF PROJECT MANAGER IS REPLACED.

-----  
DESCRIPTION OF PROJECT:

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NOTE: THIS APPLICATION, TOGETHER WITH FOUR (4) PAPER COPIES OF THE PLAN AND A FILING FEE OF **\$65** MUST BE FILED WITH THE PLANNING BOARD AT LEAST **15 DAYS** PRIOR TO A REGULARLY-SCHEDULED MEETING. A COMPLETED APPLICATION INCLUDES THE COMPLETION OF THE FOLLOWING CHECKLIST.  
(THE PLANNING BOARD MEETS THE 1ST AND 3RD WEDNESDAY OF EACH MONTH.)

Please select the type of Site Plan Review you are applying for:

Major Site Plan

Minor Site Plan

Complete each checklist item required for the type of Site Plan you have selected above. If you are requesting a waiver you **must submit a written request** along with the application and checklist.

Major	Minor	Checklist	Submitted	Request Waiver
✓	✓	1. Name of project; names and addresses of owners of record; tax map and lot number.		
✓	✓	2. North arrow, date of the plat, scale; name and address and seal of person preparing the plat; signature block for Planning Board approval.		
✓	✓	3. Vicinity sketch showing the location of the site in relation to the existing public streets; and the zoning district(s).		
✓	✓	4. All abutting land owners and conditions on and uses of abutting land within 200 feet of the site.		
✓	✓	5. Boundary lines, their approximate dimensions and bearings, and the lot area in acres and square feet.		
✓	✓	6. The shape, size, height, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site.		
✓	✓	7. Location, name and widths of any existing and proposed roads on the property and those existing within 200 feet of the site.		
✓	✓	8. Location of existing and proposed sidewalks and driveways, with indication of direction of travel for any which are one-way. Both vehicular and pedestrian circulation shall be shown.		
✓	✓	9. Identification of access to the site, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets; and copy of any driveway permit(s).		
✓	✓	10. Location and total number of parking spaces; loading spaces and other similar facilities associated with the use.		
✓	✓	11. The location, types, and size of all existing and proposed landscaping and screening.		
✓	✓	12. The location, type, and nature of all existing and proposed exterior lighting.		
✓	✓	13. The location, type, and nature of all existing and proposed signage.		
✓	✓	14. Copy of certification by a licensed septic designer that an existing system is adequate to meet the needs of the proposed use.		
✓	✓	15. Driveway Access: a. approval from the NH DOT b. approval from Troy Road Agent		

Major	Minor	Checklist (cont.)	Submitted	Request Waiver
✓	✓	16. Town Water: approval from the Town of Troy Water Department.		
✓	✓	17. Town Sewer: approval from the Town of Troy Sewer Department.		
✓	✓	18. Hazardous Waste: a. Written disclaimer for hazardous materials b. Copy of written submission to the State c. Written statement of the nature and amount of any hazardous waste.		
✓	✓	19. Approval of the Troy Fire Chief		
✓	✓	20. Statement of adherence to BOCA and Life Safety Codes		
✓	✓	21. Copy of any approvals granted by the ZBA for either a variance or special exception.		
✓	✓	22. Approval from the NH Division of Public Health Services for all food service establishments.		
✓	✓	23. Statement concerning and potentially unpleasant or noxious emissions, including noise, light, smoke, soot, odors or particulates.		
✓		24. The existing and proposed grades and topographic contours based on USGS data, with spot elevations where appropriate.		
✓		25. The size and location of all existing and proposed water mains, sewers, culverts, to include location and distance to any fire hydrants and/or fire ponds.		
✓		26. Natural features such as streams, marshes, lakes, or ponds. Wetlands, as defined by the Town of Troy Wetlands Conservation District Ordinance.		
✓		27. Location and type of proposed waste disposal system, with an outline of the 4,000 sq. ft areas reserved for leach fields for any new system; location of test pits and record of percolation tests.		
✓		28. Location of existing and/or proposed on-site well (showing 75-foot radius).		
✓		29. Soil survey data from the Cheshire County Soil Survey.		
✓		30. Location of any existing or proposed easements, deed restrictions, covenants, etc.		
✓		31. Any necessary Federal, State or local permits and approvals		
✓		32. Erosion Control Plan		
✓		33. Impact Studies (if requested by the Board) including but not limited to Demographic Analysis, Community Facility Impact, and Environmental Impacts.		
✓		34. Stormwater drainage system developed by a certified engineer		
✓		35. Copies of any proposed or existing easements, covenants, deed restrictions.		

**APPENDIX #2**  
**CRITERIA FOR DETERMINING REGIONAL IMPACT**

**IMPACT CRITERIA SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING ITEMS. THESE SHALL IN NO WAY BE CONSIDERED EXHAUSTIVE, BUT RATHER GUIDELINES FOR THE BOARD TO FOLLOW IN MAKING A DETERMINATION OF IMPACT ON A NEIGHBORING MUNICIPALITY.**

- A. Residential Development:** Proposals for lots or dwellings that would increase the existing housing stock of the town by more than 25%.
- B. Commercial Development:** Proposals for new or expanded space of 50,000 square feet or greater.
- C. Industrial Development:** Proposals for new or expanded space of 100,000 square feet or greater.
- D. Other Factors to be Considered:**
  - 1. Proximity to other municipal boundaries
  - 2. Traffic impacts on the regional road network.
  - 3. Potential effect on groundwater, surface water and wetlands that transcend municipal boundaries.
  - 4. The potential to disturb or destroy a significant or important natural environment or habitat.
  - 5. The necessity for shared public facilities such as schools or solid waste disposal.
  - 6. Anticipated emissions such as light, noise, smoke, odors, or particulates.
  - 7. The potential for accidents that would require evacuation of a large area.
  - 8. The generation and/or use of any hazardous materials.