

Site Plan Regulations

June 11, 2025



Planning Board
Town of Londonderry
268B Mammoth Road
Londonderry, New Hampshire 03053

EXHIBIT 4

**LONDONDERRY PLANNING BOARD
SITE PLAN APPLICATION & CHECKLIST**

Planning Department Date Stamp

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SECTION 1 GENERAL PROVISIONS

- 1.01 AUTHORITY: These regulations have been prepared in accordance with the provisions of Chapter 674, inclusive New Hampshire Revised Statutes Annotated. Pursuant to the authority vested in the Town of Londonderry Planning Board by the voters of the Town of Londonderry, New Hampshire in accordance with the provisions of Chapter 674 Section 43, NH Revised Statutes Annotated, the Londonderry Planning Board adopts the following regulations governing non-residential site plans for the development or change or expansion of use of tracts for non-residential uses or for multi-family dwelling units in the Town of Londonderry, New Hampshire.
- 1.02 TITLE: These regulations shall be known and may be cited as "Site Plan Regulations," Town of Londonderry, New Hampshire.
- 1.03 PURPOSE: The purpose of these regulations, as summarized in NH RSA § 674:44, shall be to:
- a. Provide for the safe and attractive development or change or expansion of use of the site and guard against such conditions as would involve danger or injury to health, safety, or prosperity by reason of:
 1. Inadequate drainage or conditions conducive to flooding of the property or that of another;
 2. Inadequate protection for the quality of groundwater;
 3. Undesirable and, preventable elements of pollution such as noise, smoke, soot, particulates, or any other discharge into the environment which might prove harmful to persons, structures or adjacent properties; and
 4. Inadequate provision for fire safety, prevention, and control.
 - b. Provide for the harmonious and aesthetically pleasing development of the municipality and its environs;
 - c. Provide for open spaces and green spaces of adequate proportions;
 - d. Encourage development that is consistent with the goals of the Master Plan and is sensitive to Londonderry's rural and agricultural heritage
 - e. Encourage sustainable development in the community.
 - f. Require the proper arrangement and coordination of streets within the site in relation to other existing or planned streets or with features of the official map of the municipality;
 - g. Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for fire fighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system;
 - h. Require in proper cases, that plats showing new streets or narrowing or widening of such streets be submitted to the planning board for approval;
 - i. Require that the land indicated on plats submitted to the planning board shall be of such character that it can be used for building purposes without danger to health;
 - j. Encourage non-vehicular means of access to sites;
 - k. Encourage projects that incorporate methods of Transportation Demand Management for managing impacts of traffic generated by new development; and
 - l. Include such provisions as will tend to create conditions favorable for health, safety, convenience, and prosperity.
- 1.04 DEFINITIONS: For the purpose of these regulations certain terms used herein are defined as follows:

ABUTTER: In addition to the definition set forth in RSA 672:3, "abutter" shall include properties within 400 feet of the property for which an application is pending before the Town Council, Planning Board, or Zoning Board of Adjustment, as determined using the "abutter" tool in the Town's GIS system. In any case where the Town of Londonderry is an abutter, "abutter" shall also include all abutters to the parcel or parcels owned by the Town of Londonderry, using both the statutory definition and the 400-foot measurement set forth above.

APPLICANT: the owner of land to be developed or his agent or representative as he may be authorized by a signed notarized statement.

APPROVED STREET - Any street dedicated and accepted by the Town of Londonderry; or any street approved at any time by the Town Council. The word "street" shall include the words "road", "highway", "boulevard", "avenue", and similar terms. [Revised to coordinate with the Zoning Ordinance]

BOARD - The Planning Board of the Town of Londonderry, N.H.

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BUFFER - a strip of land along a property line or zone district boundary line, which may include a combination of physical space and vertical elements, such as plants, berms, fences or walls, the purpose of which is to separate and screen different land uses, or zoning districts, from each other.

BUILDABLE AREA: The portion of a lot remaining after required easements and setbacks from lot lines, proposed public road right-of-way land designated as a public street or highway, and/or from the 100-year flood plain, have been provided.

BUILDING - A structure with exterior walls which combine to form an occupiable structure, including but not limited to apartments, barns, garages, storage sheds, canopies, hotels, offices, restaurants and stores.

CERTIFIED SOIL SCIENTIST - a person qualified in soil classification and mapping, who is certified by the State of New Hampshire Board of Natural Scientists.

CERTIFIED WETLAND SCIENTIST - a person qualified in wetland classification and mapping, who is certified by the State of New Hampshire Board of Natural Scientists.

DEDICATION - a gift by the owner of his property to another party without any consideration being given for the transfer. The dedication is made by a written instrument and is completed with an acceptance.

DESIGN REVIEW COMMITTEE - a committee established by the Planning Board to provide technical advisory services.

DEVELOPMENT - a development means the construction of improvements on a tract or tracts of land for non-residential, or multi-family use and any associated off-site improvements.

EASEMENT - As shown on a subdivision plan, an area on a lot reserved for the passage of water, utility, slope, temporary cul-de-sac, or other identified purposes. THE owner cannot block the easement and must allow the Town access for maintenance purposes. [Revised to coordinate with the Zoning Ordinance]
FLOOD PROTECTION WORKS - any detention pond, basin, or swale (including man-made facilities and natural valley storage or wetlands) used for the purpose of mitigating stormwater runoff to downstream drainage facilities.

FRONTAGE - The continuous linear extent of a lot measured along any highway or right of way from the intersection of one side lot line to the intersection of the other side lot line of the same lot. [Revised to coordinate with the Zoning Ordinance]

LICENSED LAND SURVEYOR - a land surveyor properly licensed in the state of N.H.

LOT - the whole area of a single parcel of land with ascertainable boundaries in single or joint ownership, undivided by a street and established by deed(s) of record. [Revised to coordinate with the Zoning Ordinance]

MASTER PLAN - a comprehensive plan consisting of documents, maps and reports for development of the Town of Londonderry, prepared and adopted by the Board, pursuant to NH RSA. § 674:2 and including any part of such plan separately adopted and any amendment or parts to such a plan.

MULTI-FAMILY DWELLING - a residential building designed for or occupied by three or more families.

OFF-SITE - any premises not located within the area of the subject lot.

OFF-SITE IMPROVEMENTS: All grading, paving, construction of utilities, public water and sewer service, streets, traffic signals, paths, sidewalks, drainage, recreation facilities, landscaping, and other improvements outside the boundaries of the subject parcel(s).

OWNER - any person, group of persons, firm or firms, corporation or corporations, or other legal entity having title to the land sought to be developed.

PARKING SPACE - A space for one motor vehicle having the minimum design standards required by these

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regulations. [

PERFORMANCE GUARANTEE: A security provided to the Town in an acceptable format to guarantee that all requirements of an approved plan will be completed.

