



**Site Plan Review Regulations  
(Amended March 8, 2016)**

**of the  
Town of Sharon, New Hampshire  
Issued March 8, 2016**

**Attested as Current and Complete**

**REGULATIONS FOR SITE PLAN REVIEW**

**Table of Contents**

**SECTION I: Intent ..... SP 1**  
**SECTION II: When Required ..... SP 1**  
**SECTION III: Preliminary Review ..... SP 1**  
**SECTION IV: Application ..... SP 2**  
**SECTION V: Standards for Review ..... SP 4**  
**SECTION VI: Approval ..... SP 5**  
**SECTION VII: Waivers ..... SP 5**  
**SECTION VIII: Amendments ..... SP 5**

**REGULATIONS FOR SITE PLAN REVIEW  
TOWN OF SHARON, NH**

**SECTION I: INTENT**

For the purpose of promoting the Health, safety and general welfare of the community, the Planning Board is empowered by NH RSA 674:43 to regulate and restrict the location of buildings and other structures; percentage of lot that may be occupied; the size of yards, courts and other open spaces; location, size condition and configuration of parking and loading areas; and areas of ingress and egress, for all new construction or major renovation of any use.

The Board shall consider the harmonious development of the Town of Sharon and its environs; open space of adequate proportions; suitably located access to accommodate existing and proposed traffic; adequate light, air, access to fire-fighting, police and other public safety apparatus and equipment to buildings, coordinated so as to compose a convenient system. They may prescribe additional requirements as may be needed for on-site sanitary facilities, and generally may include provisions which will tend to create conditions favorable to the health, safety, convenience and community welfare.

**SECTION II: WHEN REQUIRED**

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

- Any proposal relating to Multi-Family Dwelling units
- Establishment or expansion of a home-based business
- Use of land, or construction or expansion of any structure or other improvement for other than residential purposes.

In addition, all uses allowed in the Zoning and Building Ordinance as special exceptions are subject to a site plan review and approval by the Planning Board after the application for special exception has been approved by the Zoning Board of Adjustment.

No preconstruction site work may be performed when an application is under consideration by the Planning Board, except that which is necessary to perform required on-site tests.

**SECTION III: PRELIMINARY REVIEW**

All applicants are encouraged to participate in a preliminary review, which is mandatory for applications for Workforce Housing. The purpose of this process is to discuss the characteristics of the site and proposed plan for development in conceptual terms. The preliminary review process is further designed to acquaint the potential applicants with the formal application process and particular information that the Planning Board may request, to suggest methods for resolving problems in the development design and layout, and to make the potential applicant aware of any pertinent conditions in the Master Plan, Zoning and Building Ordinance or other land use regulations that might impact the property in question.

Limits of the Preliminary Review:

- A. The preliminary review does not invoke jurisdiction of the Planning Board. As such, no processing time limits, as delineated in RSA 676:- 4 shall apply.
- B. The preliminary review shall be informational and shall not bind the applicant or the planning board. However, the planning board may make recommendations with respect to the material presented during the preliminary review to assist the potential applicant in preparing a formal application. No decisions relative to the plan shall be made at the preliminary review.

- C. Any documents provided to the planning board shall be made part of the record for future reference purposes.
- D. The planning board shall enter into the minutes any suggestions, recommendations, or other factors discussed, and shall provide the applicant with a copy thereof within five (5) business days of the closing of the preliminary hearing.
- E. The planning board may waive various application requirements, as outlined in Section IV, and shall provide the potential applicant with written confirmation of waived requirements.
- F. An applicant desiring to participate in a preliminary review shall advise the board in writing, at least ten days prior to a scheduled board meeting.

#### SECTION IV: APPLICATION

Application for site plan review shall be submitted to and processed by the Planning Board in the same manner as applications for subdivision approval. (See Section III, Sharon Land Subdivision Control Regulations.). A completed application shall consist of the following items unless a written request for waiver(s) is granted by the Board.

- A. A completed application form, accompanied by:
  - 1. Names and addresses of all abutters, as defined in Sharon's Zoning and Building Ordinance, Article XVII, Definitions.
  - 2. A letter of authorization from the owner, if the applicant is not the owner.
  - 3. Names and addresses of all persons whose name and seal appears on the plat;
  - 4. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions;
  - 5. Payment to cover filing and notification fees; and
  - 6. Six (6) paper copies of the plan.
- B. The plan shall show the following information:
  - 1. General Information
    - a. Names & addresses of owner(s) of record; name & address of applicant, if different from owner; tax map and lot number(s).
    - b. Signature, license number, and/or seal of the preparer of the plan, and every engineer, architect, land surveyor, and soil scientist whose professional seal appears on the plan.
    - c. Project name, description of project (including existing and proposed uses); the project location, the date the plan was prepared, each revision date with notation of what the revision was; north arrow, scale of the plan.
    - d. Names & addresses of abutting land owners and of every holder of conservation, preservation, or agricultural restriction.
    - e. Zoning district for the site and for abutting properties.
    - f. Schedule of zoning requirements, such as lot area, frontage, setbacks, etc.
  - 2. Survey Information
    - a. Lot lines for parent lot and all new lots: metes & bounds description showing dimensions to the hundredths of a foot, bearings to at least minutes, and curve data.
    - b. Location with metes & bounds description of any new streets, pedestrian rights-of-way, reservations, easements, and areas to be dedicated to public use.

- c. **Approximate location of driveways and/or roads to abutting properties within 200' of the site.**
- d. **Approximate location of buildings on abutting properties if within 200' of the site.**
- e. **Location of all applicable setbacks.**

### **3. Natural Features/Environmental Conditions**

- a. **Location of percolation tests and/or other test pits.**
- b. **Location of rivers, streams, ponds, lakes, or other watercourses or bodies of water.**
- c. **Location of wetlands.**
- d. **Location of FEMA-designated floodplain and floodway.**
- e. **Topography (USGS with 5' contour interval or spot elevations for site plans).**
- f. **Soil types and boundaries.**
- g. **Location of open space and wooded areas.**

### **4. Site Conditions – Existing and Proposed**

- a. **Location and width of entrances, exits and driveways.**
- b. **Location, grades, and width of sidewalks and handicapped entrance facilities.**
- c. **Location and surface material of loading zones and storage areas.**
- d. **Location, width of aisles, size and number of parking spaces, and surface material of parking lots.**
- e. **Location and height (in stories) of all buildings and any other structures on the site.**
- f. **Location, size and design of water and sewer utilities, including manholes.**
- g. **Location and type of existing easements.**
- h. **Location of stone walls, architectural or historic features.**
- i. **Grades of all paved areas, direction of flow of runoff.**
- j. **Location and type of drainage system elements: catch basins, culverts, outfalls, etc.**

### **5. Proposed Development or Improvements**

- a. **Landscaping plan showing the location, type, and size (at time of planting) of proposed new landscaping, and any existing landscaping that will be retained; landscape detail drawings.**
- b. **Location, type, and height of exterior lighting, and foot candle data sufficient to determine compliance with Article XIX: External Lighting of the Zoning and Building Ordinance.**
- c. **Location, size and design of signage, to determine compliance with Article IV: F:, Signage of the Zoning and Building Ordinance, as defined by Article XVII: Definitions – Signs of said Ordinance.**
- d. **Snow storage areas and/or plans for removal of snow from the area or site.**
- e. **Temporary and permanent erosion and sedimentation control provisions for construction phase.**
- f. **Fire flow required to protect the proposed building(s); provisions for fire safety.**
- g. **Elevation views of each side of the building, addition, or alteration showing location, shape, size, height, and type of construction of new buildings or additions or alterations to existing buildings, including all mechanical equipment, with tabulation of the number and type of activities to take place, the gross square footage and approximate locations of entrances, fire walls, fire exits, etc.**

- h. Construction details (including cross sections) of roads, driveways, parking areas, outdoor storage areas, and sidewalks.
  - i. General floor plan of the building or addition, in enough detail to determine compliance with parking regulations.
  - j. Descriptive and illustrations, or samples of proposed materials to be used on exterior wall, windows and roofs of proposed structure(s).
  - k. Statement indicating the proposed employment, number of shifts, and maximum number of employees on each shift.
  - l. The phasing schedule if the project will be built in more than one phase.
6. Other information, as applicable:
- a. State subdivision approval for septic systems; septic design approval; or certification by septic designer of adequacy of existing system.
  - b. Site Specific Permit from NH Department of Environmental Services.
  - c. Plan for Stormwater Management and Erosion.
  - d. EPA Phase II approval.
  - e. State/Town driveway permit.
  - f. Plans for easements, if any, and locations of any underground electric and telephone utility lines.
  - g. Any deed restrictions; and all deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Board's counsel.
  - h. Any other required local, state and/or federal permits.
  - i. Any additional reports or studies deemed necessary by the Board to make an informed decision, including but not limited to traffic, school, fiscal and environmental impact analyses. The Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance

#### SECTION V: STANDARDS FOR REVIEW

- A. In reviewing the proposed site plan, the Planning Board shall take into consideration the basic objectives of the Zoning and Building Ordinance and Land Subdivision Control Regulations of the Town of Sharon. Special note shall be taken of the zone in which the proposed activity covered by the site plan is to take place, and the review of the site plan shall be in accord with the objective indicated by, and for that zone.
- B. In reviewing the site plan application in regard to the adequate provisions of off-street parking, the Planning Board shall require that:
  - 1. Each automobile parking space shall not be less than two hundred (200) square feet, and not less than ten (10) feet wide. In addition, there shall be provided adequate interior driveways and entrance and exit driveways to connect each public parking space with a public right-of-way.
  - 2. All such off-street parking facilities shall be so drained as to prevent damage to abutting properties or public streets and shall be designed and installed in accord with standards set forth by the Planning Board in regard to the grade of each parking space, and the surface treatment and marking of the parking area.
  - 3. All parking spaces shall be safely separated from walkways, sidewalks, streets or alleys by curbing, landscaping, berms, islands, or other appropriate means. For all residential units, two (2) spaces shall be provided for each unit.

- 4. Each parking space shall be clearly marked wherever necessary. Such parking shall be properly maintained to insure the maximum efficiency.
- 5. Adequate lighting shall be provided if the parking facilities are used at night. If the parking facilities abut residential land, the lighting shall be so installed and arranged so as not to reflect or cause glare upon the abutting residential land in accord with Article XIX: External Lighting of the Zoning and Building Ordinance.

**SECTION VI: APPROVAL**

- A. The site plan application may be approved when, in the opinion of the Planning Board, the proposed use or re-use of land or buildings fulfills the intent and criteria set forth herein.
- B. The Planning Board may attach such conditions to the approval of the application as it deems reasonable and necessary to assure that the proposed use will be consistent with the purpose and intent of these regulations.
- C. No deviation from the plans so approved shall be permitted without the prior approval of the Planning Board. Any such deviation without approval shall serve automatically to revoke the Site Plan Approval and shall constitute a violation of these regulations.

**SECTION VII: WAIVERS**

The Board may waiver any portion of these regulations if the Board finds, by majority vote, that:

- 1. Strict conformity would post an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or
- 2. Specific circumstances relative to the site plan, or conditions of the land in such location, indicate that the waiver will properly carry out the spirit and intent of the regulations.

The basis for any waiver granted by the Planning Board shall be recorded in the minutes of the Board.

**SECTION VIII: AMENDMENTS**

These regulations may be amended from time to time by majority vote of the Planning Board following a duly noticed public hearing as specified in NH RSA 675:6.

Revised March 8, 2016