



WILTON, NEW HAMPSHIRE

LAND USE LAWS



SITE PLAN REGULATIONS

SECTION D

AS AMENDED

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WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

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1.0 AUTHORITY

Pursuant to the authority vested in the Wilton Planning Board by the voters of the Town of Wilton at the Town Meeting, September 11, 1968, and in accordance with the provisions of Section 674:43 of the New Hampshire Revised Statutes Annotated, as amended (RSA), the Wilton Planning Board (Board) adopts the following regulations governing the review of site plans in the Town of Wilton, New Hampshire.

These regulations are designed to accomplish the purposes set forth in RSA 674:44, and to protect the health, safety, convenience and economic and general welfare of Wilton’s citizens, as well as the quality of its environment and natural resources.

2.0 DEFINITIONS

Terms, whether or not capitalized, used in these regulations or the Site Plan Review Application Form, but not defined in this Chapter 2 or elsewhere in these regulations, have the meanings set forth in Chapter 3 of the Zoning Ordinance of the Town of Wilton (as it may from time to time be amended or modified, the “Zoning Ordinance”). References to “Chapters” or “Sections” in these regulations, without further identification, are to the Chapters and Sections of these regulations.

- 2.0.1 Abutter. Any person identified in RSA 672:3 as an abutter for purposes of notification, as well as any person, other than the applicant, identified in RSA 676:4 I (d) (1), and including, without limitation, any person whose property adjoins or is directly across a road, any right-of-way (including a railroad right-of-way) or a stream from the land on which development is proposed. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any owner or renter who is able to demonstrate that the use or ownership of land will be directly affected by the proposal under consideration.
- 2.0.2 Active and Substantial Development. The first threshold of development, to be completed within 24 months after the date of approval of a site plan, to be agreed by the applicant and the Board, and normally defined by milestones relating to structures, roads, utilities, etc.
- 2.0.3 Applicant. The owner of record of the parcel on which development is proposed, unless another party with an interest in the property or the development is appropriately the applicant. An applicant may be represented before the Board and in the site plan review process by one or more duly authorized agents.
- 2.0.4 Application, Approved. A Complete Application that meets the requirements of these regulations and satisfies all criteria of good planning and design, as determined by the Board after a public hearing and submission of any additional information it has requested. An Approved Application is thereafter subject to the provisions of RSA 674:39.
- 2.0.5 Application, Complete. An application for site plan review (a) including the information and supporting documents required by Section 3.3 and (b) accompanied by all fees and other payments required by these regulations, as determined by the Board at a public meeting in accordance with State law and these regulations.
- 2.0.6 As-built Plans. Plans reflecting the actual construction and completion of permitted or required improvements to or on a lot, in such detail and as otherwise requested by the Board in connection with an application, whether as a condition to the release of a performance guarantee or otherwise.
- 2.0.7 Buffer. An area within a property or site, generally adjacent to and parallel with the property line, either consisting of natural existing vegetation or created by the use of trees, shrubs, fences

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- and/or berms, designed to limit continuously the view of and/or sound from the site to adjacent sites, properties or roads.
- 2.0.8 Certified Soil Scientist. A person who by reason of special knowledge and experience is qualified to practice soil science and who has been duly certified by the board of natural scientists under RSA 310-A:75.
- 2.0.9 Cistern. A tank for storing water, especially one that adequately supplies water for fire suppression, in accordance with the requirements of Section I of the Wilton Land Use Laws and Regulations, as it may from time to time be amended or modified.
- 2.0.10 Construction Activity. The demolition, construction or reconstruction of structures, roads, trails, driveways, parking areas, bridges, drainage systems, etc., on sites, public or private, located in Wilton, and all activity preparatory or incidental to any such activity, including, without limitation, clearing, excavation, grading, filling, soil compaction, stockpiling topsoil and any other activity that disturbs the terrain.
- 2.0.11 Consulting Engineer. The duly designated engineer for the Town of Wilton.
- 2.0.12 Designated Representative. The planning professional designated from time to time by the Board to review and make recommendations with respect to applications, changes thereto, and their progress through the Board’s consideration process.
- 2.0.13 Development. A proposed project involving alteration of terrain, change of use or construction, extraction, enlargement or other exterior changes on, of or to a property or portion thereof, including, without limitation, Construction Activity, but not including Construction Activity related to a single-family residence and its use solely as such, unless it (a) is proposed to take place on a lot (i) located wholly or partially within the Aquifer Protection Overlay District or Watershed District or (ii) that includes any slopes of 20 percent or greater, or (b) involves the addition of impervious surface that would, together with all other pre-existing impervious surface on the property, constitute 30% or more of the total area of the lot.
- 2.0.14 Disturbed Area. An area where action that alters the terrain, existing vegetation and/or the soil on a site, including, without limitation, Construction Activities, will take place.
- 2.0.15 Driveway. A paved or unpaved area used for vehicular ingress or egress from, or to, a public right-of-way from, or to, one or more buildings or other structures or facilities, and including, for their entire length, common driveways or private roads serving more than one residence or address.
- 2.0.16 Dwelling Unit. One or more living or sleeping rooms arranged for the use of one or more individuals living as a single-family housekeeping unit, with cooking, living, sanitary and sleeping facilities.
- 2.0.17 Easement. A right-of-way granted, but not dedicated, for limited use of private land by another party and within which the owner of the property shall not erect any permanent structures.
- 2.0.18 Engineer. The applicant’s duly designated engineer, who shall be licensed by the State of New Hampshire.
- 2.0.19 Erosion. The detachment and movement of soil or rock fragments by water, wind, ice, or gravity.
- 2.0.20 Frontage. The continuous length of a lot bordering on the public right-of-way providing the principal route of access to a lot, subdivision or other types of development.
- 2.0.21 Gross Floor Area (GFA). The total floor area of a building or structure within exterior walls, including floor area on each level of a structure.

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- 2.0.22 Grading. Any excavating, grubbing, filling (including hydraulic fill), or stockpiling of earth materials or any combination thereof, including the land in its excavated or filled condition.
- 2.0.23 High Intensity Soil Survey. A soils map of a parcel of land being considered for development on a perimeter survey conducted by a Certified Soil Scientist in accordance with Section 10.2.
- 2.0.24 Home Occupation. A commercial business, operated in a building, that is incidental and subordinate to the use of the building or lot for residential purposes in compliance with the criteria established for home occupations in the Zoning Ordinance.
- 2.0.25 Impervious Surface. Any manmade surface that prevents or significantly impedes infiltration of stormwater or other runoff, including, without limitation, structures, rooftops, artificial turf, paved roads, driveways, parking areas and trails (or those constructed with compacted soil or gravel) and other outdoor areas to the extent constructed with non-porous materials.
- 2.0.26 Land Use Administrator. The professional employed from time to time by the Town to advise and provide information to potential applicants and others seeking review of a project or question by a Wilton Land Use Board.
- 2.0.27 Lot, Tract or Parcel. A single area of land defined by metes and bounds or boundary lines as shown in a recorded deed or on a recorded plat.
- 2.0.28 Notice of Approval (or Notice of Decision). A document, in substance acceptable to the Board and in form suitable for recording in the Hillsborough County Register of Deeds, (a) reciting the approval of an identified site plan by the Board, (b) the date of the approval, (c) the lot(s) the subject thereof, (d) a brief summary of the reason for the review, (e) the facts that form the basis for the decision of the Board, as required from time to time by applicable State law, (f) attaching copies of any variances, special exceptions or other local approvals relating to or required by the development and (g) to the extent the plat is not being recorded with the Notice of Approval, a statement that the plat included with the application, setting forth all agreements, understandings, notices and other information pertinent to the approval, is on file in the Land Use Administrator's office and is binding upon any person or entity with, or in the future having, an interest in the affected property.
- 2.0.29 Performance Guarantee. Any security such as a bond, irrevocable letter of credit or other sufficient security that may be accepted by the municipality as a guarantee that the improvements required as part of or in connection with, an approved plat and the development contemplated thereby are satisfactorily completed.
- 2.0.30 Plat. A map, plan, drawing or chart on which a site plan is presented pursuant to an application.
- 2.0.31 Public Right-of-way. Public right-of-way shall have the meaning set forth in Chapter 3 of the Zoning Ordinance, as it may from time to time be amended or modified, provided, that if the public right-of-way is a private road, it need not have been offered to the Town for acceptance as a town road.
- 2.0.32 Road. Any road, street, avenue, alley highway, lane, trail, public right-of-way or other thoroughfare proposed or used for vehicular traffic, including all of the land within the right-of-way.
- 2.0.33 Road Agent. The duly designated Road Agent from time to time for the Town of Wilton.
- 2.0.34 Roadway. The finished surface designed and prepared for vehicular traffic.
- 2.0.35 Secretary. The individual designated from time to time by the Board to direct and administer the site plan review application process for the Board.

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- 2.0.36 Sediment. Solid material, either mineral or organic, in suspension that is transported, or has been moved from its site of origin by erosion.
- 2.0.37 Site Plan. A plan for the development of property, other than for the subdivision of land, to be reviewed and approved by the Board as required from time to time by the Zoning Ordinance and these regulations before any development may take place.
- 2.0.38 Site Plan, Major. The site plan required for (a) commercial, industrial and/or mixed-use development on a site (other than a home occupation), (b) development of a residential building (i) including three or more dwelling units or (ii) involving the construction of any road, (c) involving creation of impervious surface that will, together with any existing impervious surface on the site, exceed the lesser of (i) 10% of the area of the site or (ii) 30,000 square feet, or (d) any other development that requires a Stormwater Application.
- 2.0.39 Site Plan, Minor. The site plan required for development involving minor changes to the exterior of a structure (or minor changes in use) of existing commercial, industrial and/or mixed-use property, and for other purposes (other than a home occupation) that require site plan review but do not require a major site plan.
- 2.0.40 Soil Erosion and Sediment Control Plan. A plan that includes, without limitation, a narrative description and a graphic depiction to minimize soil erosion and sedimentation resulting from development. To the extent a Stormwater Application is required to be submitted with a Site Plan Review Application, a required Soil Erosion and Sediment Control Plan may be included therein and not duplicated.
- 2.0.41 Stormwater Application. The application required to be submitted to the Board for approval of, among other things, a stormwater management plan described therein, as set forth in the Stormwater Management Regulations.
- 2.0.42 Stormwater Management Regulations. Section H of the Wilton Land Use Laws and Regulations, as it may from time to time be amended or modified.
- 2.0.43 Substantial Completion. The threshold for completed development to be agreed by the applicant and the Board, normally defined by the issuance of building permits, certificates of occupancy, or similar milestones.
- 2.0.44 Surveyor. The applicant's duly designated surveyor, who shall be licensed by the State of New Hampshire under RSA 310-A:53.