PLANNING BOARD - the Town of Londonderry's planning board established in March 12, 1963 in accordance with NH RSA § 673:1.

PROFESSIONAL ENGINEER - an engineer properly licensed in the State of N.H.

PUBLIC WATER SUPPLY: A system for the provision of piped water for human consumption and fire protection for the general public by a water utility licensed by the NH Public Utilities Commission.

RIGHT-OF-WAY (ROW) - a strip of land that is generally used for the location of a street, walkway, utility line, or other access way, that is separate and distinct from the lots and parcels adjoining such R.O.W. and not included within the dimensions or areas of such other lots or parcels.

SCREENING: A method of reducing the impact of noise and unsightly visual intrusions with less offensive or more harmonious elements, such as plants, berms, fences, walls or any appropriate combination thereof.

SETBACK: As defined in the Londonderry Zoning Ordinance.

SITE PLAN - To the extent required by the Planning Board, a plan indicating the location of existing and proposed structures, paved areas, walkways, vegetative cover, existing and proposed grades, initial landscaping, and screening within a site proposed for development which is to be submitted to the Planning Board for approval prior to the release of building permits on the site. [Revised to coordinate with the Zoning Ordinance]

SLOPE: The average steepness of the land surface under consideration. For the purpose of determining lot size categories, slope shall be determined by slope factors used by the National Cooperative Soil Survey Soil Classification.

SOIL TYPE: A specific soil mapping unit as shown on a high intensity soil survey map prepared by a Certified Soil Scientist in accordance with the current standards of the Society of Soil Scientists of Northern New England.

STREET – A thoroughfare used or intended to be used for passage or travel by motor vehicles.

TEMPORARY TURN-AROUND: That portion of a platted street intended for future extension, constructed to allow vehicles to reverse direction on a temporary basis.

VOLUNTARY LOT MERGER: The merger of two or more contiguous and pre-existing approved or subdivided lots in common ownership under the provisions of RSA 674:39-a.

VERTICAL OPACITY - A rough calculation within a buffer area of the overall percent of the vertical plane which is visually opaque, as delineated by a fence, wall, shrubbery, or other materials and as measured from the ground to a line a certain distance above (e.g., six feet) and parallel to the ground. When shrubs are used for screening the calculation is based upon reasonable projections of shrub size, shape, and density at maturity when those shrubs are maintained and pruned in an appropriate manner.

WETLAND - from RSA 482-A:2, "wetland" means an area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. [Revised to coordinate with the Zoning Ordinance]

ZONING - refers to the Zoning Ordinance of the Town of Londonderry, N.H. as provided in the Municipal Code of Ordinances.

- 1.05 **SPECIAL FLOOD HAZARD AREAS.** All development proposals governed by these Regulations having lands designated as special flood hazard areas in the "Flood Insurance Study: Town of Londonderry, New Hampshire" shall meet the following requirements:

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- a. The Planning Board shall review the proposed development to assure that all necessary permits have been obtained from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, U.S.C. 1334.
- b. The Planning Board shall require that all proposals for development greater than fifty (50) lots or five (5) acres, whichever is lesser, include Base Flood Elevation (BFE) data within such proposals (ie. flood plane boundary and 100-year flood elevation).
- c. Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow a determination that:
 1. all such proposals are consistent with the need to minimize flood damage;
 2. all public utilities and facilities such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage; and
 3. adequate drainage is provided so as to reduce exposure to flood hazards.

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SECTION 2 SITE PLAN APPLICATION PROCEDURE AND APPROVAL PROCESS

- 2.01 INITIAL INQUIRY (OPTIONAL): An Applicant preparing to create a site plan is encouraged to make an initial inquiry to the Planning Department to discuss the merits of the proposed site plan and its conformance with the Town of Londonderry Zoning and Site Plan Regulations.
- 2.02 GENERAL:
- a. Application Procedure: There are two stages allowed for in the process used by the Town of Londonderry consisting of the following:
 - 1. Pre-Application Reviews (optional); and
 - 2. Formal Application
 - b. Notice to Abutters and General Public: For any meeting on any application for which notice is required, pursuant to RSA § 676:4 I(d), the Board shall notify the applicant; abutters; professionals whose seals appear on the plat; and holders of restrictions under RSA § 477:45 by certified mail at least ten (10) days prior to the meeting and notice shall be published in a newspaper of general circulation at least ten (10) days prior to the meeting. The notice shall include a general description of the proposal and shall identify the applicant and location of the land.
 - c. Specific Studies: The Board or its designees, at its discretion, may either request the Applicant to prepare specific studies related to the project, or contract with a consultant to perform these studies at the Applicant's expense.
 - d. Review of Application:
 - 1. The Board may contract with consultants to review all or portions of any application, including design review and formal applications, or any requested studies. This review shall be at the Applicant's expense. The Applicant shall provide escrow for the review cost in sufficient amount estimated by the Planning Department. The Applicant shall sign the Agreement for Professional Services and submit a check for the amount listed in the Agreement to the Town of Londonderry at the time of application. Professional review services shall not commence until the Agreement and escrow fee are submitted to the Town. The escrow account shall be reviewed periodically to assure that sufficient funds are available to cover all review costs and additional escrow provided as needed
 - 2. Professional Legal services: The applicant shall be responsible for the cost of all professional legal services retained by the town as part of a project. Professional Legal services shall be included in the Agreement for Professional Services.
 - e. Board's hearing schedule: A monthly calendar cycle shall be used by the Board as follows:
 - 1. 1st week: Regular Meeting/New Applications;
 - 2. 2nd week: Continuation of Applications /Discussions/Boardwork;
 - 3. 3rd, 4th (and 5th) week: No scheduled meeting.
 - f. Design Review Committee (DRC): The DRC consists of a representative from the following:
 - 1. Assessor's Office;
 - 2. Building Department;
 - 3. Fire Department;
 - 4. Planning and Economic Development Department
 - 5. Police Department;
 - 6. Department of Public Works;
 - 7. Tax Collector's Office;
 - 8. Zoning Board of Adjustment;
 - 9. Conservation Commission;
 - 10. Heritage/Historic District Commission;
 - 11. Planning Board's designated engineering review consultant; and
 - 12. Any other appropriate agency or board.
- 2.03 PRE-APPLICATION REVIEWS - DISCUSSION OF CONCEPTUAL DESIGN INFORMATION (OPTIONAL): An Applicant may make a written letter request for discussion of conceptual design information at least one week

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prior to a scheduled meeting date. The request shall be accompanied by a copy of the conceptual information (no surveying or engineering required) in PDF format to be scheduled for discussion, in accordance with RSA § 676:4 II, only with members of the Planning Board at a public meeting.

