

WILTON, NEW HAMPSHIRE

LAND USE LAWS



RESEARCH AND OFFICE PARK REGULATIONS

SECTION J

(Adopted January 5, 2022)

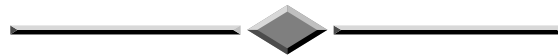


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RESEARCH AND OFFICE PARK REGULATIONS

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1.0 AUTHORITY & PURPOSE

These Research and Office Park Regulations (Regulations) are adopted by the Wilton Planning Board (Planning Board) pursuant to Section 9A.8 of the Wilton Zoning Ordinance (Zoning Ordinance) to incorporate the standards of Chapter 9A, together with the additional requirements necessary to the Planning Board’s administration, review and approval of proposed Research and Office Park development. These Regulations are designed to accomplish the purposes set forth in RSA 674:36 and for the purposes of protecting the health, safety, convenience and economic and general welfare of Wilton’s citizens.

2.0 GENERAL

The development of a Research and Office Park shall comply with all applicable Federal, State and local laws and regulations, including, without limitation, Chapter 9A of the Zoning Ordinance and Section D of the Wilton Land Use Laws, Site Plan Regulations (Site Plan Regulations). Wherever these Regulations conflict with any statute, ordinance or other regulation, the provision that imposes the greater restriction or the higher standard shall govern.

Terms used, but not defined, herein shall have the meanings set forth in the Zoning Ordinance, including, without limitation, Chapter 9A thereof, or the Site Plan Regulations. References herein to Chapters are to Chapters of the Zoning Ordinance, and references to Sections, without further definition, are to sections of these Regulations.

3.0 RESEARCH AND OFFICE PARK PLAN

3.1 The applicant for Planning Board approval of a Research and Office Park and a site plan therefor pursuant to Section 4.0 shall submit, either in advance of the application for site plan review (Preliminary Plan Submission) or together with such application (Concurrent Plan Submission), a Research and Office Park Plan complying with the requirements set forth in Section 9A.8.1 of the Zoning Ordinance.

3.2 In addition to the requirements of Section 3.1, the Research and Office Park Plan shall include:

- a. A general narrative of the design concept for the Research and Office Park, including the exterior architectural design of all structures to be included therein;
- b. Graphic renderings, photographs or three-dimensional models to depict the proposed development;
- c. General information on proposed exterior materials/finishes;
- d. A description of the proposed signage scheme and hierarchy;
- e. The general types and locations of typical external lighting;
- f. A general landscaping scheme, or design of typical landscaped area; and
- g. Such other information as the Planning Board may require to complete its review pursuant to Section 3.3.

3.3 The Planning Board will conduct a general analysis of a Research and Office Park Plan to assess the positive and negative development characteristics of the proposed Research and Office Park. Similarly, the Board will consider the characteristics of the site to determine whether it, or portion(s) thereof, is suitable for such development, and to identify plainly impractical or undesirable development. In its review, the Planning Board shall consider the requirements set forth in Chapter 9A and the factors referred to in Section 5 of the Site Plan Regulations, including, without limitation,

architectural design and compatibility with the neighborhood, the density of the development, traffic flow, parking, drainage, other stormwater management issues, and buffers, among other considerations deemed relevant by the Planning Board.

- 3.4 A Preliminary Plan Submission shall follow the timing and procedures set forth in Section 3.2 of the Site Plan Regulations and shall comply with the requirements of Section 4.0 thereof. The application fee for both Preliminary Plan Submissions and Concurrent Plan Submissions shall be the same, as set forth in the Wilton Land Use Laws Appendix III – Application Fee Schedule.
- 3.5 The Planning Board shall review and take action on a Preliminary Plan Submission following the procedures set forth in Section 3.2 of the Site Plan Regulations.
- 3.6 The Planning Board shall review and take action on a Concurrent Plan Submission at the same time it considers the applicant’s site plan review application and the requirements of Section 3.2 of the Site Plan Regulations shall apply to the combined review. The Planning Board shall take separate action, however, on each of the Research and Office Park Plan and the site plan application.
- 3.7 An applicant may, at any time after submitting a Preliminary Plan Submission, combine it with the application for site plan review, subject to Section 3.5.
- 3.8 Nothing contained herein shall prevent an applicant from seeking a preapplication review as described in Section 3.1 of the Site Plan Regulations.

4.0 SITE PLAN REVIEW

Except as otherwise set forth below or in Chapter 9A, the proposed site plan for a Research and Office Park and the accompanying plat shall be in the form, include all of the information, and shall otherwise comply with the requirements, set forth in the Site Plan Regulations. If a Research and Office Park is to be developed in phases, a separate site plan and accompanying plat shall be required for each phase, and separate hearings shall be held to review each site plan. The applicant shall pay a separate fee for each site plan review.