3.0 PROCEDURES

3.1 Site Plan Review Required.

Site plan review and approval by the Board shall be required for any proposed development involving property located in the Town of Wilton, or as otherwise required by the Zoning Ordinance. No Construction Activity may begin until the site plan has been approved and all conditions to such approval have, in the opinion of the Board, been satisfied.

3.2 Preapplication Review.

Prior to the submission of an application for site plan review, a potential applicant is encouraged to come to the Board to discuss the concept of the proposal in the context of the Town's Master Plan, Zoning Ordinance and other regulations. Preapplication review discussions are non-binding, but the Board's general guidance at this point may save the applicant money and time during the application review.

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In addition, responses to general pre-application questions directed to the Designated Representative or the Land Use Administrator by a potential applicant are non-binding. A professional acting as an agent for a potential applicant may direct pre-application questions specific to a proposed application to the Designated Representative or the Land Use Administrator only after, or in connection with, the initial submission of that application.

3.2.1 Process.

- a. A potential applicant shall ask the Land Use Administrator no fewer than fifteen days prior to a meeting of the Board to contact the Secretary to place the matter on that agenda.
- b. The potential applicant may refer the Board to a site location or a base map of the site that provides minimal detail of the proposal; detailed proposals will not be considered or discussed.
- c. The Board may identify general issues to be addressed by the proposal and will, without providing advice or reactions to specific elements of the proposal, address the applicant's general questions. Subject to the payment of applicable fees, the potential applicant may request assistance in interpreting any guidance from the Board from the Land Use Administrator and/or the Designated Representative.
- d. Preapplication review does not require notification of abutters.

3.3 Submission of Application.

3.3.1 Preliminary Completeness Review.

At least 30 days prior to the next regular meeting of the Board at which an applicant wishes to appear, the applicant shall submit an application, together with all fees and payments authorized by Chapter 4, to the Land Use Administrator. If the application appears complete on its face (including without limitation, all items on the checklist appropriately checked), the Land Use Administrator will direct it to the Designated Representative for an initial completeness review. The Designated Representative shall, within 10 days thereafter, inform the applicant and the Secretary whether the application includes all of the information and documents required to be considered a Complete Application, as set forth in Section 3.3.3, or if not, the Designated Representative shall identify in writing the requirements that have not been met. The Designated Representative shall not review the substance of the submission in connection with the completeness review.

3.3.2 Submission to the Board.

If the Designated Representative does not identify any deficiencies in the application, it shall be submitted to the Board to determine whether it is a Complete Application at the Board's next regular meeting, provided that the notice required by Section 3.3.5 can be given. If the required notice cannot be given in time for the next regular meeting of the Board, the application shall be submitted for the Board's determination at its next following regular meeting.

If the Designated Representative identifies deficiencies in the application, the applicant may (a) nevertheless ask the Secretary to submit it to the Board, as set forth above, to determine whether it is a Complete Application, (b) withdraw the application, or (c) without payment of any additional fees, address identified deficiencies and then either resubmit the application for a further completeness review or ask the Secretary to submit it to the Board as set forth above.

Unless the applicant consents to an extension or elects to resubmit an application for a further completeness review, the Board shall make a determination as to whether the application is a

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Complete Application at its next regular meeting for which the notice required by Section 3.3.5 can be timely given.

3.3.3 Requirements for Complete Application.

A Complete Application shall include:

- a. all fees and other payments authorized by Chapter 4, Fees;
- b. subject to Sections 3.7 and 3.8 of these regulations, all of the information required by Sections 5.3, Site Analysis; 5.5, Special Flood Hazard Areas; 5.9 Certain Easements; 5.10, Environmental Factors; Sections 6.1, Plat Standards; 6.2, Abutting Property Information; 6.3, Site Plan Information; Chapter 10, Design Standards, and the Site Plan Review Checklist, as applicable;
- c. copies of decisions issued by the Wilton Zoning Board of Appeals relating to variances from the Zoning Ordinance or Special Exceptions, if any, necessary for the development to comply with the Zoning Ordinance;
- d. to the extent not included by any of the above, the information required by RSA 676:4 I(b);
- e. the signatures of all applicants, their agents, and the owners (if different) on the application form, and all required signatures and seals on the plat;
- f. copies of a complete Stormwater Application, if one is required in connection with proposed development, as set forth in, and in compliance with, the Stormwater Management Regulations;
- g. Form(s) W-9 for the applicant(s) and any of its agents, as necessary;
- h. a list of all waivers of any of the requirements of these or other applicable regulations requested of the Board, supported by explanations, in accordance with subsection 3.3.4; and
- i. any other information or documents required for a complete application, or any other application required, by any other provision of the Wilton Land Use Laws and Regulations applicable to the proposed development.

3.3.4 Waivers.

The applicant may ask the Board to waive any of the requirements for the application contained in these regulations, or other Town regulations, that are permitted to be waived, provided that the applicant has established a basis for the waiver, acceptable to the Board, as described in RSA 674:44 III(e). The Designated Representative may recommend that the Board grant, deny or conditionally approve any requested waiver.

3.3.5 Public Notice.

The Secretary shall notify the applicant and the abutters of the submission of an application to the Board pursuant to Section 3.3.2 and/or the date(s) scheduled for the public meeting thereon, by verified mail at least 10 days prior to the meeting and otherwise in accordance with RSA 676:4 I (d). Notice shall be publicly posted in the manner required or permitted from time to time by State law. The Secretary shall give notice in the same manner to the applicant and the abutters of the scheduling of any public hearing with respect to a Complete Application. If notice of the public hearing was included in any prior notice, additional notice is not required. Notice of the adjournment of a hearing is not required, provided that the date, time and place of the rescheduled session has been announced at the prior meeting.

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3.4 **Acceptance of Complete Application.**

The Board shall determine if an application is a Complete Application at a regular meeting after submission in accordance with Section 3.3.2. If the Board determines that the application is incomplete, it shall inform the applicant of the reasons for its decision; the application shall be deemed withdrawn, and the applicant shall be required to submit a new application, as set forth in Section 3.3, together with all fees and payments authorized by Chapter 4. The Board may, in determining whether an application is a Complete Application, consider the Designated Representative's recommendation with respect to completeness, but shall not be bound thereby.

3.5 **Action on Complete Application.**

3.5.1 **Consideration.**

The Board shall consider a Complete Application for approval at one or more public hearings for which notice has been given in accordance with Section 3.3.5. The Board will evaluate (a) the planning and design of the proposed development, (b) its potential impact on existing Town facilities and services, surrounding natural resources, transportation and/or abutting properties, (c) the ability to comply with Chapter 4 of the Zoning Ordinance, (d) compliance with the other requirements of the Wilton Land Use Laws and Regulations, including, without limitation, the Stormwater Management Regulations, (e) any other factors identified in any provision of the Wilton Land Use Laws and Regulations applicable to the proposed development, and (f) such other factors, including, without limitation, any other then-approved or proposed uses of the property, as the Board may lawfully determine. In addition, if the Board determines that the proposed development could have a regional impact, it shall comply with the requirements of RSA 36:54-58.

The Designated Representative shall have reviewed and commented on the application's compliance with State requirements and Wilton Land Use Laws and Regulations, as well as accepted planning practices. In accordance with RSA 674:36 II (n), the Board shall consider and vote to grant or deny the applicant's requests for any waivers, as set forth in the Complete Application.

3.5.2 **Timing.**

Subject to any extensions permitted in connection with a finding of regional impact, the Board shall act to approve, conditionally approve or disapprove a Complete Application within 65 days following its determination that it is complete. If the Board has not taken action on a Complete Application within such 65-day period (or other period applicable to an application with regional impact), and the applicant has not requested or consented to an extension thereof, the application shall be deemed to have been approved in accordance with the provisions of RSA 676:4.

3.5.3 **Approval.**

If the Board determines that (a) a Complete Application, as it may have been amended or augmented by additional information or professional review, and the proposed development meet the requirements of these regulations and the other Wilton Land Use Laws and Regulations, (b) the proposed development satisfies all criteria of good planning and design, and (c) the comments of abutters and other interested parties who wish to have been heard have been appropriately acknowledged, it shall vote to approve the application. The appropriate members of the Board or their permitted designees shall, in accordance with Chapter 7, sign the mylar copy of the plat included in the application, provide the Notice of Approval to the

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applicant, and transmit it to the Hillsborough County Register of Deeds for recording. The Notice of Approval will not be recorded until all fees have been paid by the applicant.

3.5.4 Conditional Approval.

If the Board determines that a Complete Application, as it may have been amended or augmented by additional information or professional review, and the proposed development will meet the requirements for approval set forth in Section 3.5.3 upon (a) completion of purely administrative non-discretionary actions, (b) completion of non-discretionary action by the Board, or (c) the issuance of permits or approvals by State or Federal boards or agencies such as the Environmental Protection Agency, the State Wetlands Board, the Department of Transportation, the State Water Supply and Pollution Control Division, or other relevant licensing authorities, the Board may conditionally approve the application and provide the applicant with a written description of the conditions to approval.

The approval of the Complete Application will become final, and the Notice of Approval may be recorded as set forth in Section 3.5.3, without a further public hearing upon the applicant's certification, and the Board or its agent's verification, of the fulfillment of all conditions and as set forth in RSA 676:4 I (i). If the conditions are not met by the next regular meeting of the Board after the date on which conditional approval was granted, the Board will determine whether to take further action on the application.

3.5.5 Disapproval.

If the Board determines at any time not to approve or conditionally approve a Complete Application, the findings of fact supporting the decision shall be clearly stated in the minutes of the meeting and written notice thereof provided to the applicant.

3.5.6 Actions in a Single Meeting.

The Board may, in its discretion, determine to both accept an application as a Complete Application and, after discussion, approve, disapprove or conditionally approve the Complete Application, in a single meeting if (a) it has information sufficient for such determination, (b) notice for the public hearing thereon complying with Section 3.3.5 has been given, and (c) any additional fees required by Chapter 4 have been paid.

3.6 Revisions to Complete Applications.

Before determining to approve a Complete Application or take other action with respect thereto, the Board may, in its discretion, (a) schedule a site walk, (b) require the applicant to provide additional information, or to address concerns of the Board, and to revise the application accordingly, (c) ask the Wilton Conservation Commission to review, comment on, and/or make recommendations with respect to a proposed site plan or any element thereof, and/or (d) require professional review of information submitted by the applicant, in any case, at the applicant's expense. The Board could, for example, require studies assessing traffic, fiscal or environmental impact, professional assessment of the effectiveness of proposals designed to comply with the Stormwater Management Regulations or Chapter 4 of the Zoning Ordinance, or legal or other professional review. Information or other materials requested by the Board shall be submitted to the Designated Representative for review at least ten days before the public hearing to which consideration of the application has been continued. If the applicant fails to timely submit materials, the Board may vote to disapprove the application or, in the Board's discretion and at the request of the applicant, the public hearing may be postponed.

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The applicant may, at any time before the Board takes action on a Complete Application, revise it to address concerns raised by the Board or otherwise during the public hearing.

3.7 Failure to Prosecute Diligently.

If an applicant fails to prosecute a Complete Application diligently after the Board has requested further action or information from the applicant in order to determine whether to accept or approve it, the Board may vote to disapprove the application or, in the Board's discretion and at the request of the applicant, the case may be continued on the Board's agenda for up to two consecutive regular monthly meetings after the date of the applicant's request. After such time, as it may be extended in the Board's discretion and at the request of the applicant, the Board may vote to disapprove the application.

3.7 Home Occupations.

Applications for approval of site plans involving only home occupations, and the site plans therefor, shall, to the extent applicable, comply with all the requirements of these regulations other than those set forth in:

a. Chapter 5 (General Requirements for Site Plans):

- Section 5.13 (Active and Substantial Development, Substantial Completion)

b. Chapter 6 (Plat Requirements):

Subsections of Section 6.1 (Plat Standards):

Clause of subsection 6.1.a (Page Setup):

- 6.1.a.1 (Sheet size)

Clauses of subsection 6.1.f (Note Section and Required Notes):

- 6.1.f.5 (Active and Substantial Development)
- 6.1.f.6 (Substantial Completion)
- 6.1.f.7 (Preconstruction Meetings)
- 6.1.f.8 (Impact Fees)

Clauses of subsection 6.1.g (Signatures and Seals):

- 6.1.g.2 (Seal and signature of the surveyor)
- 6.1.g.3 (Seal and signature of the engineer)

- 6.1.j (Datums and Projected Coordinate Systems)

Subsections of Section 6.2 (Abutting Property Information):

- 6.2.d (Abutting buildings, septic system leachfields, water supply well or springs, protective well radii, and building setbacks lying within 100 feet)
- 6.2.f (Abutting parks, open space, and subdivisions)

Subsections of Section 6.3 (Site Plan Information)

- 6.3.a (Boundary Survey and Permanent Marker)
- 6.3.g (Topography and Contour Lines)
- 6.3.h (Soil Details)
- 6.3.i (High Intensity Soil Surveys)
- 6.3.k (Soil Erosion and Sediment Control)

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Clause of Subsection 6.3.1 (Existing and Proposed Structures and Impervious Surfaces)

- 6.3.1.4 (Elevation views of proposed and existing buildings with proposed exterior changes)
 - 6.3.o (Town Water and Sewer Service)
 - 6.3.s (Roads)
 - 6.3.w (Intended Future Use of Remaining Land)
 - 6.3.ad (Intent to Cut)
- c. ● Chapter 8 (Digital Data Requirements)
- d. Chapter 10 (Design Standards):
- Section 10.1 (Monumentation)
 - Section 10.2 (High Intensity Soil Surveys)
 - Section 10.3 (Subsurface Sewage Disposal)
 - Section 10.4 (Roads)
 - Section 10.6 (Soil Erosion and Sediment Control)
 - Section 10.7 (Driveways)
- Subsection of Section 10.8 (Parking):
- 10.8.4 (Travel Lanes)
- Subsections of Section 10.9 (Landscaping Plan and Buffers)
- 10.9.1 (Materials)
 - 10.9.2 (Parking Lot Landscaping)
- e. ● Chapter 11 (Preconstruction Meetings)

If home occupation activity has not begun within one year following site plan approval by the Board, or if a home occupation, once begun, is suspended for more than one consecutive 12-month period, approval under these regulations shall lapse and a new application shall be required.

Nothing contained in this Section 3.7 shall limit the Board’s authority to require, in its discretion, additional information or studies in its discretion as set forth in Section 3.6.

3.8 Minor Site Plans.

Applications for approval of minor site plans, and the site plans therefor, shall, to the extent applicable, comply with all the requirements of these regulations other than those set forth in:

- a. Chapter 5 (General Requirements for Site Plans):
- Section 5.13 (Active and Substantial Development, Substantial Completion)
- b. Chapter 6 (Plat Requirements):
- Subsections of Section 6.1 (Plat Standards):
- Clauses of subsection 6.1f (Note Section and Required Notes):
- 6.1.f.5 (Active and Substantial Development)
 - 6.1.f.6 (Substantial Completion)
 - 6.1.f.7 (Preconstruction Meetings)
 - 6.1.f.8 (Impact Fees)

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- 6.1.j (Datums and Projected Coordinate Systems)

Subsection of Section 6.2 (Abutting Property Information):

- 6.2.d (Abutting buildings, septic system leachfields, water supply well or springs, protective well radii, and building setbacks lying within 100 feet)

Subsections of Section 6.3 (Site Plan Information)

- 6.3.a (Boundary Survey and Permanent Marker)
- 6.3.g (Topography and Contour Lines)
- 6.3.h (Soil Details)
- 6.3.i (High Intensity Soil Surveys)
- 6.3.k (Soil Erosion and Sediment Control)

Clause of Subsection 6.3.1 (Existing and Proposed Structures and Impervious Surfaces)

- 6.3.1.4 (Elevation views of proposed and existing buildings with proposed exterior changes)
- 6.3.ad (Intent to Cut)

c. Chapter 10 (Design Standards):

- Section 10.1 (Monumentation)
- Section 10.2 (High Intensity Soil Surveys)
- Section 10.4 (Roads)
- Section 10.6 (Soil Erosion and Sediment Control)

Subsection of Section 10.8 (Parking):

- 10.8.4 (Travel Lanes)

Subsections of Section 10.9 (Landscaping Plan and Buffers)

- 10.9.1 (Materials)
- 10.9.2 (Parking Lot Landscaping)

d. ● Chapter 11 (Preconstruction Meetings)

If the development proposed in a minor site plan has not begun within six months following site plan approval by the Board, or if the development, once begun, is suspended for more than one consecutive 12-month period, approval under these regulations shall lapse and a new application shall be required.

Nothing contained in this Section 3.8 shall limit the Board's authority to require, in its discretion, additional information or studies as set forth in Section 3.6.

3.9 Major Site Plans.

Applications for approval of major site plans, and the site plans therefor, shall, to the extent applicable, comply with all the requirements of these regulations.

4.0 FEES

An application for a site plan review will be processed only if accompanied by the application and other fees, administrative charges and deposits set forth in Appendix III, including, without limitation, escrow deposits for the cost of all reviews by the Designated Representative, and any additional studies and/or professional reviews required by the Board from time to time to

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make an informed decision on the application pursuant to Section 3.5 or otherwise. Escrow deposits shall be replenished from time to time as required by the Board or its designate. An application will not be submitted to the Board until all such payments then due have been made.

5.0 GENERAL REQUIREMENTS FOR SITE PLANS

An application and the plans and plat contained therein shall reflect the following general requirements and principles for the development of land.

5.1 Compliance with These Regulations.

No development requiring site plan review and approval shall commence until an application, including a plat, prepared in accordance with these regulations, has been approved by the Board, all other required State, local and Federal permits and approvals have been issued, and the Notice of Approval has been recorded at the Hillsborough County Registry of Deeds.

Where strict conformity to these regulations would result in undue hardship or injustice to the applicant, a proposed site plan substantially conforming to these regulations may be approved by the Board, provided, that the spirit of these regulations is upheld, and the public health, safety and welfare are not adversely affected.

5.2 Compliance with Federal, State and Local Plans and Regulations.

A proposed site plan shall comply with the Wilton Land Use Laws and Regulations and applicable State and Federal codes, laws and regulations.

5.3 Site Analysis.

An applicant shall conduct an analysis of the site at the applicant's expense to assess the positive and negative characteristics of the site relating to the proposed development. The analysis will, as applicable to the proposed development, address soils; topography; existing vegetation; threatened and endangered species; wetlands and surface waters; drainage patterns; groundwater resources; septic impact; existing structures and road networks; existing and future easements; open space and visual features; historic features; present and future use of the site; impact on public services and facilities such as water, sewer, schools, fire and police; and surrounding land uses. The layout of the proposed development will be based on the site analysis. To the maximum extent possible, development will be located to preserve the natural features of the site, to avoid environmentally sensitive areas and to minimize negative impacts. The analysis in connection with a home occupation may, in the discretion of the Land Use Administrator or the Designated Representative, address only such characteristics of the site as are relevant to the proposed home occupation, provided that the Board may, in its discretion, request additional information as set forth in Section 3.6.

5.4 Land Characteristics.

Land of such character that it cannot, in the judgment of the Board, be safely developed because of danger to the public health or peril from fire, flood, poor drainage or other hazardous conditions, shall not be used for residential, commercial or industrial purposes nor for such other uses as may increase the danger to life or property, or aggravate the flood hazard. Land with inadequate characteristics or capacity for subsurface sewage disposal shall not be used for residential, commercial or industrial purposes unless connected to a municipal sewer system.

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5.5 **Special Flood Hazard Areas.**

Applicants whose applications involving land designated as “Special Flood Hazard Areas” by the National Flood Insurance Program shall:

- a. Obtain all necessary Federal and State approvals and permits from those governmental agencies with jurisdiction over such land, including Section 404 of the Federal Water Pollution Control Act of 1972, 33 U.S.C. 13b; and
- b. submit with the application sufficient evidence (construction drawings, grading and land treatment plans) to allow the Board to determine that:
 1. the proposal minimizes potential flood damage;
 2. all public utilities and facilities, such as sewer, gas, electrical and water systems, are located and constructed to minimize or eliminate potential flood damage; and
 3. there is drainage adequate to reduce exposure to flood hazards.

5.6 **Scattered or Premature Development.**

The Board shall not approve scattered or premature development that could adversely affect the public health, safety or welfare because of inadequate water supply, drainage, impact on transportation, school capacity, fire protection or other public services, or would necessitate the disproportionate expenditure of public funds to supply such services.

5.7 **Visual Quality.**

The Board may make recommendations to the applicant relating to earth movement and retention of natural cover, and may require the applicant to retain, or establish or replace with plantings that are mature enough, in the opinion of the Board to survive and to promptly provide, adequate buffers, as determined by the Board in accordance with Section 10.9.3, in order to preserve the natural, visual quality of Wilton and its environment.

5.8 **Parks and Open Space.**

Areas set aside for parks, playgrounds and open space, either dedicated to the Town or reserved for the common use of the property owners, shall be of reasonable size and character suitable to the purpose. Reserve strips of land which, in the opinion of the Board, show intent on the part of the applicant to control access to land dedicated or to be dedicated for public use shall not be permitted.

5.9 **Certain Easements.**

The boundaries of proposed permanent easements for utilities and drainage ways, over or on the property, shall be shown on the plat. Such easements shall have a minimum width of 20 feet. Adequate access from existing or proposed public ways shall be provided for each easement. Watercourses proposed for public control shall have a permanent easement of not less than 20 feet.

5.10 **Environmental Factors.**

In addition to complying with the requirements of Section 4.10 of the Zoning Ordinance and the Stormwater Management Regulations, the applicant shall address the potential impacts of the proposed development on air quality, surface water and groundwater resources, wetlands, noise,

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odor, vibrations, erosion and sedimentation, historic or archaeological resources, existing character of the area and any other significant natural or man-made features.

5.11 **Solid Waste.**

The applicant shall demonstrate the adequacy of the Town's existing solid waste disposal facility to service the projected solid waste volumes and waste composition that are anticipated to be generated at the site as a result of the proposed development. No waste material shall be disposed of or allowed to remain on-site except within an enclosed or stationary containment system. Containment areas shall be sufficiently screened from view by fencing or other material.

5.12 **Legal Documents.**

Prior to approval of a Complete Application, legal documents, including but not limited to proposed easements, restrictive covenants, or other documents affecting legal title, or imposing other obligations with respect, to the property, shall be submitted to the Board and reviewed and approved, in form and substance, by legal counsel for the Town, at the expense of the applicant.

5.13 **Active and Substantial Development, Substantial Completion.**

The applicant shall note on the plat included with the application proposed milestones defining active and substantial development and substantial completion for the proposed development. The Board may accept the applicant's proposals or require changes to any such milestones, which shall then be noted on the approved plat.

Upon active and substantial development, the rights set forth in RSA 674:39, I, 5-year Exemption and RSA 676:4-a, Revocation, shall accrue. Prior to the expiration of the 24-month period during which active and substantial development must take place, the Board may, for good cause, extend such period and may also grant further extensions on similar conditions prior to the expiration of any extension.

Upon substantial completion, the rights set forth in RSA 674:39 II shall accrue.

6.0 **PLAT REQUIREMENTS**

Each application shall include a proposed plat. The following requirements are designed to provide the Board with the information necessary to make informed decisions about applications and to establish a uniform format for plat layout.

6.1 **Plat Standards.**

The applicant shall include with the application six (6) copies of the proposed plat and any associated information, as well as a digital copy of the plat satisfying the requirements of Chapter 8 Digital Data Requirements, if applicable. All plats shall be formatted as, and contain the information, set forth below.

a. **Page Setup.**

1. Each sheet shall be 11 X 17 inches or 22 X 34 inches;
2. margins shall be at least one inch outside ruled border lines on three sides and at least two inches along the left side for binding; and
3. separate sheets shall be numbered consecutively, showing their relationship to each other;

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- b. Title Block. A title block shall be located in the lower right corner of the plat and shall contain:
 - 1. The proposed development name;
 - 2. names and addresses of all applicants and owners of record (if different);
 - 3. name and address of the Engineer and/or Surveyor, if one is required; and
 - 4. the date of the first draft;
- c. Approval Signature Block. A signature block shall be located above the title block, near the lower right corner of the plat, as set forth in Chapter 7 (Approved Applications);
- d. Revision Block. A revision block to record the dates and a description of the changes effected by each revision to date;
- e. Locus Map. A locus map at a scale of 1,000 feet to the inch, showing the location of the site within the Town, and including its own bar scale and north arrow;
- f. Notes Section and Required Notes. A numbered notes section for information relevant to the plan, including notes addressing, without limitation, the following:
 - 1. The tax map and lot number(s) of the lot(s) on which development is proposed;
 - 2. the zoning districts within which the lot(s) on which development is proposed is/are located, and the applicable dimensional requirements for developed lots as set forth in the Zoning Ordinance;
 - 3. the purpose of the development;
 - 4. a list of all variances and/or Special Exceptions granted by the Wilton Zoning Board of Adjustment in connection with the proposed development or otherwise with respect to the property, including the application/case numbers and dates granted, and a list of the waivers of these regulations requested of the Board in connection with the application;
 - 5. a definition of the development threshold for Active and Substantial Development;
 - 6. a definition of the development threshold for Substantial Completion;
 - 7. if Chapter 11 (Preconstruction Meetings) applies, note as follows: “No building or other local permits shall be issued unless and until the preconstruction meeting required by the Wilton Site Plan Regulations Section 11.0 has occurred”;
 - 8. Acknowledgment that all required Impact Fees must be paid before a [Certificate of Occupancy] [Building Permit] may issue; and
 - 9. other notes as required under Section 6.3 or as otherwise required by the Board;
- g. Signatures and Seals.
 - 1. The signature of or on behalf of the owner (and the applicant, if different);
 - 2. the seal and signature of the Surveyor, if one is required; and
 - 3. the seal and signature of the Engineer (where required for engineering designs);
- h. Drawing Scale. The plat shall have:
 - 1. A horizontal scale not to exceed 100 feet to the inch (the preferred scale is 50 feet to the inch);

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2. A vertical scale for elevation drawings not to exceed 40 feet to the inch; and
3. a bar scale for each drawing scale used on the plat, appropriately positioned on the sheet, to indicate the scale of each drawing;
- i. North Arrow. A north arrow pointing to the geographic (true) north; and
- j. Datums and Projected Coordinate Systems. A description or note referencing all datums, projected coordinate systems, and controls applied to the plat, as required under Section 8.1.3.

6.2 Abutting Property Information.

The following information for all abutting properties shall be provided on the plat:

- a. Locations of property lines and approximate dimensions of abutting lots;
- b. tax map and lot numbers;
- c. names and addresses of the owners of record, as indicated in Town records not more than five (5) days before the date the application is submitted;
- d. the locations of existing buildings, septic system leachfields, water supply wells or springs, protective well radii, and building setbacks lying within 100 feet of any boundary of the parcel on which development is proposed;
- e. the locations, dimensions, and names of driveways, roads, driveway/road intersections, and easements lying within 200 feet of any boundary of the parcel on which development is proposed; and
- f. the locations, dimensions, and names of abutting parks and open space and the locations and names of abutting subdivisions.

6.3 Site Plan Information.

In addition to the requirements for the plat set forth in Sections 6.1 and 6.2, the application shall include the following information about the proposed development and the parcel on which it is proposed, indicated on the plat as practicable:

- a. Boundary Survey and Permanent Markers. A boundary survey for the entire parcel, including bearings, distances and the locations of permanent markers with a maximum error of closure of 1 part in 10,000. The following items shall be clearly and accurately identified:
 1. locations, bearings and distances of existing and proposed lot lines;
 2. lengths of existing and proposed frontage on public rights-of-way; and
 3. locations of existing and proposed permanent boundary markers such as monuments, pins and drill holes, in accordance with Section 10.1;
- b. Lot Area. The area (in acres) of the parcel(s) on which development is proposed, and denoting wetland area, dry area and total area;
- c. Zoning District Boundaries. If a parcel required to be identified on the plat is within or close to multiple zoning districts, the existing zoning district boundaries with the district classifications labeled, as designated on the Town of Wilton Zoning Map;
- d. Setbacks and Buffers. All building setbacks and buffer locations, with the required distances labeled, as set forth in the Zoning Ordinance;

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- e. Natural Features. The locations of all water bodies, watercourses, wetlands, rock/ledge outcrops and other significant natural features;
- f. Floodplain. If the parcel on which development is proposed is located in whole or in part therein, the location of the 100-year floodplain as designated on the National Flood Insurance Program, Flood Insurance Rate Maps for the Town of Wilton;
- g. Topography and Contour Lines. Existing and proposed topography with contour intervals not to exceed five feet over the entire parcel and two feet where development will take place and within 100 feet thereof;
- h. Soil Details. Soil types and locations of soil boundaries as designated in the most current version of the United States Department of Agriculture Soil Survey, or as certified by the Engineer or a Certified Soil Scientist;
- i. High Intensity Soil Survey. A high intensity soil survey for the entire parcel, in accordance with Section 10.2, including the required ground control points (well-distributed throughout the site at a density of not less than four points per acre);
- j. Disturbed Areas. Locations, nature and sizes of proposed disturbed areas, including, without limitation, areas to be cleared, dredge and/or fill areas, as well as calculations of the total amount of disturbed area after the development;
- k. Soil Erosion and Sediment Control. If a Stormwater Application is not required in connection with the development, a soil erosion and sediment control plan in accordance with Section 10.6;
- l. Existing and Proposed Structures and Impervious Surfaces.
 - 1. The locations and dimensions of existing and proposed structures on the parcel, as well as the locations of other notable man-made features, including stone walls;
 - 2. the height, number of floors, gross floor area, and first-floor elevation of all proposed buildings and existing buildings for which development is proposed;
 - 3. the number and GFA of existing and proposed dwelling units, and, if proposed development involves construction or configuration (or reconfiguration) of non-residential areas for use by multiple occupants or for different uses, the number and GFA of each of those areas;
 - 4. elevation views of proposed and existing buildings with proposed exterior changes; and
 - 5. the location, nature and area of existing and proposed impervious surfaces on the parcel, as well as calculations of the total area of impervious surface after the development and the percentage of the area of the lot covered with impervious surface.
- m. Private Water Systems. The locations of existing and proposed private water systems, including the locations of wells and protective radii;
- n. Private Septic Systems. The locations and capacities of existing and proposed private septic/sewage systems, including the locations of leachfields (for existing systems) and the 4,000 square foot septic reserve areas (for proposed systems), as well as:
 - 1. test pit and perc test data for each lot where a private septic system is proposed; and
 - 2. engineering specifications for proposed complex septic systems;

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- o. Town Water and Sewer Service. The locations of existing and proposed town water and sewer connections, including, for new town water and/or sewer services, a letter from the water and/or sewer commissions stating the intent to provide service;
- p. Stormwater Management. If a Stormwater Application is required in connection with the development, a copy of the completed Stormwater Application. If a Stormwater Application is not required, the locations and descriptions of existing and proposed stormwater management systems, drainage plans and/or other stormwater management mechanisms complying with best management practices applicable to the development, as required by the Stormwater Management Regulations;
- q. Utility Service Connections. The locations of existing and proposed utility service connections (for telephone, electricity, and other public utilities), including for new public utility services, a letter from each utility company stating the intent to provide service;
- r. Fire Safety.
 - 1. A letter from the Wilton Fire Chief stating that proposed water supplies provide sufficient volume, pressure and flow for fire protection and that access for emergency vehicles is adequate; and
 - 2. the locations, dimensions and engineering specifications of independent fire suppression systems such as cisterns or sprinkler systems;
- s. Roads and Driveways. The locations, names and dimensions of existing and proposed public rights-of-way, other roads serving the development for both internal and external/through traffic flow, driveways and common driveways, including width, grades, radii, culvert locations and proposed bridge designs in accordance with Sections 10.4, 10.7 and the standards set forth in Appendix I;
- t. Site Ingress/Egress Locations, and Driveways. The locations and dimensions of existing and proposed site ingress and egress and driveways, and adequate access points, turning radii and turnarounds for emergency vehicles, and, except in connection with proposed home occupations, a note in the Notes Section as follows: “All new driveways must conform to the Wilton Driveway Regulations, including obtaining a driveway permit prior to construction and any necessary driveway waivers. Any relocation of site ingress/egress or driveway requires prior approval of the Wilton Planning Board;”
- u. Proposed Curb-cuts. A Curb-cut Approval Permit from the NH Department of Transportation for driveways and/or roads accessing a state highway or a letter of approval from the Road Agent for driveways and public rights-of-way accessing local roads, or, if the State permit is pending, a copy of the submitted application and a note in the Notes Section indicating the required curb-cut approval permit, application/permit/approval number, and status (i.e. deferred, pending, approved);
- v. Easements and Associated Legal Documents. The locations and dimensions of existing and proposed easements, including for land to be dedicated to public use, and copies of all associated legal documents as prescribed in Section 5.10, as well as a note or notes in the Notes Section referring to the proposed easements and associated legal documents (with Hillsborough County Register of Deeds record reference numbers if recorded, or noted as to be recorded);
- w. Intended Future Use of Remaining Land. If the proposed development covers only a portion of the entire tract, a sketch of the prospective future internal traffic circulation, if any, and a note in the Notes Section addressing the intended future use of the remainder;

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- y. Other Required Permits and Approvals. Copies of all Federal, State and local permits, or of the submitted applications therefor, that are required for the proposed development, including, but not limited to: New Hampshire Wetlands Board Dredge and Fill Permit, Army Corps of Engineers Dredge and Fill Approval, New Hampshire Supply and Pollution Control Division Site Specific Permit, U.S. Environmental Protection Agency General Construction Permit, and a note in the Notes Section identifying all such required permits and approvals, application/permit/approval numbers, and status (i.e. deferred, pending, approved);
- z. Parking Areas. The locations and details of existing and proposed required parking areas, including the dimensions and numbers of parking spaces, travel lanes, traffic patterns, pedestrian access, and parking lot landscaping areas, as required by Section 10.8;
- aa. Landscaping Plan. A landscaping plan, showing existing landscaping conditions and proposed changes, including new plantings, as required by Section 5.7 or 10.9;
- ab. External Lighting Plan. An external lighting plan, showing the locations, directions and specifications of existing external lighting and proposed changes, including new lighting fixtures, as required by Section 10.10; if no new external lighting fixtures or changes to existing external lighting fixtures are proposed, a note in the Notes Section as follows: “No new external lighting fixtures or changes to existing external lighting fixtures are proposed.”;
- ac. Sign Details. The location, dimensions, and character of all existing and proposed signs, as required by Section 10.11; if no sign is proposed, a note in the Notes Section as follows: “No sign is proposed in this site plan. All signs must be reviewed and approved by the Wilton Planning Board.”; and
- ad. Intent to Cut. Copies of all Intent to Cut applications filed with the Town within the five years preceding the date of the application, and approvals thereof, with respect to the property.

6.4 **Field Delineations.**

The following shall be identified or delineated in the field to facilitate site investigations:

- a. Wetlands. Wetland areas shall be flagged before submission of the application;
- b. Proposed Roads. The centerline of all proposed roads shall be staked; and
- c. Other Key Locations. To the extent practicable, the existing or proposed locations of the site characteristics described in Section 6.3. j, k, l, m, n, o, p, q, r.2, s, t, u and z, and any other locations as requested by the Board, shall be flagged, staked or otherwise identified.

7.0 **APPROVED APPLICATION**

Upon Board approval of a Complete Application and the plat contained therein, the Board shall issue a Notice of Approval, to be signed by the Chair and the applicant, in form to be recorded with the Hillsborough County Register of Deeds. The applicant shall deliver to the Secretary six paper copies of the entire approved plat and, except for approved applications for a home occupation pursuant to Section 3.7, one mylar original, in permanent black ink; the mylar original shall be signed by the appropriate members of the Board or their permitted designees and dated the date of approval. The approval signature block shall provide adequate space for the necessary endorsement by the proper authorities and read:

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“Approved by the Wilton Planning Board on _____.
Certified by _____, _____ Chair,
and by _____, _____ Vice-Chair or
designated member.”

All six copies shall be signed by the applicant; five copies will remain with the Town and the applicant will retain one. In addition, except in connection with applications for home occupations and minor site plans, the applicant shall submit a digital copy of the approved plat satisfying the Digital Data Requirements in Chapter 8.

8.0 DIGITAL DATA REQUIREMENTS

Any time hard copy documents, including applications, plans, and any updates of any thereof, are submitted to the Land Use Administrator or the Secretary, digital data therefor as set forth below shall also be submitted.

Digital data shall be identical to the printed plan or Mylar and contain all information included thereon. Digital data submission shall include the project name, name of the submitting consultant, file name, date, and whether the plan is preliminary, update (include revision date), approved (recording date or date of final approval), or as-built.

Digital data shall be submitted via e-mail, a secure FTP or Internet dropbox, a compatible digital storage media, or other secure data transfer methods, provided that the Secretary or the Land Use Administrator can assess and save the data conveniently and securely.

8.1 General Digital Data Standards.

8.1.1 File Format.

Digital data shall be submitted as a PDF (.pdf).

8.1.2 File Resolution.

Digital data shall be submitted at a resolution sufficient to produce legible full-size copies.

8.1.3 Datums and Projected Coordinate System.

All digital mapping data shall be shown in New Hampshire State Plane feet using the North American Datum 1983 (NAD83) or newer. The vertical datum shall be the North American Vertical Datum 1988 (NAVD88) or newer. Datums, projected coordinate systems, and controls shall be noted both on plats and in the digital data submission.

8.2 Additional Requirements.

In addition to the digital data in PDF format required by Section 8.1, the Board may ask the applicant to submit digital data in CAD or GIS format for the approved plat (and any as-built plans, if required), as follows:

8.2.1 File Format.

Digital data shall be submitted in CAD or GIS industry-standard formats, for example, Drawing Exchange File (.dxf) format, AutoCAD Drawing (.dwg) format, ESRI Geodatabase or shapefile (.shp) format.

8.2.2 Datums and Projected Coordinate System for Final Plat and As-Built Plan.

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All digital mapping data shall be shown as indicated in Section 8.1.3.

8.2.3 Feature Type and Layer Name.

Each feature type (roads, buildings, lot lines, etc.) shall be organized thematically with corresponding descriptive names, for example:

Table 8.2.3 Feature Type and Layer Name Example

Feature Type	Layer Name
Lot Line	LOT LINE
Building	BUILDING
Roads	ROAD
Driveways	DRIVEWAY

CAD submissions shall separate feature types into discrete layers; GIS submissions may contain thematic layers organized in separate layer files or feature classes.

8.2.4 Polygon Linework.

All lines representing lot lines, buildings, structures, and any other linework representing polygons shall consist of continuous linework snapped to endpoints and the polygons shall be closed.

9.0 PERFORMANCE GUARANTEE

The Board may require an applicant to post a performance guarantee in an amount sufficient to secure satisfactory completion and inspection by the Consulting Engineer of all necessary improvements proposed in a conditionally approved application or any other activity for which the Board may require a performance guarantee under these regulations, including, without limitation, construction of roads or other public improvements; the extension and construction of water and sewer lines and associated facilities; stormwater drainage systems; erosion and sediment control structures; monumentation and fire safety structures.

The amount of the performance guarantee will be determined by the Board based on an estimate of costs provided by the applicant, and a review by the Consulting Engineer, at the expense of the applicant. Any required performance guarantee shall be posted prior to the approval of a Complete Application. The amount of the performance guarantee shall be re-computed by the Board from time to time after the first anniversary of the approval of the application, based on the applicant's progress towards completion of the secured activity.

The performance guarantee shall be in form acceptable to and approved by the Board, legal counsel for the Town (at the expense of the applicant) and the Select Board. The terms of the guarantee shall precisely identify the work to be performed, the completion schedule, the standards for satisfactory completion, and the conditions for partial or total release of the guarantee. Separate performance guarantees may be required for each phase of a phased development and shall be posted before construction on that phase may begin.

The performance guarantee shall be released upon satisfactory completion of all improvements or other secured activity and the Board's receipt of relevant as-built plans acceptable to the Board provided by the applicant, which shall be submitted both in hard copy and as a digital submission in compliance with Chapter 8.

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10.0 DESIGN STANDARDS

In addition to the requirements set forth in these regulations, the Zoning Ordinance and other applicable law and regulations, improvements proposed for a development, and other work required to be done to complete an application or to approve a Complete Application, shall be designed and executed, installed and/or constructed as follows:

10.1 Monumentation.

Monumentation, if necessary on a site plan, shall comply with the monumentation design standards set out in Section B of the Wilton Land Use Laws and Regulations, Subdivision Regulations.

10.2 High Intensity Soil Surveys.

Required high intensity soil surveys shall be prepared by a Certified Soil Scientist. The map of the parcel on a perimeter survey, with a minimum scale of one hundred feet to the inch, shall identify and locate soils in accordance with the high intensity soils mapping standards and guidance published by the Society of Soil Scientists of Northern New England and the United States Department of Agriculture sources such as the Soil Survey Manual.

The applicant shall deliver both a hard copy and a digital copy complying with the requirements of Chapter 8 of the map to the Board. The map shall contain the seal and signature of the Certified Soil Scientist and any qualifying notes. If a soil classification indicated on the map is in dispute, the Board may ask a qualified consultant to review the map at the applicant's expense.

10.3 Subsurface Sewage Disposal.

All development requiring on-site septic systems shall have adequate capacity to handle effluent and meet the following requirements:

- a. A 4,000 square foot leachfield area or an area two times that required by State standards, whichever is greater, shall be designated and reserved on each lot and designated on the plat;
- b. the designated leachfield shall be left open and cannot be used for incompatible purposes, including, without limitation, driveways or structures of any type. Parking areas may be located over the designated leachfield only if chambered systems are used;
- c. septic systems and leachfields shall be constructed and maintained in accordance with the standards set and enforced by the New Hampshire Department of Health and Welfare, the New Hampshire Department of Environmental Services, Water Supply and Pollution Control Division, and the Town of Wilton;
- d. no septic system or leachfield shall be located in poorly or very poorly drained soils;
- e. leachfields shall not be located in areas with finished slopes greater than 25 percent;
- f. septic systems and leachfields shall be set back from wetlands, open water bodies and perennial streams as follows:
 1. systems located entirely or partially in highly permeable soils (a permeability of six inches or greater per hour throughout as indicated in the most current version of the United States Department of Agriculture Soil Survey) - 125 feet;

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

2. systems located entirely or partially in somewhat poorly drained soils, moderately well drained soils or soils with a restrictive layer and a slope of eight percent or greater - 100 feet; and
 3. systems located in all other soils - 75 feet and
- h. if the high intensity soil survey indicates bedrock less than three feet from the surface, sufficient test pits shall be made to ensure that required setbacks can be met.

10.4 **Roads.**

All roads and road networks proposed for a site, other than driveways or common driveways, shall be designed to provide surfaces, grades, safe intersections and other characteristics as required by the Road Agent, the Wilton Fire Chief and other emergency response professionals from time to time to permit emergency access at all times, and shall be constructed to meet the requirements of these regulations and the Road Design Standards and Specifications contained in Appendix I.

10.4.1 **Layout.**

Roads shall be logically related to the topography of the site to minimize cuts and fills and to produce usable lots. Roads shall be arranged to provide for the continuation of the principal streets in adjoining lots and subdivisions, or for their proper projection when adjoining property is not subdivided. Connecting streets shall conform in width, but in no instance shall any new road be narrower than 20 feet.

10.4.2 **Road Names.**

Roads that join or are in alignment with streets on abutting properties shall have the same name. New names will not duplicate or bear phonetic resemblance to the names of existing roads within the Town of Wilton. All names are subject to final approval by the Select Board.

10.4.3 **Construction Oversight and Inspections.**

The Road Agent and/or the Consulting Engineer shall oversee the construction of all roads and shall perform all required inspections.

10.5 **Storm Drainage.**

The applicant shall comply with the Stormwater Management Regulations and other applicable Land Use Laws and Regulations. Natural drainage patterns and offsite runoff shall be maintained at predevelopment locations and volumes to the maximum extent feasible in accordance therewith. Disturbed areas shall be graded to eliminate pooling of water. Runoff resulting from the proposed development shall not run across a road surface but shall be directed into catch basins, ditches, or underground via a pipe of not less than 15 inches in diameter, or such other size as may be deemed necessary by the Road Agent and/or the Consulting Engineer.

10.6 **Soil Erosion and Sediment Control.**

The applicant shall provide a soil erosion and sediment control plan conforming to the standards contained in Appendix II or otherwise as required by the Stormwater Management Regulations and other applicable Land Use Laws and Regulations, and including temporary and permanent control measures. The Board may ask a qualified consultant to evaluate the potential soil erosion and sedimentation impact of the proposed development at the applicant's expense, whether in connection with considering a requested waiver of this requirement or otherwise.

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

10.7 **Driveways.**

Driveways (including common driveways for their entire length) shall be designed to provide surfaces, grades, safe intersections and other characteristics as required by the Road Agent, the Wilton Fire Chief and other emergency response professionals from time to time to permit emergency access at all times. They shall be constructed in compliance with the requirements contained in applicable Land Use Laws and Regulations, including without limitation, Section G, Driveway Regulations. The applicant shall provide the Board with a Declaration of Covenants and Restrictions and/or forms of easement addressing ownership, use, maintenance and repair of common driveways and public rights-of way to be maintained privately, in form acceptable and approved by the Board and legal counsel for the Town, at the expense of the applicant.

10.8 **Parking.**

Off-street parking shall be required for all new structures, enlargements of existing structures, or changes of use, and shall be designed in accordance with all applicable standards in this Section 10.8 to provide adequate, safe, unobstructed off-street parking and travel lanes for the proposed development. The Board may revoke approval of the site plan if the right to sufficient parking cannot be supplied or is reduced or revoked.

10.8.1 **Parking Location.**

Off-street parking spaces shall be provided on the same lot as the principal use they are to serve, but if the required parking, in whole or in part, cannot practically be located on-site, and off-site parking is permitted by the underlying Chapter of the Zoning Ordinance, the applicant may request a waiver of this requirement and any proposal to utilize an off-site parking area shall be accompanied by a formal agreement and/or easement guaranteeing the right to use of the required parking spaces without limit.

10.8.2 **Parking Space Dimensions.**

Parking spaces shall have the following dimensions:

Table 10.8.2 Parking Space Dimensions Standards

Type of Parking Space	Dimension (feet)
Perpendicular	9 x 18
Angled	9 x 18
Parallel	9 x 20

10.8.3 **Parking Accessibility.**

All off-street parking shall comply with American Disability Act (ADA) requirements, including handicap access and accessible parking space requirements, guidance on which is published from time to time by The United States Access Board.

10.8.4 **Travel Lanes.**

Travel lanes will be provided in parking areas based on the angle of the parking spaces and traffic flow (one-way or two-way) as follows:

WILTON LAND USE LAWS AND REGULATIONS
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Table 10.8.4 Travel Lane Width Standards

Parking Angle (degree)	Travel Lane Width (feet)
30	12 (one-way)
45	13 (one-way)
60	18 (one-way)
90	18 (one-way)
90	24 (two-way)

10.8.5 Number of Spaces.

Except as set forth in Sections 5.3.1(f) (Home Occupations), 5.3.7(c) (multi-family uses of dwellings in existence as of March 14, 1989), 5.5.3(f) (ADUs), 7A.5.5(b) (residences in Downtown Commercial District), and 9.3.7 (Office Park District) of the Zoning Ordinance, and as exempt from these regulations under Section 7A.5.5(a) (non-residential exemption in Downtown Commercial District) of the Zoning Ordinance, the number of parking spaces required for specified property uses shall be as indicated in the table below and subject to the following:

- a. Parking areas inside a garage will not count toward the total number of spaces required unless it can be demonstrated to the Board that these spaces will remain unobstructed at all times.
- b. Calculations that result in a fraction of a space shall be rounded up to a full space.
- c. For nonresidential uses, parking spaces with electrical vehicle charging stations will count toward the required parking spaces, as long as there are at least two parking spaces without charging stations.
- d. To the extent that this Section 10.8.5 does not specifically address a proposed use or uses, the Board shall, after review of a proposal submitted by the applicant, together with the projections and assumptions underlying it, determine the required number of parking spaces for the development.
- e. Notwithstanding anything to the contrary contained in this Section 10.8.5, the Board may, based on the nature of the development and/or the characteristics of the site, require additional parking for a particular site.
- f. Where “occupancy” is the basis for determining any parking requirement, or portion thereof, below, it shall mean the maximum aggregate permitted occupancy for the building as determined by the Fire Chief or other authorized official in accordance with all applicable laws and regulations. Where the number of “employees” is the basis for determining any parking requirement, or portion thereof, it shall be determined by the maximum projected number of employees (full or part-time), contractors and volunteers who could be on-site at any time.

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

Table 10.8.5 Number of Parking Space Standards

Use	Number of Spaces	Notes
Age-restricted developments	0.75 spaces per one-bedroom dwelling unit and one space per two-bedroom unit in the development, plus 1 space for each 1.2 employees	
Agricultural	1 space for each 1.2 employees	If agritourism is permitted, additional spaces as prescribed for the additional use
Research and Office Park	Same as Office Parks [*] , plus any required residential parking	
Commercial – Retail Goods	1 space for each employee, plus 1 space for each 200 sf GFA	
Commercial – Restaurants, Bars, etc.	1 space for each employee, plus 1 space per 3-person occupancy	
Commercial – Professional Offices and Other Services	1 space for each employee, plus one space for each treatment room or station, or for each 200 sf GFA, whichever yields a larger total number of spaces	
Day Care Facilities	1 space for each employee, plus adequate visitor spaces	Include adequate drop-off area
Municipal, School, Hospital, Clinic, Community Center and Federal Buildings; Houses of Worship	As per Board determination	
Bed/Breakfasts, Hotels, Other Lodging	1 space for each employee, 1 space for each lodging unit, plus any required residential parking	Conference or other similar facilities to be included – same as Commercial-Restaurants, Bars etc. above
Industrial/Warehousing	1 space for each employee, plus 1 space per each 800 sf GFA	
Mixed Use	The sum of spaces required for each use, determined as in this table	
Multi-family Residential	Single-family detached and multi-family dwellings of three dwelling units or less: 2 spaces per unit or 0.75 spaces per bedroom per unit, whichever is greater; dwellings (including apartment buildings, condominiums, etc.) containing four or more dwelling units, 2.2 spaces per unit	

^{*} See Section 9.3.7 (Office Parks) of the Zoning Ordinance

WILTON LAND USE LAWS AND REGULATIONS
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10.9 **Landscaping Plan and Buffers.**

The applicant, other than an applicant for a home occupation or a minor site plan review, shall submit a landscaping plan, the extent of which shall depend on the proposed development, existing vegetation and buffers, and any recommendations or requirements made by the Board under Section 5.7. The Board may require landscaping in addition to that set forth below if it determines that the particular development may adversely affect adjoining properties or the public right-of-way.

10.9.1 **Materials.**

Materials included in the landscaping plan may include plants such as trees, shrubs, ground covers, perennials and annuals, and other materials such as rocks, water, walls, fences, paving materials and street furniture. Plant species shall be well suited to the climate and the specific conditions of the site. Other materials to be used in landscaping shall be designed to complement surrounding development and the general character of the site and the Town.

10.9.2 **Parking Lot Landscaping.** Parking lots containing more than 900 square feet of paved area shall be landscaped as follows:

- a. Interior landscaping or green space, including any peripheral landscaping under subsection b and planting strips required under subsection c, in an amount equal to at least 5 percent of the total parking area and a minimum of one tree for each 500 square feet of paved area shall be provided and complemented by suitable ground cover and shrubs;
- b. peripheral landscaping shall be required along all sides of a parking area or paved drive that abuts adjoining property or a public right-of-way, as follows:
 1. a landscaped strip at least 6 feet in width between the paved area and the abutting property lines or public right-of-way, except where driveway or other openings may be required; and
 2. At least one tree for each 30 feet of landscaped strip shall be provided and complemented by suitable ground cover and shrubs; and
- c. the Board may require the installation of 10-foot wide curbed planting strips between lanes in large expanses of consecutive parking aisles, which shall not be paved or contain sidewalks except as necessary for pedestrian safety.

10.9.3 **Buffers.**

Applicants shall provide landscaped buffers between adjacent land uses as required by the Board to minimize adverse visual, noise, dust or other impacts from the proposed development year-round and to maintain the character of the neighborhood. The Board shall determine the width of each buffer on a case-by-case basis, and shall not be limited to the width of any applicable setback. A buffer shall comprise a mixture of landscaping materials appropriate to the impact of the proposed development. Buffers along a public right of way shall have a minimum initial height of 6 feet; other buffers shall have a minimum height of 6 feet or be composed of vegetation that can attain this height over 3 growing seasons. In each case, vegetation proposed for a buffer shall be subject to the Board's approval.

10.10 **External Lighting Plan.**

External lighting shall be designed in accordance with the Zoning Ordinance, particularly Section 4.10.6 and Chapter 16A thereof. At the request of the Board, the external lighting plan shall also include a photometric plan covering all areas to be affected by development.

WILTON LAND USE LAWS AND REGULATIONS
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10.11 ***Signage Details.***

All signs shall be designed in accordance with the Zoning Ordinance, particularly Section 4.10.7 and Chapter 16 thereof and shall be placed so as not to obstruct vehicular visibility.

11.0 ***PRECONSTRUCTION MEETINGS***

As a condition of approval, the Board may require that, prior to the commencement of any development, the applicant convene a pre-construction meeting with parties who will have significant involvement in the development, including, without limitation, the applicant, the developer, major contractors, the Engineer, the Consulting Engineer, the Wilton Building Inspector, the Fire Chief, and the Road Agent. The purpose of the preconstruction meeting shall be to review and clarify all issues related to project design, site work and construction, and to confirm that all performance guarantees are in place, as applicable to that lot(s).

The meeting shall address, among other relevant matters and to the extent applicable, erosion and sedimentation controls, stormwater management, protection of natural vegetation, delineation of limits of ground disturbance, the construction process (timeframes, hours of construction), mitigation of impact of construction on abutters, installation and connection of utilities, driveway permits, fire code compliance, job site security and any necessary traffic control during construction. Timely notice of such meeting shall be given to the Land Use Administrator. Representatives of each Board with jurisdiction over the application and the Select Board may also attend the preconstruction meeting. The Town may condition the issuance of local building, certificates of occupancy, or other permits on the occurrence of the preconstruction meeting.

12.0 ***ADMINISTRATION AND ENFORCEMENT***

These regulations shall be administered by the Board, including the Secretary, the Designated Representative and/or the Consulting Engineer charged with reviewing applications, including the plats included therein, for completion and compliance and for conducting on-site inspections to confirm compliance with the approved plat. These regulations may be enforced by the Select Board or the Wilton Building Inspector, as contemplated by the Zoning Ordinance.

13.0 ***AMENDMENTS***

These regulations may be amended by the Board following a public hearing on the proposed changes. Amendments to the regulations shall take effect when a copy of the approved amendments is filed with the Wilton Town clerk. A copy of any amendments shall also be filed with the NH Office of State Planning in accordance with RSA 675:9.

14.0 ***PENALTY***

Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676:17, as amended. The Select Board or the Wilton Building Inspector may institute appropriate action under the provisions of RSA 676:17.

15.0 ***CONFLICT AND SEPARABILITY***

Wherever these regulations conflict with any Federal State or local law, ordinance or other regulation, the provision that imposes the greater restriction or the higher standard shall govern.

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

If any section, provision, portion, clause or phrase of these regulations shall be declared invalid or unconstitutional, such invalidity shall not impair or invalidate any other section, clause, provision, portion or phrase of these regulations.

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

PLANNING BOARD
TOWN OF WILTON, NH

SITE PLAN REVIEW APPLICATION

(Amended January 4, 2023)

1. Property Information

Describe the lot(s) to which this application applies (the location of proposed development, construction, improvement or structure requiring the permit). If more than one lot is involved, describe them below or attach additional copies of this page.

Tax Map and Lot Number _____ Lot Size _____

Street Address _____

Zoning District (check one):

- Residential General Residence and Agricultural
 Commercial Industrial Office Park

Relevant Overlay Districts (check any that apply):

- Research and Office Park Floodplain Conservation Watershed
 Wetlands Conservation Aquifer Protection Age-restricted Housing

Check this box if this lot is part of a previously approved site plan or of an approved subdivision.

2. Owner

List all owners of each lot below or attach additional copies of this page.

Name (individual(s), company or other):

Mailing address (Street, Town, State, Zip):

If not an individual, name of contact: _____

Complete one entry below for each owner:

Daytime phone _____ Evening phone _____

Work e-mail _____ Personal e-mail _____

(application continues next page)

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

3. Applicant

Same as owner

If the applicant is other than the owner(s) (e.g., tenant, developer proposed purchaser), provide the following information.

Name (individual(s), company or other):

Mailing address (Street, Town, State, Zip):

If not an individual, name of contact: _____

Complete one entry below:

Daytime phone _____ Evening phone _____

Work e-mail _____ Personal e-mail _____

Relationship to the Property: _____

4. Representative of the Applicant

If a representative is authorized to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards, the Secretary of the Planning Board (Secretary) and/or the Land Use Administrator, provide the following information.

Name: _____

Company (if any): _____

Mailing address (Street, Town, State, Zip): _____

Complete one entry below:

Daytime phone _____ Evening phone _____

Work e-mail _____ Personal e-mail _____

(application continues next page)

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

5. Required Site/Project Information

- Six (6) copies of a site plan/drawing/plat subject to all applicable requirements (Sec. 3.3.3.b)
- Site Plan Review Checklist – see pages after this application form (Sec. 3.3.3.b)
- Wilton Zoning Board of Appeals decisions, if any (Sec. 3.3.3.c)
- Information required by RSA 676:4 I(b), if any (Sec. 3.3.3.d)
- Stormwater Application, if one is required in connection with proposed development (Sec. 3.3.3.f)
- Form(s) W-9 for the applicant(s) and any of its agents, as necessary (Sec. 3.3.3.g)
- Any waiver requests to the Board, supported by explanations (Sec. 3.3.3.h)
- Any other information or documents required (Sec. 3.3.3.i)

6. Abutters

Attach a list of the names and addresses of all abutters identified in Town records as of a date not more than five (5) days prior to submitting this application. The list shall include all abutters directly across roadways and/or streams, the owner(s) of each such property, and all others identified in RSA Sections 676:4-I (d) and 676:7 I(a) and Section 4.14 of the Wilton Zoning Ordinance. Please also provide three sets of mailing labels for the abutters.

7. Fees

Include payment of the following permit and notification fees with this application. (See Appendix III to the Wilton Land Use Laws and Regulations – Application Fee Schedule.)

Site Plan Application Fee:

- 1) Site Plan Pre-Application Consultation \$ _____
- 2) Home Occupation \$ _____
- 3) Minor Site Plan \$ _____
- 4) All Other Site Plans:
 - a. Non-residential
\$ _____ + (_____ Square Feet x \$ _____ fee/Square Foot) = \$ _____
 - b. Residential (Multi-Family, Age Restricted)
_____ # units x \$ _____ /unit = \$ _____

Public Notice Fee: \$ _____

Abutter Notification Fee:

_____ # of abutters x \$ _____ /abutter \$ _____

Total \$ _____

Please Note: In addition, the Planning Board may require the applicant to fund an escrow account for the payment of the fees of professional consultants or advisors to the Board, plus any additional administrative fee imposed thereon, at such times, for such purposes, and in such amounts as the Planning Board may determine (“Escrow Fees”).

(application continues next page)

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

8. Authorizations, Undertakings and Signatures

This application must be signed by the owner(s), the applicant and any representative of the applicant, as set forth below. Attach additional copies of this page, if necessary.

Owner(s):

Each undersigned owner hereby certifies that, to the best of his/her/its knowledge and belief, all of the information provided in this application with respect to the property(ies) owned by him/her/it identified above is true, complete and correct.

Name (individual(s), company or other): _____

Signature: _____ **Date** _____

Print Name and Capacity if signing on behalf of non-individual owner:

Applicant (must be executed even if the applicant is also an owner):

The undersigned applicant hereby (a) certifies, to the best of his/her/its knowledge and belief, that all of the information provided in this application is true, complete and correct; (b) agrees to be fully responsible for the payment of all fees, costs and expenses associated with this application and the project the subject hereof, including, without limitation, Escrow Fees, and (c) authorizes the above-named representative, if any, to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards or the Secretary.

Name (individual(s), company or other): _____

Signature: _____ **Date** _____

Print Name and Capacity if signing on behalf of non-individual applicant:

Representative:

The undersigned representative hereby acknowledges and accepts the applicant's authorization to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards or the Secretary.

Name (individual(s), company or other): _____

Signature: _____ **Date:** _____

Print Name and Capacity if signing on behalf of non-individual representative:

(checklists on following pages)

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

PLANNING BOARD
TOWN OF WILTON, NH

SITE PLAN APPLICATION
REVIEW CHECKLIST

(Amended January 4, 2023)

This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.

Note for Home Occupation & Minor Site Plan Applicants:

For Home Occupation application, skip over any items with either ^ or *.

For Minor Site Plan application, skip over any items with * **but not** items with ^.

I. PLAT STANDARDS

Key: Y=Yes P=Pending W=Waiver Request NA=Not Applicable

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Six (6) copies of the plat (Sec. 6.1) |
| ^2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - An identical digital copy of the plat (Sec. 8.0) |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Proper page setup (Sec. 6.1.a) |
| ^4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Sheet size (Sec. 6.1.a.1) |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Sheet margin (Sec. 6.1.a.2) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Sheet numbering (Sec. 6.1.a.3) |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Title block positioned in the lower right corner of the plat, with the following information: (Sec. 6.1.b) |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Development name. (Sec. 6.1.b.1) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name and address all applicants and, if different, owners of record. (Sec. 6.1.b.2) |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name and address of the developer and engineer/surveyor. (Sec. 6.1.b.3) |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Date plans first drafted. (Sec. 6.1.b.4) |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Approval signature block for the Board, positioned above the title block. (Sec. 6.1.c and Sec. 7.0) |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Revision block. (Sec. 6.1.d) |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locus map at a scale of 1"=1000" with its own bar scale and north arrow. (Sec. 6.1.e) |

Sheet 1 of 6 Continued >

**WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS**

**SITE PLAN APPLICATION
REVIEW CHECKLIST**

(Amended January 4, 2023)

This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.

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I. PLAT STANDARDS (CONTINUED)

Key: Y=Yes P=Pending W=Waiver Request NA=Not Applicable

- | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | | |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A numbered notes section with the following notes: (Sec. 6.1.f) |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Tax map and lot numbers of the parcel(s) under review (Sec. 6.1.f.1) |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Zoning districts and dimensional requirements. (Sec. 6.1.f.2) |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Purpose of the development (Sec. 6.1.f.3) |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - All variances and waivers granted (Sec. 6.1.f.4) |
| *20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Definitions of the development threshold for “active and substantial development” and “substantial completion”. (Sec. 6.1.f.5-6) |
| *21 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Required notes addressing preconstruction meeting. (Sec. 6.1.f.7) |
| *22 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Required notes addressing impact fee. (Sec. 6.1.f.8) |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Other notes as required under Section 6.3 (Sec. 6.1.f.9) |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Signature of or on behalf of the owner (and the applicant, if different). (Sec. 6.1.g.1) |
| ^25 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Seal and signature of the Surveyor. (Sec. 6.1.g.2) |
| ^26 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Seal and signature of the Engineer (where required for engineering designs). (Sec. 6.1.g.3) |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Horizontal scale at a minimum of 1”=100’ (1”=50’ preferred). (Sec. 6.1.h.1) |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Vertical scale for elevation drawings not to exceed 1”=40’. (Sec. 6.1.h.2) |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Bar scale for each drawing scale used, appropriately positioned. (Sec. 6.1. h.3) |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - North arrow pointing to the geographic (true) north. (Sec. 6.1.i) |
| *31 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Datums, projected coordinate systems, and controls (NAD83/NAVD83 or newer) (Sec. 6.1.j and Sec. 8.1.3) |

Sheet 2 of 6 Continued >

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

SITE PLAN APPLICATION
REVIEW CHECKLIST

(Amended January 4, 2023)

This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.

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For Minor Site Plan application, skip over any items with * **but not** items with ^.

II. ABUTTING PROPERTY INFORMATION

Key: Y=Yes P=Pending W=Waiver Request NA=Not Applicable

Y P W NA

1. - Locations of property lines and their approximate dimensions. (Sec. 6.2.a)
2. - Tax map and lot numbers. (Sec. 6.2.b)
3. - Names and addresses of the owners of record as indicated in Town records not more than five (5) days before the date of application submission. (Sec. 6.2.c)
- *4 - **Locations of existing buildings, septic system leachfields, water supply wells or springs, protective well radii, and building setbacks lying within 100 feet of a boundary of the parcel under review. (Sec. 6.2.d)**
5. - Locations, dimensions, and names of driveways, roads, driveway/road intersections, and easement lying within 200 feet of a boundary of the parcel under review. (Sec. 6.2.e)
- ^6 - **Locations, dimensions, and names of abutting parks and open space & locations and names of abutting subdivisions. (Sec. 6.2.f)**

III. SITE PLAN INFORMATION

Y P W NA

- *1 - **Boundary Survey and Permanent Markers, including locations, bearings, and distances of lot lines, length of frontage, and locations of permanent boundary markers such as monuments, pins and drill holes. (Sec. 6.3.a)**
2. - Area of proposed lots - wet, dry and total. (Sec. 6.3.b)
3. - Zoning district boundaries, with the district classifications labeled. (Sec. 6.3.c)
4. - Building setbacks and buffer locations, with required distances labeled. (Sec. 6.3.d)
5. - Locations of all water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features. (Sec. 6.3.e)
6. - Location of the 100-year floodplain. (Sec. 6.3.f)

Sheet 3 of 6 Continued >

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

SITE PLAN APPLICATION
REVIEW CHECKLIST

(Amended January 4, 2023)

This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.

Note for Home Occupation & Minor Site Plan Applicants:

For Home Occupation application, skip over any items with either ^ or *.

For Minor Site Plan application, skip over any items with * **but not** items with ^.

III. SITE PLAN INFORMATION (CONTINUED)

Key: Y=Yes P=Pending W=Waiver Request NA=Not Applicable

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| *7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Existing and proposed topography with contour intervals not to exceed five feet over the entire parcel and two feet where development will take place and within 100 feet thereof. (Sec. 6.3.g) |
| *8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Soil types and locations of soil boundaries as designated in the most current version of the United States Department of Agriculture Soil Survey, or as certified by a registered engineer or certified soil scientist. (Sec. 6.3.h) |
| *9 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - High intensity soil survey, if required. (Sec. 6.3.i) |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and sizes of proposed dredge and/or fill areas. (Sec. 6.3.j) |
| *11 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Erosion and sediment control plans or required note. (Sec. 6.3.k) |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Existing and Proposed Buildings and Structures: (Sec. 6.3.l) |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of existing and proposed buildings and structures (Sec. 6.3.l.1) |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Height, number of floors, gross floor area, and first floor elevation (Sec. 6.3.l.2) |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Number and GFA of existing and proposed dwelling units, and GFA of non-residential areas for use by different occupants or for different uses (Sec. 6.3.l.3) |
| *16 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Elevation views of proposed and existing buildings with proposed exterior changes (Sec. 6.3.l.4) |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed private water systems, including wells and protective radii. (Sec. 6.3.m) |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed private septic systems, including leachfields and 4,000 square foot septic reserve areas. (Sec. 6.3.n) |
| ^19 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Test pit and perc test data. (Sec. 6.3.n.1) |
| ^20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Engineering specifications for proposed complex septic systems. (Sec. 6.3.n.2) |
| ^21 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed water and/or sewer connections. (Sec. 6.3.o) |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed stormwater drainage systems, accompanied by drainage plans indicating interconnections, profiles and elevations (Sec. 6.3.p). |

Sheet 4 of 6 Continued >

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

SITE PLAN APPLICATION
REVIEW CHECKLIST

(Amended January 4, 2023)

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III. SITE PLAN INFORMATION (CONTINUED)

Key: Y=Yes P=Pending W=Waiver Request NA=Not Applicable

- | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | | |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed utility service connections. (Sec. 6.3.q). |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - The location, dimensions and engineering specifications of independent fire suppression systems such as cisterns. (Sec. 6.3.r.2) |
| ^25 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations, names, widths and profiles of existing and proposed roads for both internal and external/through traffic flow, showing grades, radii, culverts and drains, and bridge designs. (Sec. 6.3.s) |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed site ingress and egress, and all existing and proposed driveways and required note. (Sec. 6.3.t) |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of existing and proposed easements and corresponding note(s). (Sec. 6.3.v) |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Required notes for all required permits and approvals, including the NH Department of Transportation Curb-Cut Approval Permit and/or approval from the Wilton Road Agent. (Sec. 6.3.u and Sec. 6.3.y) |
| ^29 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If the proposed development covers only a portion of the entire tract, a statement concerning the intended future use of the remaining land, and a sketch of the prospective future road system (Sec. 6.3.w) |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and details of existing and proposed parking areas, showing the dimensions and numbers of parking spaces, travel lanes, traffic patterns, pedestrian access, and parking lot landscaping areas (Sec. 6.3.z) |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A landscape plan, showing existing landscaping conditions and proposed changes (Sec. 6.3.aa) |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - An external lighting plan, showing existing external lighting and proposed changes, or the required note (Sec. 6.3.ab) |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - The location, dimensions, and character of all existing and proposed signs or the required note (Sec. 6.3.ac) |
| *34 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Copies of all Intent to Cut applications filed with the Town within the five years preceding the date of the application, and approvals thereof, with respect to the property (Sec. 6.3.ad) |

Sheet 5 of 6 - Continued >

WILTON LAND USE LAWS AND REGULATIONS
SECTION D – SITE PLAN REGULATIONS

SITE PLAN APPLICATION
REVIEW CHECKLIST

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IV. SUPPORTING INFORMATION

Key: Y=Yes P=Pending W=Waiver Request NA=Not Applicable

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| ^1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If new town water service is proposed, a letter from water commission certifying availability and intent to provide service. (Sec. 6.3.o) |
| ^2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If new town sewer service is proposed, a letter from sewer commission certifying availability and intent to provide service. (Sec. 6.3.o) |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If new utility service(s) are proposed (telephone, electricity, and other public utilities), a letter from each corresponding utility company stating the intent to provide service. (Sec. 6.3.q) |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A letter from the Fire Chief certifying adequate water for fire protection and access for emergency vehicles. (Sec. 6.3.r.1) |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Drainage calculations based on a 25-year storm frequency. (Sec. 6.3.p) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of each associated legal document for all existing and proposed easements, restricted covenants or other documents affecting legal title of the property. (Sec. 5.10 and Sec. 6.3.v) |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of the NH Department of Transportation Curb-Cut Approval Permit and/or a letter of approval from the Wilton Road Agent. (Sec. 6.3.u) |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of the NH Wetlands Board Dredge and Fill Approval Permit and Army Corps of Engineers Dredge and Fill approval, if required. (Sec. 6.3.y) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of the NH Water Supply and Pollution Control Division Site Specific Permit. (Sec. 6.3.y) |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of any other required permits and approvals. (Sec. 6.3.y) |

Sheet 6 of 6 – End