- a. The Applicant may discuss with the Board the procedure for site plan approval including the requirements as to general layout, reservation of lands, off-site improvements, drainage, utilities, and similar activities, as well as availability of existing services.
- b. A discussion may be sought for the purpose of discussing Board policies and standards and conclusions derived from the Master Plan, so that they may evaluate whether the concept is consistent with the Master Plan prior to submittal of an application.
- c. The Board and Applicant may discuss proposals in conceptual form only, and in general terms, such as the desirability of types of development.
- d. A discussion shall not bind either the Board or the Applicant, as stated in RSA § 676:4 II.

2.04 PRE-APPLICATION SUBMISSIONS - DESIGN REVIEW (OPTIONAL):

- a. Design Review: The design review submission is a tool to assist the Applicant in providing complete information for the project. The Applicant shall submit complete drawings and supporting information to address the requirements of the regulations. A complete checklist shall be provided to assist design review. The submittal package shall be checked for completeness. If all the required items are not submitted, the submittal will be returned to the Applicant.
- b. Submission Items: The Applicant shall file a completed design review request form and checklist for design review. A complete application is one which shall:
 1. Include two (2) copies of the completed site plan application checklist marked design review available on the Town's Web Site or at the Planning Department (Exhibit 4);
 2. The application form shall be signed by the property owner or the owner's agent. If an agent signs the application, an affidavit authorizing the agent to act on the owners behalf shall be submitted as well.
 3. Be accompanied by an application fee with fee calculation (Exhibit 3);
 4. Include two (2) copies of a list of names and addresses of all abutters, professionals who have contributed to the application, and easement holders as provided in RSA 676:4, I(b) and three (3) sets of mailing labels for every entity listed for the Town's use to notify abutters;
 5. Include two (2) sets of plans and an electronic submission of the plans in "portable document format" (.pdf format) as required by these regulations.
 6. Include escrow for review cost in sufficient amount determined by the Planning Department. Escrow account shall be periodically reviewed to ensure that sufficient funds are available to cover all review costs and additional escrow shall be provided as needed.
 7. Include two (2) copies of all supporting documents.
 8. Include an electronic submission of the complete application and plan set in "portable document format" (.pdf) on a CD_ROM.
- c. Notification of Design Review: Abutters shall be promptly notified by first class mail that the Town of Londonderry is conducting DESIGN REVIEW of the project and plans for the project are available for review by the general public at the Planning Department. If the Applicant requests a Design Review meeting with the Planning Board, that meeting shall be scheduled as soon as possible, and abutters and the general public shall be promptly notified in accordance with Section 2.02b of the Site Plan Regulations. The Applicant is responsible for the cost of notifications, including the public notice.
- d. Schedule: Once it is determined that all required checklist items are provided, the plans will be reviewed by the DRC. Comments shall be returned to the Applicant no later than 30 days following receipt of a complete submission, including all items specified in Section 2.04b.
- e. DRC Comments: During the DESIGN REVIEW phase, comments which are generated during DRC review are forwarded to the Applicant for their use. The Applicant shall address the DRC comments as follows:
 1. The Applicant is responsible to address the DRC comments in writing, explaining how each comment is addressed and providing two (2) sets of revised drawings (with changes highlighted in yellow) to the Planning Department with the revision block appropriately noted and dated on the drawings;
 2. The applicant **shall contact the DRC member directly** to discuss any particular requirement or

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comments of a department (ie., the Fire Department), and provide written verification that the comments are addressed to the satisfaction of that DRC member.

3. If the Applicant elects to have a design review meeting with the Planning Board, revised plans shall be submitted not later than ten (10) working days prior to the scheduled design review meeting with the Planning Board; and
4. If the Applicant elects to not have a design review meeting with the Planning Board, the DRC comments shall be addressed, and comments incorporated into the design prior to Formal Application.
5. The Applicant is encouraged to set up a joint meeting with Staff through the Town Planner, to include the Planning Department, the Department of Engineering and Public Works, as well as the third-party professional engineer assigned to the project.

f. Design Review Meeting (Optional):

1. Submission Items: An Applicant may make a written letter request for a public meeting with the Planning Board.
2. Notification: The Board shall notify the abutters and the Applicant by certified mail, return receipt requested, of the date of the meeting. Notice will be mailed at least ten (10) days prior to the date of the meeting. Notice to the general public shall also be given at the same time. A notice shall be posted at two (2) public locations and in a general circulating publication. Should the Applicant decide to request a Design Review meeting with the Planning Board, they shall submit 3 sets of mailing labels and the fee to cover the cost of requisite notifications.
3. Public Meeting: The public meeting shall be held after receipt of comments from the DRC so that they are available for discussion. Any abutter or person with a direct interest in the matter may discuss the proposal in person or in writing. All discussion and comment by Board members shall be non-binding.

2.05 FORMAL APPLICATION SUBMISSIONS AND PROCEDURES:

a. Submission Items: The Applicant shall file a completed Formal Application for consideration. A complete application is one which shall:

1. If pre-application design review was pursued, include a letter from the Applicant's engineer stating whether or not the Formal Application incorporates all changes called for by design review comments. If not, the letter shall explain fully;
2. Include two (2) copies of a completed site plan application checklist marked formal available on the Town's website or at the Planning Department (Exhibit 4);
3. The application form shall be signed by the property owner or the owner's agent. If an agent signs the application, an affidavit authorizing the agent to act on the owners behalf shall be submitted as well.
4. Be accompanied by the application fee (Exhibit 3), for items not already paid under pre-application design review submittal, including requisite notification fees;
5. Include two (2) copies of a list of the names and addresses of all abutters, as provided in RSA § 676:4, I(b), and provide three (3) sets of mailing labels for every entity listed for the Town's use to notify abutters;
6. Include two (2) sets of plans as required by Section 4 and in accordance with the requirements for design standards and improvements as outlined in Section 3 (and Section 5 if applicable). Projects that have undergone pre-application Design Review shall also provide two (2) sets of plans highlighting plan amendments;
7. Include an electronic submission of the complete application and plan set in "portable document format" (.pdf format) for use by the Planning Board at the public hearing;
8. Include two (2) copies of applicable documents listed in Section 4.19.
9. Include two (2) copies of a materials quantity list for all improvements excluding buildings, on Town of Londonderry Department of Public Works forms and a summary total for bond estimate for the project;
10. If the application was not initially submitted for Design Review, include escrow for review cost in sufficient amount determined by the Planning Department. Escrow account shall be periodically reviewed to ensure that sufficient funds are available to cover all review costs and additional escrow shall be provided as needed;
11. Include two (2) copies of all supporting documents.

b. Submittal date of Formal Application: The date of delivery of a Formal Application to the Planning Department

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and issue of a departmental date stamp on the application by the Planning Department. The Applicant shall indicate the items delivered on Exhibit 4.

- c. Acceptance process: The Formal Application must be delivered at least twenty (20) days prior to the Planning Board meeting at which the Application is considered for acceptance. The Board shall, at the next regular meeting for which notice can be given, or within thirty (30) days following the submittal date of the Formal Application, as required by NH RSA § 676:4, determine if the submitted application is accepted as complete.
- d. Formal acceptance date: For the purpose of these regulations, the date of the meeting of the Board at which the Formal Application is accepted as complete shall constitute the formal acceptance date of the application.
- e. Time of consideration: The Board shall have sixty-five (65) days in which to consider and act on the application, subject to extension or waiver as provided in NH RSA § 676:4, as most recently amended. The sixty-five (65) days shall begin at the formal acceptance date.
- f. Design Review Committee (DRC) Review: Should the Applicant elect to submit a Formal Application without using the pre-application design review process, the Application will be forwarded to the DRC for review, and all DRC comments will be forwarded to the Planning Board for consideration at the public hearing.
- g. Notification of Submission: The Board shall notify the abutters and the Applicant in accordance with Section 2.02b.
- h. Determination of Completeness of Application: At the meeting to consider acceptance of an application, the Board shall determine whether or not the application is complete and vote formal acceptance or rejection of the application accordingly. If the application is incomplete, the Board shall notify the Applicant under RSA 676:3 and shall specify what would be required to make the application complete. If the application is complete, the Board may, but need not, begin formal consideration of the application at the same meeting.
- i. Public Hearing: The Board shall hold a public hearing on an accepted application with notice as required by Section 2.02b. Notice of the public hearing may be included in the notice for the meeting to consider Formal Acceptance as scheduling permits. A public hearing may be continued from meeting to meeting as needed.
- j. Special Studies or Reviews: If, during the Board's consideration of the application, the Board determines that certain additional information is necessary for a fully informed decision, it may request the Applicant to provide the information or may hire a professional consultant itself with expenses charged as per Section 2.02c and 2.02d.
- k. Board Action: The Board shall act to approve, conditionally approve, or disapprove an application within the timeframe consistent with NH RSA § 676:4, as most recently amended, unless it deems more time necessary, in which case the Board must either obtain a written consent from the Applicant for an extension of a specified period or obtain in writing from the Town Council an extension of time not to exceed ninety (90) days. The Board shall take action as follows:
 - 1. If the Board grants approval of an application as submitted, the plan shall be signed and dated by the Chairman and Secretary [or their designees]; and the plan is made available for filing with the Planning Department and the building department may issue permits as appropriate;
 - 2. If the Board disapproves of an application, the Board shall state the grounds for disapproval in writing; and
 - 3. If the Board grants conditional approval of an application, the conditions shall be stated in writing and the plan shall not be signed and released for permit issuance until fulfillment of such conditions.
 - 4. If the Board required a **Development Agreement** as a condition of approval, the Applicant shall submit an executed Agreement prior to Planning Board signature. The Development Agreement shall be prepared by the Town and reviewed by the Town Attorney.
- l. Compliance with Discretionary Conditions of Approval: In order to determine fulfillment of discretionary conditions of approval, the Board shall hold a public hearing with notice as required in Section 2.02b to receive evidence of compliance or non-compliance

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- m. Time Limits for Fulfilling Conditions: See section 7.06
- n. Board Signature: Prior to obtaining Board signature, the Applicant shall submit two (2) complete paper print plan sets and supporting documents as required in Section 4.19 with a letter explaining how the Applicant addressed the conditions of approval. This shall include final and complete reports for all items submitted during review in paper and PDF format for the Town of Londonderry's file. After the final review by Town staff and the reviewing engineer. The Chairman and Secretary of the Board [or their designees] shall endorse three (3) paper copies of the approved plan(s) meeting the conditions of approval upon receipt of an executed bond for all improvements, excluding buildings. The Planning Department shall retain a paper copie with supporting documents for Town of Londonderry records.

In addition, complete electronic files of all of the drawings in the plan set shall be provided for the Town of Londonderry's records, in accordance with the following:

1. All submitted plans shall also be submitted to the GIS Manager in .dxf (Drawing Exchange File) format, AutoCAD drawing (.dwg) format, ESRI Geodatabase format (.mdb), or ArcView Shapefile format (.shp).
2. Where digital files are not projected in NH State Plane feet, NAD83, the applicant shall submit a brief explanation of how the coordinate system was established if it is not indicated on the submitted plans.
3. Arrangements may be made to send digital data via FTP, email, or on other media on a case-by-case basis by approval of the GIS Manager;
4. Horizontal control points shall have an adjusted accuracy of 1:10,000 (Third Order, Class I);
5. Entities and their data layer properties shall correspond to the following:
 - i. Property lines entities shall be created on a "Lot Line" layer.
 - ii. Parking lots shall be created on a "Plot" layer.
 - iii. Driveways shall be created on a "Driveway" layer.
 - iv. Building outlines shall be created on a "Structure" layer.
 - v. Distance and bearing annotation shall be created on a "Dimtxt" layer.
 - vi. The digital file shall have a layer named "NHSPCS". NH State Plane NAD83 referenced points and the easting, northing and vertical descriptions of at least 2 referenced points shall be annotated on this layer.
6. All lines representing property lines shall consist of continuous line work snapped to endpoints. Stonewall representations, unless created using a line type will not be accepted.

2.06 ADMINISTRATIVE PLAN REVIEW

Administrative Review is intended for site plan amendments or changes of use with no impacts to the Town or surrounding properties, and requires minimal technical review to render a decision.

- a. The Planning and Economic Development Department and the Department of Engineering and Public Works, with input from the Zoning Administrator, shall review minor amendments for an administrative decision that meet the following criteria:
 1. The proposed amendment is consistent with the approved site or as-built plan on file.
 2. The proposed amendments may include changes in use, color, exterior appearance, lot coverage, building size, location, landscaping or other similar improvements.
 3. Structures may not increase more than ten (10%) in size and not exceed 2,500 square feet, whichever is less.
 4. The expanded building footprint shall not increase the amount of stormwater run-off accommodated for by the most recent site plan approval.
 5. Accessory structures may not exceed 1,000 square feet, with the exception of industrial sites or utility uses where the structure is located behind the building and not visible from the public ROW.
 6. Changes in plant materials including quantity, size, location, or type may be authorized by the Town Planner.
 7. Changes in the location of internal sidewalks may be authorized by the Town Planner.