- 4.1 The applicant shall include in its site plan review application and the accompanying plat, including those for subsequent phases of the proposed development, information relating to the principal uses of the proposed buildings, as well as all secondary uses, which shall indicate compliance with the applicable provisions of Chapter 9A. Information shall be included for each of the lots making up the proposed Research and Office Park.
- 4.2 In addition to the requirements set forth in the Site Plan Regulations, the applicant shall provide:
 - a. An estimate of the water demand of the development in relation to the available public water supply capacity or, if on-site water supply is proposed, the proposed groundwater use of each drilled well;
 - b. A projection of the traffic to be generated by the proposed development, including tractor-trailer traffic;
 - c. The locations of proposed ingress and egress to the development, as well as existing and proposed roads and a depiction of internal traffic flow directions, with a note to the effect that any proposed relocation of any thereof shall require the approval of the Planning Board, and
 - d. The locations of open areas, whether each area will remain undeveloped, landscaped, or paved, and the approximate total area of undeveloped land verses developed land.
- 4.3 Off-street parking shall be provided as required by the Site Plan Regulations, but shall, in addition, follow a coherent layout that enhances the flow and safety of both vehicle and pedestrian traffic, as well as minimizing the amount of impervious surface on the site.

4.4 Signage shall conform to the requirements of Chapter 16, as well as the requirements of Chapter 9A. In addition, all signs in a Research and Office Park shall be uniform in design and follow an acceptable signage plan or scheme, with an appropriate hierarchy that enhances both pathfinding and the identity of the Research and Office Park. The site plan shall indicate the proposed locations and dimensions of all proposed signs and demonstrate compliance with these requirements.

4.5 The Planning Board shall make its determination based upon the standards set forth in Chapter 9A, and on the factors referred to in Section 5 of the Site Plan Regulations, among other considerations deemed relevant by the Planning Board.

5.0 WAIVERS

Where strict conformity to these Regulations would result in undue hardship or injustice to the applicant, the Board may, following a request in writing from the applicant, grant waiver(s) of specific provisions or requirements and approve a Research and Office Park Plan or site plan that is otherwise substantially in conformity, provided that the spirit of these Regulations is preserved and the public health, safety and welfare are not adversely affected.

6.0 AMENDMENTS

These Regulations may be amended as set forth in the Site Plan Regulations.

7.0 SEVERABILITY

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

APPLICATION FOR REVIEW OF A RESEARCH AND OFFICE PARK PLAN

Complete this form to request review of a Research and Office Park Plan pursuant to Chapter 9A of the Town of Wilton Zoning Ordinance and the Regulations adopted by the Wilton Planning Board as required thereby. Use the Site Plan Review Application to request review of a Research and Office Plan site plan.

1. Property Information

Describe the lot(s) to which this application applies (the location of the proposed development). 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 an approved subdivision.

Check this box if this driveway entrance is from a State highway (please provide a copy of the state driveway permit application).

2. Owner(s)

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)

3. Applicant

Same as owner

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

5. Required Site/Project Information

- Provide four (4) copies of renderings and additional narrative addressing the following.
 - a. A general description of the design concept for the Research and Office Park, including the exterior architectural design of all structures to be included therein, and whether or not building and/or development will proceed in phases;
 - b. Graphic renderings, photographs or three-dimensional models to depict the proposed development, including the location, alignment and spacing of all proposed new buildings;
 - c. General information on the proposed uses of all structures to be included in the Research and Office Park;
 - d. General information on the proposed exterior materials/finishes;
 - e. A description of the relationship of the development to the natural and rural environment surrounding it, including areas to be buffered (and the proposed nature of the buffers) and/or set aside for open space;
 - f. Proposed signage scheme and hierarchy;
 - g. The general types and locations of typical external lighting; and
 - h. A general landscaping scheme, or design of typical landscaped area.

- Provide photos of the site.

Please Note:

The Planning Board may require additional information as it deems necessary.

(application continues next page)

WILTON LAND USE LAWS AND REGULATIONS
SECTION J – RESEARCH AND OFFICE PARK REGULATIONS

6. Abutters (for waiver requests only)

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.)

| | |
|--|-----------------|
| Legal Notice Fee (for waiver requests) | \$ _____ |
| Research and Office Park Plan Application Fee | \$75.00 |
| Abutter Notification (for waiver requests) _____ # 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, at such times, for such purposes, and in such amounts as the Planning Board may determine (“Escrow Fees”).

(application continues next page)

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:

Signature of Owner _____ Date _____

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:
