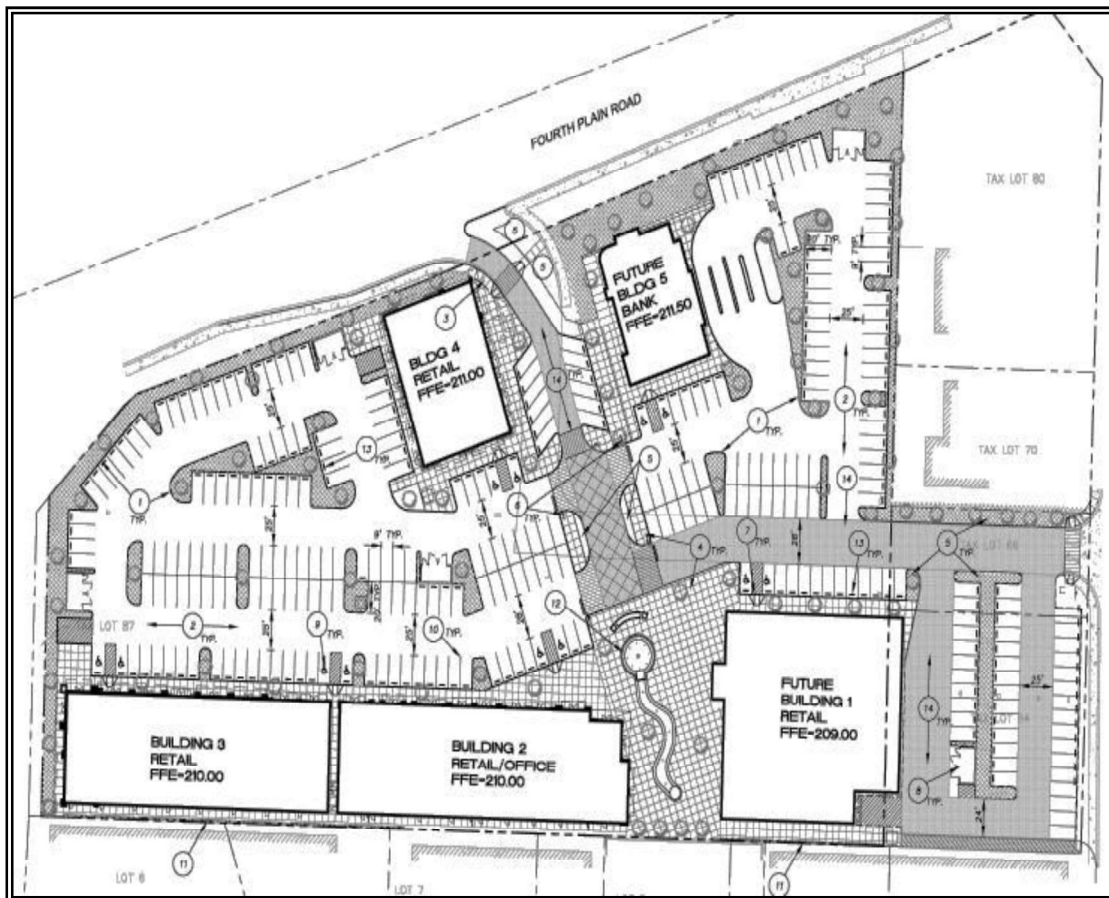


# SITE PLAN REVIEW REGULATIONS

## TOWN OF TROY, NEW HAMPSHIRE



Adopted By the Troy Planning Board

After Public Hearing on November 2, 1994

Amended: September 3, 1997; December 19, 2001; December 5, 2018; and December 7, 2022

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**SECTION I. AUTHORITY**

- A. 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 & 44 *and RSA 676:4* 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.
- B. 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 prior to the issuance of a building permit. 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.
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.
6. Disturbance of more than 20,000 square feet of land area.

**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**

In addition to those following, the definitions contained in the Troy Zoning Ordinance and in the Subdivision Regulations shall apply to the Site Plan Review Regulations.

1. Architectural Concrete Block. Concrete used for the exterior or interior ornamentation or finish of a building or structure, often being cast integral with the reinforced concrete frame.
2. Articulation. Emphasis on the visible expression of distinct parts of a building, such as stories or windows, rather than the building as a whole.
3. Berm. A mound of soil, either natural or man-made, used to obstruct views.
4. Bioswale. A long, channeled depression or trench that receives rainwater runoff (as from a parking lot) and has vegetation (such as grasses, flowering herbs, and shrubs) and organic matter (such as mulch) to slow water infiltration and filter out pollutants.
5. Duplex Housing – Means two independent dwelling units in a single building.
6. Façade. The front of a building, or any face of a building given special architectural treatment.
7. Fenestration. The arrangement, proportioning, and design of windows and doors in a building.
8. Mullion. A slender vertical member that forms a division between units of a window, door, or screen or is used decoratively.
9. Multi-Family Housing – Means three or more independent dwelling units in a single building or a single development project.
10. Parapet. A low wall at the edge of a platform or roof.
11. Pilasters. An upright architectural member that is rectangular in plan and is structurally a pier but architecturally treated as a column and that usually projects a third of its width or less from the wall.
12. Porous Material. Any material through which water can filter (such as gravel).

**SECTION V. APPLICATION PROCEDURES**

**A. Preliminary Conceptual Consultation**

- 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. 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**

- 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.
- 3) Persons wishing to engage in the design review phase shall submit a request to the Board not less than 21 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**

- 1) A completed application shall be filed with the Planning Board no later than 21 days prior to the meeting at which the application will be submitted. A completed application shall consist of all data required in Section XIII 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 Section VI. 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 and move into public hearing on the merits of the proposal. The Board shall act to approve, conditionally approve, or disapprove the Completed Application within 65 days of acceptance. If an application is determined to have regional impact (see D. 6 below), the Board has an additional 30 days to act.
- 2) An applicant may waive the requirement for Board action within the time periods specified in these regulations and both applicant and the Board must agree upon the time of the extension. If the Board determines that it does not have enough information to

make a final decision and the applicant does not agree to an extension, the Board may deny the application without prejudice, allowing the applicant to reapply.

- 3) Approval of the application shall be certified by a written Notice of Decision, signed by the Chairman of the Board indicating the date of the approval and any conditions attached thereto.
- 4) 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 five (5) business days of the decision.
- 5) Developments Having Regional Impact.
  - a) All applications shall be reviewed for potential regional impacts. The Board shall determine if there is or is not regional impact. If regional impact is found, the Board shall furnish the regional planning commission and the affected municipalities with copies of the minutes 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.
- 6) Decisions.
  - a) As part of its deliberations, the Board shall make written findings that support the approval or disapproval of the application.
  - b) Following the vote, the Board shall prepare a written Notice of Decision, including any conditions of approval. This Notice shall be available and provided to the applicant within five (5) business days of the date of the decision.

## **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. Any professional whose seal appears on the plat, as well as all holders of conservation, preservation, or agricultural preservation restrictions 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

**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 65 or 95 days, the Selectmen are required to approve the application. In the event the Selectmen fail to act, the applicant may appeal to the superior court which must act within 30 days and may order the municipality to pay the applicant's reasonable costs, including attorney's fees, if it finds that the governing body's failure to act was unjustified.

**SECTION IX. CONDITIONAL APPROVALS**

The Board may grant conditional approval of an application, but the plat will not be signed 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; or
- 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.

**SECTION X. EXTENSION AND EXPIRATION OF APPROVALS**

- A. Approved and conditionally-approved subdivisions that have not yet been signed have one (1) year from the date of approval to meet the conditions of approval and have the plan signed. Prior to expiration the applicant may apply for a six (6) month extension to allow time to complete the conditions of approval, for good cause shown.
- B. Signed site plans have two (2) years from the date of signing to submit any required bonding and complete active and substantial development or building, as agreed upon at approval and stated on the plan. Prior to expiration the applicant may apply for a twelve (12) month extension, for good cause shown. The Planning Board may determine at the time of approval what constitutes "active and substantial."
- C. Applications for extensions must be in writing and will be heard at a regular Planning Board meeting. The Planning Board may consider additional extensions; however, that decision is at the Planning Board's discretion.

**SECTION XI. CONCURRENT AND JOINT HEARINGS**

- A. 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.

- B. 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 XII. 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 evaluate 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 XIII. GENERAL STANDARDS**

- A. Site and Design Standards. The standards contained in Appendix A are *guidelines*, to the extent that a proposal can reasonably meet them. Requests for waivers must be submitted in writing at the time of application.
- B. Fire Protection. Appropriate measures for fire protection shall be addressed, as deemed necessary by the Fire Chief and/or the State Fire Marshall.
- C. Erosion and Sedimentation Control/Stormwater Management
  - 1) Erosion and Sedimentation Control Plan that meets, at a minimum, the design standards and specifications 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; or
    - c) construction of three or more dwelling units.
  - 2) A Stormwater Management Plan for pre- and post-construction shall be required for any project that proposes to disturb more than 20,000 square feet of land.
- D. Impact Analysis. 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.
- E. Campgrounds. See Appendix B. for Campground Standards.

**SECTION XIV. SUBMISSION REQUIREMENTS**

Every application shall be accompanied by a plan showing information relevant to the proposal. All plans 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. Two (2) full-size copies of the plan shall be submitted with the application, along with seven

(7) 11" x 17" size copies. If the project involves more than 5,000 square feet of construction or more than 20,000 square feet of land disturbance, an engineered plan is required.

**A. Plan 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 plan, written and graphic scale; address and seal of plat all professionals whose name appears on the plan; 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) Notes to be provided on the plan:
  - a. Purpose of plan
  - b. Existing and proposed use
  - c. Zoning variances or special exceptions granted, if any
  - d. Zoning dimensional requirements for the district(s)
  - e. Required permits and approval numbers
- 5) All abutting land owners and conditions on and uses of abutting land within 200 feet of the site.
- 6) Boundary lines, their approximate dimensions and bearings, boundary monuments found and to be set, and the lot area in acres and square feet.
- 7) 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.
- 8) Location, name, classification, and widths of any existing and proposed roads on the property and those existing within 200 feet of the site,
- 9) Location of existing and proposed sidewalks and driveways, with indication of direction of travel. Both vehicular and pedestrian circulation shall be shown.
- 10) 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).
- 11) Location and total number of existing and proposed parking spaces; loading spaces and other similar facilities associated with the use.
- 12) The location, types, and size of all existing and proposed landscaping and screening.
- 13) The location, type, and nature of all existing and proposed exterior lighting and signage.
- 14) Natural features such as streams, marshes, lakes, or ponds, wetlands, as defined within the Town of Troy Water Resources Protection District, and applicable setbacks or buffers.
- 15) The existing and proposed grades and topographic contours based on USGS data, with spot elevations where appropriate.
- 16) 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.
- 17) Copy of certification by a licensed septic designer that an existing system is adequate to meet the needs of the proposed use.

- 18) 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.
- 19) Location of existing and/or proposed on-site well (showing 75-foot radius).
- 20) Soil survey data from the Cheshire County Soil Survey.
- 21) Location of any existing or proposed easements, deed restrictions, covenants, etc.

**B. Other Information**

- 1) Written statements from the Water & Sewer Superintendent, Road Agent, Police and Fire Chiefs regarding the proposal.
- 2) A narrative describing the way in which the proposal complies with the Site and Design standards outlined in Appendix A.
- 3) The application shall be accompanied by any necessary Federal, State or local permits and approvals, including but not limited to the Troy Zoning Board of Adjustment, Department of Transportation or the Department of Environmental Services.
- 4) Copies of any proposed or existing easements, covenants, deed restrictions.
- 5) Such other information as deemed necessary by the Board in order to apply the regulations contained herein. Should the Board determine that additional information is 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.

**SECTION XV. PERFORMANCE GUARANTEE**

- A. As a condition of approval, the planning board ~~shall~~ **may** 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 may also include fees to cover the cost of periodic inspections, if deemed necessary. 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 plan 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.

**SECTION XVI. 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 XVII. 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 XVIII. 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 XIX. 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 XX: 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.

**SECTION XXI. 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.

**APPENDICES:**

A. Criteria for Determining Regional Impact . . . . . i

B. Site and Design Standards . . . . . ii

C. Campground Standards . . . . . vii

D. Site Plan Review Application & Checklist . . . . . viii

## **Appendix A: 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.

## Appendix B: Site and Design 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. Site clearing shall be kept to the minimum required for construction of buildings and improvements.
- 2) 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. **General Design Guidelines:** 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; and
- 8) building and site lighting.



*An Example of Good Design in Troy – the Keep ‘Em Healthy Veterinary Clinic*

C. **Architectural Standards:**

- 1) Exterior Walls
  - a. Large areas of blank walls should be avoided. If unavoidable, use facade divisions, such as building jogs, pilasters, architectural detailing, and changes in surface materials, colors, textures and roof lines (see Figure 1).
  - b. Uninterrupted facades should not exceed 50% of the building wall, and in no case should exceed 100 feet in length.
  - c. 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.



*Figure 1:  
Use of Fenestration to break up a long expanse of blank wall.*

- d. All facades of a building that are face or are visible from public streets should feature characteristics similar to the front facade.
  - e. Use brick, clapboard, shingle, glass, stone, stucco or architectural concrete block for wall surfaces.
- 2) Windows
- a. Large plate glass windows are discouraged unless broken by mullions.
  - b. Brightly colored panels or mirrored glass are discouraged.
  - c. Display windows shall be sized appropriately to the overall structure and in keeping with traditional New England style architecture.
  - d. Door and window openings should be proportional to facade length and height.
- 3) Roofs
- a. Whenever possible, roofs shall have a minimum pitch of 3:12 to avoid a warehouse-style flat roof.
  - b. Where flat roofs are unavoidable, false facades or other devices shall be incorporated to conceal the expanse, such as parapets, dormers, and/or changes in ridge line.
- 4) Visual exposure of foundations walls should be kept to no more than three (3) feet.
- 5) Every effort should be made to re-use existing structures, particularly if they have historical significance to the Town.

**D. Screening:**

- 1) Appropriate screening and/or vegetative/buffers are to be maintained or installed to provide privacy and noise reduction to abutting properties.
- 2) Storage, waste collection, service areas and other areas that are likely to generate noise, dust, or other potentially disruptive conditions, shall be fenced or screened from abutting properties and rights-of-way. Sites that abut residential properties shall be screened with plantings or by other means as approved by the Board.
- 3) Mechanical or other equipment, whether ground or roof-mounted, shall be located so that they are not visible; if necessary, screening shall be provided.

**E. Landscaping:**

- 1) Landscaping shall be used to form a buffer between non-residential and residential uses, and between single-family and multi-family projects, especially when multi-family units are different in height, form, and/or material than adjacent single-family units.
- 2) Landscaping shall be used to establish and/or maintain an attractive streetscape adjacent to roadways.
- 3) Landscaping shall be utilized to minimize erosion and sedimentation.
- 4) Landscaping shall be maintained so that it continues to provide its designed function(s).
- 5) The Board may require snow fencing or other protective devices to be installed prior to the start of site clearing in order to assure that mature trees or other important nature resources or landscaping features of the site are protected from construction activities.
- 6) All landscaping required by these provisions shall be kept in good condition and replaced as necessary to the standards herein, and be kept free of refuse and debris by the owner.

- 7) Landscaping with native plants is strongly encouraged.



Figure 2:  
*Mitigate expanses of asphalt with plantings that cool the pavement and provide shade and visual interest.*

**F. Parking Lots:**

- 1) Every attempt shall be made to locate parking lots to the side and/or rear of the building (see Figure 3).
- 2) Parking lots/areas designed for more than 10 vehicles must provide for a minimum of 10% of the square footage to be landscaped, as approved by the Board.
- 3) Landscaping shall be designed to allow for screening of vehicular headlights in parking areas.
- 4) Whenever possible, attempt to link with adjacent parking lots, and/or provide shared parking that can serve neighboring buildings.
- 5) Some amount of porous or pervious material should be incorporated into the overall parking plan.



Figure 3:  
*Building is brought forward and the parking is in the rear.*

**G. 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.
- 4) Except for lighting that is necessary for security, all outdoor lighting shall be turned off after business hours.

**H. Pedestrian Safety:**

Sidewalks shall be provided for pedestrian traffic to provide connection between the main entrances and parking areas, and between the public street and any entrances to the business(es).

**I. Underground Fuel Storage:** Any proposed 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.

**J. Storm Water Drainage:**

- 1) No increase in surface runoff shall 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. Drainage plans shall be based on a 25-year storm design flow.
- 2) The use of Low-Impact Development (Green Infrastructure) techniques for reducing and managing storm water runoff is strongly encouraged, such as bio-swales or infiltration trenches (see Figure 4).



## Advantages

- Natural irrigation better ensures planting remains lush and green
- Lower plant material replacement costs
- Most stormwater absorbed on site, less taxation on city sewers
- Natural filter for oil, heavy metals and other pollutants
- Lushness of planting island discourages pedestrian crossing

*Figure 4: Stormwater Management Techniques*

- K. 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.
- L.** Where required by law, all buildings shall have access for handicapped persons.
- M.** Where appropriate, installation of any new utilities and/or transmission lines shall be buried underground.
- N. Snow Storage and Removal:**
- 1) If snow is to be stored on site, storage locations must be shown on the site plan. Drainage systems must not be blocked by snow storage. Retention or detention systems shall be utilized to avoid rapid spring runoff from snow melt, to prevent sediment loading of drainage systems, surface waters, or wetlands, and to allow for the settling out of salts and other potential contaminants prior to leaving the site.
  - 2) Snow storage is not permitted within parking spaces that are required to fulfill the minimal parking requirements of the Zoning Ordinance, within required landscaped areas (excluding grass area), or where it will block sight distances at exit points.
  - 3) Snow shall not be stored so as to accumulate on adjacent properties or so as to result in spring flooding of adjacent properties or public ways.

## **Appendix C: Campground Standards**

1. A residential home/office occupied by the owner or manager, recreational facilities for campground guests, convenience store for use of occupants and guests only; and associated uses such as laundry, washrooms and sanitary facilities are considered allowable accessory uses. Note that not being listed here does not preclude other uses from being considered accessory to the principal use.
2. Campgrounds may only be occupied from April 1<sup>st</sup> to October 31<sup>st</sup>, excluding a resident owner/manager, if applicable. Recreational vehicles may be left on site with the manager's permission, but may not be occupied from November 1<sup>st</sup> to May 31<sup>st</sup>.
3. Dimensional Requirements:
  - a. The minimum campsite for a tent shall be 600 square feet.
  - b. The minimum campsite for a recreational vehicle or cabin shall be 1,000 square feet.
  - c. All recreational vehicles, cabins, or tents may be no closer than 20 feet from one another.
  - d. Tent campsites shall have a minimum width of 15 feet. All other campsites shall have a minimum width of 20 feet.
  - e. Campsite perimeters may not be closer than 75 feet from surface waters.
4. Sites designated for a particular use (e.g., tent, RV, etc.) shall only be used for that purpose, and only one per site is allowed.
5. Buffer Area. Within the 100-foot setback from the boundary lines, a minimum of 50 feet of this area from the edge of the boundary lines shall be vegetated as determined by the Planning Board.
6. Parking. One off-road parking space shall be provided for each campsite. Parking for visitors and/or property manager shall be provided as determined by the Planning Board.
7. Noise. Guests, visitors, and all activities are expected to respect "Do Not Disturb" hours of 10:00 P.M. to 8:00 A.M.
8. Prior to approval, all access and internal roads shall be approved by the Fire Chief for emergency access purposes and the Road Agent for compliance with road and driveway standards.
9. Where municipal water and sewer are not available, water supply and wastewater disposal systems shall be approved by NH Department of Environmental Services.
10. All camping areas must be maintained free of accumulations of debris or material which may provide rodent harborage or breeding places for insect pests.
11. Camp fires must be small and monitored at all times; no trash of any kind may be burned.
12. The owner/operator of the campground will provide the Planning Board a copy of the registration process and any other rules regarding the use of the campground.
13. Any construction of structures, parking areas, etc. shall be subject to all applicable building, fire and life safety codes.
14. Conditional Use Permit Criteria. Any proposal for a campground in a district that requires a Conditional Use Permit from the Planning Board must comply with the following:
  - a. The applicant must demonstrate that there will be no noise or light pollution leaving the site at any time.
  - b. Access roads must be located so as not to create a disturbance to the abutters.
  - c. Arrivals and departures must take place no earlier than 8:00 A.M. and no later than 9:00 P.M.

**Appendix D:  
Site Plan Review Application and Checklist**

TROY PLANNING BOARD

P.O. BOX 891

TROY, NEW HAMPSHIRE 03465

APPLICATION FOR SITE PLAN REVIEW

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This form and all required information must be filed at least 21 days prior to the meeting at which it is to be submitted to the Board. The application must be submitted to the Planning Board at a regularly-scheduled meeting. A completed application consists of the following information, in addition to a completed checklist (attached) and the payment of all applicable fees.

1. **Name, mailing address and telephone number of applicant.**

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2. **Name, mailing address and telephone number of owner of record if other than applicant.**

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3. **Location of Project:** \_\_\_\_\_

4. **Tax Map** \_\_\_\_ **Lot Number** \_\_\_\_\_ **Zoning District(s)** \_\_\_\_\_

5. **Name and Description of Project** \_\_\_\_\_

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6. **Project Manager Name and Contact Information** \_\_\_\_\_

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The individual in charge must be available to the Building Inspector during the construction phase. The Building Inspector/Selectmen must be notified with two (2) working days if the Project Manager is replaced.

7. **Name, mailing address and telephone number of surveyor or any other professional whose name and seal appears on the plan.**

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8. **Abutters:** Attach a separate sheet listing the names, mailing addresses and tax map & lot numbers of all abutters, including those across a street, brook or stream; the person(s) who prepared the plan; and any holders of conservation, preservation, or agricultural preservation easements.

Names should be taken from the Town tax records no longer than five (5) days prior to the application submission.

**9. Items on the attached checklist.**

10. Payment of all applicable fees.

Filing Fees (to be paid to the Town of Troy):

Application Filing Fee		\$125.00
Advertising Fee		\$100.00
Abutter notification	\$10.00 per abutter	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town for processing this application shall be borne by the applicant and/or owner.

"I hereby authorize the Troy Planning Board and its agents to access my land for the purpose of reviewing this plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to ensure conformance of on-site improvements with the approved plan and all Town ordinances and regulations."

**Date** \_\_\_\_\_

**Owner** \_\_\_\_\_ **or** \_\_\_\_\_ **Agent**

If this application is determined by the Planning Board to be complete, it will be placed on the agenda on \_\_\_\_\_ for submission.  
**(Date)**

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**FOR PLANNING BOARD USE ONLY**

Completed Application Submitted to Planning Board \_\_\_\_\_ (Date)

Application Accepted/Rejected \_\_\_\_\_ (Date)

Public Hearing \_\_\_\_\_ (Date)

Application Approved/Disapproved \_\_\_\_\_ (Date)

Letter Sent Notifying Applicant of Decision \_\_\_\_\_ (Date)

## SITE PLAN REVIEW CHECKLIST

Complete each checklist item required for your application. If you are requesting a waiver, you **must submit a written request** along with the application and checklist. Please note that this checklist is used for efficiency and does not take the place of the comprehensive list of requirements spelled out in the Regulations.

Every application shall be accompanied by a plat showing information relevant to the proposal. All plans 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. Two (2) full-size copies of the plan shall be submitted with the application, along with seven (7) 11" x 17" size copies.

**Is this a development that has Regional Impact? (See Appendix A)** \_\_\_ Yes      \_\_\_ No

Required	A. <u>Plan Submission Items</u>	Submitted	Waived
	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 plan, written and graphic scale; address and seal of all professionals whose name appears on the plan; 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) Notes to be provided on the plan:		
	a. Purpose of plan		
	b. Existing and proposed use		
	c. Zoning variances or special exceptions granted, if any		
	d. Zoning dimensional requirements for the district(s)		
	e. Required permits and approval numbers		
	5) All abutting land owners and conditions on and uses of abutting land within 200 feet of the site.		
	6) Boundary lines, their approximate dimensions and bearings, <i>boundary monuments found and to be set</i> , and the lot area in acres and square feet.		
	7) 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.		
	8) Location, name, classification, and widths of any existing and proposed roads on the property and those existing within 200 feet of the site.		
	9) Location of existing and proposed sidewalks and driveways, with indication of direction of travel. Both vehicular and pedestrian circulation shall be shown.		
	10) 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).		

Required	A. <u>Plan Submission Items (Cont.)</u>	Submitted	Waived
	11) Location and total number of parking spaces; loading spaces and other similar facilities associated with the use.		
	12) The location, types, and size of all existing and proposed landscaping and screening.		
	13) The location, type, and nature of all existing and proposed exterior lighting and signage.		
	14) Natural features such as streams, marshes, lakes, or ponds, wetlands, as defined within the Town of Troy Water Resources Protection District, and applicable setbacks or buffers.		
	15) The existing and proposed grades and topographic contours based on USGS data, with spot elevations where appropriate.		
	16) 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.		
	17) Copy of certification by a licensed septic designer that an existing system is adequate to meet the needs of the proposed use.		
	18) 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.		
	19) Location of existing and/or proposed on-site well (showing 75-foot radius).		
	20) Soil survey data from the Cheshire County Soil Survey.		
	21) Location of any existing or proposed easements, deed restrictions, covenants, etc.		
	<b>B. <u>Other</u></b>		
	1) Written statements from the Road Agent, Police and Fire Chiefs regarding the proposal.		
	2) A narrative describing the way in which the proposal complies with the Site and Design standards outlined in Appendix A. Otherwise, a written waiver for any standard(s) that are not met by the proposal.		
	3) 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 the Department of Environmental Services.		
	4) Copies of any proposed or existing easements, covenants, deed restrictions.		
	5) 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.		