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8. Changes in the location or number of parking spaces may be authorized by the Town Planner.
 9. The Applicant shall make the request in writing to the Planning Department using Administrative Review Application, and submit two (2) copies of the most recent site plan or as-built plan showing the proposed amendments, and all other appropriate information for an informed decision, including a letter justifying the changes. The letter must be signed by the property owner.
- b. The Town Planner and the Assistant Director of Public Works and Engineering, or their designees will review the amendments and either approve, conditionally approve, disapprove, or refer the request to the Planning Board. Administrative Approvals require a signature from either department.
 - c. In the event Staff finds the application requires the submission of an amended site plan or as-built plan, the Applicant will be advised prior to or as part of the Administrative review. Staff may also subsequently require the application to be reviewed as a Minor Site Plan.
 - d. Administrative decisions may be appealed to the Planning Board.

2.07 MINOR SITE PLAN REVIEW

Minor Site Plans are typically site amendments or change of use plans that require additional technical review to render a decision, but are minor in nature with no impacts to the Town or neighboring properties.

- a. Criteria: Minor Site Plan is a site plan which meets the following criteria:
 1. The purpose of the plan is for a change of use or expansion of present use.
 2. The site plan will have a minimum traffic impact on the surrounding road network.
 3. There is no alteration in the location of access to public streets.
 4. Minimum lot grading is proposed or required.
 5. Minor drainage improvements are required to accommodate any increased drainage due to improvements.
 6. Increase in gross floor area: not to exceed 33% of the existing gross floor area up to 5,000 square feet for sites in Commercial Districts. The increase in gross floor area for Industrial Districts may not exceed an additional 10,000 square feet. (For amendments with a proposed increase not to exceed 10% of the existing gross floor area up to 2,500 square foot may qualify for an Administrative Review.
 7. Expansion of pavement: not to exceed 33% of the existing paved area up to 6,500 square feet in Commercial Districts and up to 10,000 square feet in Industrial Districts.
 8. There are no unusual or special conditions which require full Planning Board review.
- b. Minor Site Review Committee (MSRC): The MSRC is a committee authorized by the Planning Board, in accordance with RSA § 674:43 to process minor site plans. The MSRC shall consist of the following members (Department Heads may appoint an assistant or designee to vote in their absence):
 1. Director of Building and Code Enforcement/Health Officer
 2. Director of Public Works & Engineering
 3. Town Planner
- c. Submittal Items: The applicant shall file an application for approval of a minor site plan. An application includes:
 1. Be made on application form available at the Planning Department (Exhibit 4A);
 2. Include two (2) copies of a completed checklist available at the Planning Department (Exhibit 4A);
 3. The application form shall be signed by the property owner or the owner's agent. If an agent signs the application, an affidavit authorizing the agent to act on the owners behalf shall be submitted as well.
 4. Be accompanied by the correct application fee with fee calculation (Exhibit 3),
 5. Include two (2) copies of a list of the names and addresses of all abutters, as provided in RSA §676:4, I(b);
 6. Include two (2) sets of plans in accordance with the requirements for design standards and improvements as outlined in Section 4 (and Section 5 if appropriate). At the discretion of the Planning Department and Department of Public Works, the requirement for fully engineered site

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- plans may be waived for minor projects with no significant site changes.;
7. Include two (2) copies applicable documents listed in Section 4.18.
 8. Include two (2) copies of a materials quantity list for all improvements excluding buildings, on Town of Londonderry Department of Public Works forms and a summary total for bond estimate for the project;
 9. The applicant shall include escrow for review cost in sufficient amount determined by the Planning Department. Escrow account shall be periodically reviewed to ensure that sufficient funds are available to cover all review costs and additional escrow shall be provided as needed;
 10. Include an electronic submission of the complete application and plan set in “portable document format” (.pdf) on a CD_ROM.
- d. Determination of a Minor Site Plan: The Planning Department shall review the submittal items and determine if the plan meets the minor site plan criteria. If the Planning Department and Town Engineer determines that the plan is a minor site plan the design review process shall begin. At the discretion of the MSRC, any minor site may be referred to the full Planning Board for action.
- e. Review Process: The Minor Site Plan Review Process shall consist of review of the submittal package by the Planning Department, Department of Public Works and Engineering, and the Zoning Administrator. The Application will also be circulated to the Design Review Committee (DRC), as follows:
1. At submission of the application to the Planning Department, the plans will be reviewed to determine whether the application requires review by the Town's engineering review consultant to ensure that the plans meet all of the requirements of the application checklist. It's recommended that the Applicant meet with Staff prior to submission to determine this in advance.
 2. If at submission the application does not include all of the required items from the checklist, the plans will be returned to the applicant to revise the plans to include all of the checklist items.
 3. Once it is determined that all required checklist items are provided, the plans will be reviewed by the DRC. The DRC shall review the submitted plans within fifteen (15) working days of the submittal date of the Minor Site Plan Application.
 - i. The Planning Department and Department of Public Works and Engineering will assess whether or not the application is ready for acceptance after reviewing all comments. If the application is ready to go forward, the Planning Department will schedule a Public Hearing to be held during regular business hours in the Planning Department Conference Room. The Applicant will receive all comments at the meeting with the expectation that they will be addressed as conditions of approval. If Staff finds the application is not ready for acceptance, they will contact the Applicant to discuss the options. Should the Applicant follow the Staff recommendation to revise the plans prior to setting a date for the Public Hearing, comments will be forwarded to the Applicant. The Applicant is responsible for addressing all comments in writing, explaining how each comment is addressed, and providing two (2) sets of revised drawings (with changes highlighted in yellow) to the Planning Department with the revision block appropriately noted and dated on the drawings;
 - ii. When comments relate to a particular requirement of a department (ie., the Fire Department), the applicant shall contact the DRC representative of that Department directly to discuss the issues, and shall provide the Planning Board written verification from that Department that comments have been addressed to the Department's satisfaction.
 4. Once the Planning Department determines a Public Hearing can be set, notification of Abutters will be required in accordance with RSA § 676:4.
- f. Hearing Process:
1. Notification of Planning Board: After the Planning Department receives a request for a Minor Site Plan review, Staff shall notify the Planning Board at their next available meeting. The Board shall provide consensus that the application meets the criteria for a Minor Site Plan review, or determine that it warrants full site plan review with reasons.
 2. Determination of a Completed Application and Application Acceptance: The first step of the hearing will be for the MSRC to determine if the application is complete. If it is determined that the application is complete, the MSRC shall accept the application. If it is determined that the application is incomplete, the MSRC shall vote to find the application incomplete and shall state the reasons for such findings.

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3. Public Hearing: The MSRC shall open the public hearing on the completed formal minor site plan application. Any abutter, member of the general public or any person with a direct interest in the matter may testify in person or in writing.
4. MSRC Action: The MSRC shall have 65 days, from the date of acceptance, to approve or disapprove the application, subject to extension or waivers as provided in RSA § 676:4,(c)1. The date of acceptance shall be the date that the ARC accepts the plan.
5. Appeals: The applicant shall have the right to appeal the MSRC's decision in accordance with RSA § 674:43.
6. Signatures: The Planning Board shall sign all plans. The Board shall endorse two (2) paper copies of the site plans for records.

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SECTION 3 DESIGN STANDARDS AND REQUIREMENTS FOR IMPROVEMENTS

3.01 GENERAL

- a. Approval of Improvements: All improvements shall be designed and constructed in accordance with the Town of Londonderry regulations and standards, and shall be subject to the approval of the Board.
- b. Installation and Maintenance: The applicant is responsible for the satisfactory installation of all required improvements and maintenance of these improvements in a satisfactory condition without cost to the Town.
- c. Standards and Specifications: The following standards and specifications shall be used in the design and construction of all improvements unless stated otherwise in these regulations:
 1. ZONING ORDINANCE - Town of Londonderry, current edition;
 2. TYPICAL DETAILS FOR SITE AND ROADWAY INFRASTRUCTURE – Town of Londonderry, current edition;
 3. MANUAL ON DRAINAGE DESIGN FOR HIGHWAYS - State of N.H., Department of Public Works and Highways, current edition;
 4. MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) - U.S. Department of Transportation, Federal Highway Administration, current edition;
 5. STANDARDS SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION - State of N.H. Department of Transportation, 1997 or latest revision;
 6. HIGHWAY DESIGN MANUAL - State of N.H., Highway Design Division, current edition;
 7. A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS - AASHTO – 1990 (or latest revision);
 8. NEW HAMPSHIRE STORMWATER MANUAL, VOLUMES 1, 2 AND 3 - December 2008 (or latest revision), prepared by New Hampshire Department of Environmental Services.
 9. STATE OF NEW HAMPSHIRE STANDARDS OF DESIGN AND CONSTRUCTION FOR SEWERAGE AND WASTEWATER TREATMENT FACILITIES - New Hampshire Department of Environmental Services, Code of Administrative Rules, Env-ws 700, September 1997 (or latest revision);
 10. SUBDIVISION AND INDIVIDUAL SEWAGE DISPOSAL SYSTEM DESIGN RULES - New Hampshire Department of Environmental Services, Code of Administrative Rules, Env-ws 1000, August 1999 (or latest revision);
 11. STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES, DESIGN STANDARDS FOR SMALL PUBLIC DRINKING WATER SYSTEMS, Env-ws 372, June 1997 (or latest revision);
 12. TRIP GENERATION, Institute of Transportation Engineers, current edition;
 13. Other standards and specifications as approved by the Town of Londonderry.

3.02 MONUMENTS: The applicant shall be required to show and label all monuments. If no monuments are found, the applicant shall be required to set the monuments in accordance with the following regulations:

- a. Location: Monuments for the lot that is being developed shall be placed not more than 1000' apart in any straight line, and at all corners, at the beginning and end of all curves and at all angle points.
- b. At least one lot corner at the right of way line shall be marked by a stone or concrete monument 4" x 4" x 36" (minimum). All other lot corners shall be marked by 1" diameter iron pipe or 5/8 " steel rebar at least 30" in length or a drill hole set in an existing stonewall.
- c. Site Plan: A note shall be placed on the Site Plan indicating that all monuments have been set in accordance with these regulations. Any monuments that are not set prior to approval by the Planning Board shall be bonded for as part of the conditions of approval and marked on the plans as "to be set."

3.03 GRADING: Grading shall be shown in the drawings with information including, but not limited to, the following:

- a. Contours - existing and proposed contours at two foot contours intervals, based on USGS datum.
- b. Spot elevations - spot elevations shall be shown along all drainage facilities and adjacent streets at not more than 100' intervals in all directions.
- c. Layout - the layout of the existing and proposed streets, lots, wetlands (including square foot impact areas), and drainage facilities.
- d. Buildings - the location of all existing and proposed buildings and structures onsite and within 50' of the

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property line.

- e. Erosion control: The erosion control measures shall be indicated on the plans and be in accordance with best management practices of the New Hampshire Stormwater Manual, Volumes 1, 2 and 3 December 2008 (or latest revision), prepared by the NH Department of Environmental Services. Proper construction details shall be provided in the plan set.

3.04 UTILITIES: The Applicant shall show the location and size of all underground and overhead non-municipal utilities. The location of all manholes, transformer poles and other appurtenant facilities or structures shall be shown. A UTILITY CLEARANCE LETTER shall be submitted for each non-municipal utility stating approval of the proposed improvements by the utility provider. Non-municipal utilities shall include but not be limited to:

- a. Gas;
- b. Electric;
- c. Telephone; and
- d. Cable Television.
- e.

All proposed utilities shall be underground and shall be located a minimum of seventeen (17) feet off the centerline of the roadway pavement. Utilities shall be located so as not to conflict with roadside drainage systems.

3.05 WATER SYSTEM:

- a. Where municipal water supply is available, all proposed non-residential or multi-family residential sites shall be expected to connect to the same. In areas where municipal water is not available, on-site wells may be used to develop an appropriate water supply.
- b. Municipal Water System: When a project is to be served by public water, the Applicant shall show the location of all existing and proposed water lines and all appurtenant structures on the plan. A UTILITY CLEARANCE LETTER shall be submitted from the appropriate water company approving the proposed water plan. The municipal water system shall be designed and constructed in accordance with the appropriate water company standards and the standards of the New Hampshire Department of Environmental Services.
- c. Individual Well: When a project is to be served by an individual well, the well location and protective radius shall be shown on the plan. Where the protective well radius encroaches on abutting properties, all existing features should be shown within the protective well radius. Private individual wells shall be designed and constructed in accordance with the New Hampshire Code of Administrative Rules, New Hampshire Department of Environmental Services Regulations and the Town of Londonderry Regulations. Protective well radius shall not encroach on rights-of-way.
- d. Common Water System: When a common private water supply is to be utilized, plans similar to those for municipal water supply shall be submitted indicating the source of water, details of any pumping station and other distribution (including maintenance and repair) and treatment facilities. Certification from the New Hampshire Department of Environmental Services shall be submitted. The State subdivision approval number shall be shown on the plan. Common water systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services Regulations. The proposed ownership and operation shall be acceptable to the Town of Londonderry, including all necessary easements, agreements, and licenses.
- e. Fire Protection: Hydrants shall be located where required by the Londonderry Fire Department as applicable. Flow rate for fire protection and hydrant locations shall be coordinated with and approved by the Town of Londonderry Fire Department. The Applicant shall provide a written report documenting the required information.

3.06 SANITARY SEWER SYSTEM:

- a. Municipal Sanitary Sewer System: When a project is to be served by municipal sanitary sewer, the Applicant shall submit a plan showing the location of all existing and proposed sanitary sewer lines and all appurtenant structures. A permit is required from the Town of Londonderry Department of Public Works (and NHDES for sewer extensions, where applicable) and the permit number shall be shown on the plans.

The municipal sanitary sewer system shall be designed and constructed in accordance with the Standards of the New Hampshire Department of Environmental Services, Town of Londonderry Sewer Ordinance, and Town of Londonderry Department of Public Works - Sewer Division requirements. The following design requirements shall apply:

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1. Maximum peak flow velocity shall not exceed ten (10) feet per second. Minimum velocity shall not be less than two (2) feet per second;
 2. All drop manholes shall be a minimum of five (5) feet diameter;
 3. All manholes over fifteen (15) feet in depth (rim to bottom of structure) shall be minimum five (5) feet diameter;
 4. All manholes over twenty-five (25) feet in depth (rim to bottom of structure) shall be six (6) feet diameter; and
 5. Trench dams shall be provided for all sewer lines with a slope of seven percent (7%) or greater. The location of the trench dams shall be shown in the sewer profiles and construction details provided in the plan set.
- b. Individual Disposal System: When a project is to be served by an individual septic system, certification from the Town of Londonderry Health Officer and the New Hampshire Department of Environmental Services shall be submitted. The State subdivision approval number shall be shown on all plans. Individual disposal systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services and the Town of Londonderry Regulations.
- c. Privately-Owned Common Disposal Systems: Common disposal systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services and the Town of Londonderry Regulations. The design and location of the common disposal system shall be approved by the New Hampshire Department of Environmental Services and the Town of Londonderry. The proposed ownership and operation shall be acceptable to the Town of Londonderry, including all necessary easements, agreements, and licenses.

3.07 STORM DRAIN SYSTEM

- a. General: The proposed development shall provide for proper surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm water system and will conserve flooding, erosion and sedimentation.
1. The drainage system shall be designed so that the post development runoff rate does not exceed the pre-development runoff rate. Detention/retention areas may be used to achieve this requirement. Underground detention structures may be permitted where they are determined by the Town to be a reasonable application without detriment to adjacent properties and environmental systems, or contrary to the public interest. . Underground detention structures shall be designed, constructed and maintained in accordance with the New Hampshire Stormwater Manual, Volumes 1, 2 and 3, dated December 2008 (or latest revision).
 2. Surface water runoff shall be carried away in a system of swales, drainways, culverts and channels to a natural watercourse or existing drainage facilities.
 3. Where a site is traversed by a watercourse, drainage way, channel or stream there shall be provided an easement conforming to the lines of such watercourse.
 4. A culvert or other drainage facility shall be large enough to accommodate runoff from its entire upstream area.
 5. When a proposed drainage system will carry water across land outside the site appropriate drainage rights must be secured and indicated on the plan.
 6. Where it is anticipated that the additional runoff incident to the development of the site will overload the existing downstream drainage facility the Board may withhold approval of the project until provisions have been made for the improvement of said potential condition.
 7. Where the Department of Public Works determines that the downstream, offsite drainage system is substandard, the Planning Board may require the applicant to improve the drainage system.
- b. Design Computations: A drainage study shall be submitted for review by the Town Engineer. A drainage study shall include:
1. A table of contents;
 2. A narrative statement indicating how the applicant has met the requirements of Section 3.07 and describing the methodology and results of the analyses;
 3. A summary table comparing the existing and post-development rates of runoff for each individual drainage basin/watershed to abutting properties. All watersheds and drainage areas shall be consistently labeled in the tables, calculations, and plans;
 4. A summary table of each pipe indicating project location, pipe size, type, length, slope, Manning's "n"

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- value, peak discharge, depth of flow, and peak velocity for the design storm. The summary table shall also include hydraulic grade line (HGL) elevations at each location in closed conduit piping systems;
5. A summary table of each swale and channel indication project location, cross-section/channel width, slope, Manning's "n" value, peak discharge, depth of flow, and peak velocity for the design storm;
 6. The project location and watershed area shown on a USGS quadrangle or as a figure in the report;
 7. A watershed area plan for existing conditions showing topography and existing ground elevations at two (2) foot contour intervals for the project site. The plan shall clearly show the boundary of each drainage area and subarea with identifying label and the size indicated in acres;
 8. A watershed area plan for post-development conditions showing existing and proposed topography at two (2) foot contour intervals for the project site. The plan shall clearly show the boundary of each drainage area and subarea with identifying label and the size indicated in acres. The post-development area shall be shown on a separate plan from the existing conditions;
 9. Runoff calculations shall be completed for the existing and post-development conditions using Natural Resource Conservation Service (NRCS) methods as described in the New Hampshire Stormwater Manual, Volumes 1, 2 and 3, dated December 2008 (or latest revision) for the appropriate design storms as required by the regulations;
 10. Flood routing calculations shall be provided for the design of each detention basin and pond using acceptable methods such as Modified Puls, Storage Indication, or as may be approved by the Town Engineer. In addition to the design storm, a fifty (50) year storm analysis shall be conducted to establish the 50 year elevation at the detention basin. A minimum of 12 inches of free board shall be provided above the 50-year storm to the minimum elevation of embankment at the detention basin;
 11. Water quality treatment facilities shall be designed to the NH Department of Environmental Services standards and are in addition to these regulations;
 12. Riprap design calculations shall be provided to the requirements of the New Hampshire Stormwater Manual, Volumes 1, 2 and 3, dated December 2008 (or latest revision) for each pipe outfall location and where necessary for open channels and swales; and
 13. The report shall be stamped by a licensed professional engineer in the State of NH.
- c. Hydraulic Grade Line (HGL):
1. Closed Conduit - Closed conduit systems shall be designed to convey the appropriate design storm required by the regulations under gravity flow conditions with no more than full flow pipe conditions;
 2. Open Channels and Swales - For open channels and swales, the HGL shall be shown for the appropriate design storm required by the regulations; and
 3. Detention Basins/Ponds - The HGL shall be shown for the 50-year flood event.
- d. Flow Computations: Flow computations shall be in accordance with the following:
1. Manning's formula shall be used to compute capacities for all open channels, swales, and closed piping drainage systems; and
 2. The capacity of cross culverts shall be computed in accordance with the Manual on Drainage Design for Highways - NH Department of Transportation.
- e. Design Runoff: The rainfall frequency to be used with this formula shall be as follows:
1. Commercial areas - 25 years
 2. Industrial areas - 25 years
 3. Flood protection Works - 50 years
 4. Multi-Family Residential - 25 years
- f. Placement of Drain Lines: All off-site drain lines shall be placed within right-of-way dedicated for public streets unless use of easements is specifically approved by the Board.
- g. Pipe Size, Velocity and Type:
1. Minimum allowable pipe diameter in any storm drain system shall be 15".
 2. The minimum design velocity in pipes shall be 2 feet per second and the maximum velocity shall be 10 feet per second.
 3. The minimum depth of cover for storm drain lines shall be 36 inches from the top of pipe to finished grade.
 4. Bedding and backfill shall be 3/4 inch crushed stone. Bedding shall be a minimum 6-inch depth in earth and 12-inch depth in ledge.
 5. Acceptable pipe material shall include ADS N12 and reinforced concrete pipe (RCP).

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6. Maximum length between drain manholes shall be 300 feet.
- h. Drainage structures: Manholes and other drainage structures shall be pre-cast concrete meeting H-20 loading and constructed and installed in accordance with New Hampshire Department of Transportation Standards and Specifications for Road and Bridge Construction. Drainage structures shall not exceed eighteen (18) feet in depth (rim to bottom of structure). All catch basins shall be outfitted with a polyethylene liner downspout. Outlet structures at detention basins, when necessary, shall be the typical Town of Londonderry standard structure - a vertical slotted weir with overtopping grate and properly sized outlet pipe.
- i. Driveway Culverts: The location, length, size, material, bedding and backfill of all driveway culverts shall be approved by the Town Engineer prior to construction. Driveway culverts shall be located a minimum of 11 feet off the edge of roadway pavement.

3.08 STREETS, DRIVEWAYS, BICYCLE, AND PEDESTRIAN ACCESS

- a. General: All sites shall have adequate provisions for safe and suitable access to a Class V or better road. Where an adjacent existing street from which access is gained is deemed to be substandard, the upgrading of said street shall be provided for. Where traffic from a proposed site will adversely impact nearby streets or intersections, provisions shall be made for the mitigation of said impacts. If new streets are to be built as part of a site plan (e.g., for a multi-family residential site plan), then the design and submission requirements of such streets shall comply with Section 3.09 of the Londonderry Subdivision Regulations.
- b. Driveways:
 1. Driveway widths and right-turn radii shall comply with the standards set forth in the Site Plan Regulations.
 2. When a proposed driveway is located on a State road, the Applicant is also responsible for obtaining the approval and necessary permits from NHDOT. The Applicant shall submit a copy of the permit to the Planning Department and the permit number shall be shown on the plan.
 3. Access points shall not be located closer than 200 feet from one another on the same side of the road or closer than fifty (50) feet to any intersecting street
 4. Where the existing configuration of properties and driveways in the vicinity of the site precludes spacing of a driveway in accordance with #3 above, the Planning Board may require that one, or a combination of, the following methods be utilized:
 1. Joint-Use Driveways: Wherever feasible, the Planning Board may require a joint-use driveway serving abutting properties, with appropriate cross-access easements provided. Joint Use Driveway Standards are as follows:
 - a) Joint-use driveways must meet AASHTO criteria for street intersection sight distance.
 - b) The maximum length of a joint-use driveway must meet NFPA standards.
 - c) The maximum grade of a joint-use driveway shall be 6%.
 2. Driveway Closings: The property owner may be required to close and eliminate pre-existing driveways, if any, on the project site at the discretion of the Planning Board after approval of a new driveway.
 5. The closest points of any two (2) driveways servicing a single lot shall exceed fifty (50) feet at their intersection with the street lot line.
 6. The width of any driveway, except for radii per Section 3.08, shall not exceed twenty-four (24) feet. The Planning Board may specifically approve an exception not to exceed thirty-six (36) feet.
 7. Entrances to facilities not located on the principal use lot shall be no more than four hundred (400) feet from the principal lot, unless the Applicant demonstrates to the Planning Board that reasonable

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provisions have been made to accommodate pedestrian access between all facilities and be no farther removed than eight-hundred (800) feet.

8. The minimum sight distance shall be 365 feet in all directions meeting the requirements for roadway intersections and Exhibit D3 of the Londonderry Subdivision Regulations unless otherwise required by the NH DOT as part of a State Driveway Permit. The Applicant shall obtain appropriate visibility easements over other parcels to meet the sight distance requirements.
9. The Applicant is responsible for obtaining a driveway permit from the Department of Public Works prior to commencing construction.
10. All access shall be designed to accommodate prospective traffic and meet requirements of the regulations and any additional requirements of the Fire Department.

c. Pedestrian and Bicycle Circulation:

1. Pedestrian Safety: Insofar as practical, pedestrian and bicycle circulation shall be separated from motor vehicle circulation. Safe and convenient pedestrian circulation, including appropriate sidewalks, shall be provided on the site and its approaches. The pedestrian circulation plan shall be designed to minimize conflicts with vehicular traffic, and include sidewalks, crosswalks, bump-outs, curb ramps, handrails, signs, and pedestrian signals. Bicycle parking shall be provided in accordance with Section 3.09 of the Site Plan Regulations.
2. Sidewalks: Sidewalks shall be provided onsite or as off-site mitigation as the Planning Board deems necessary to protect pedestrians and promote the safe and efficient movement of pedestrian and vehicular circulation.
 - i. The Board shall require the construction of sidewalks for pedestrian access to schools, parks, shopping areas, and transit stops.
 - ii. In commercial and industrial districts, sidewalks may be required on both sides of the street, as well as continuously throughout developments.
 - iii. In residential districts, sidewalks may be required on one side of the street in accordance with the Master Plan.
 - iv. Construction of sidewalks shall be in accordance with Exhibit D4 of the Town's subdivision regulations. All sidewalks shall be a minimum width of six (6) feet inclusive of curbs, with a minimum unobstructed width of 4 feet free of street furniture, lighting and signs. Sidewalks constructed along streets without curbs shall be set back a minimum of eight (8) feet from the edge of pavement.
 - v. Sidewalks adjacent to buildings shall be constructed to a seven (7) foot width.

3.09 VEHICLE CIRCULATION, PARKING AND LOADING STANDARDS

a. Parking Lot Traffic Circulation:

The parking lot design shall be such that:

1. There is safe and adequate vehicular traffic and pedestrian circulation.
2. All parking spaces can be safely accessed from the aisles, with particular attention paid to ensure that spaces near the end of an aisle have sufficient room for backing and turning.
3. All parking areas within ten (10) feet of any structure shall have a curb or substantial bumper not less than four (4) feet from the structure.
4. Vehicles shall not back directly into access driveways.
5. Entrances and exits shall be designed to avoid queues in the public road providing access.

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b. Minimum Stacking Space Requirements:

1. All uses which include a drive-up window or which are characterized by patrons remaining in their vehicles to receive service shall provide stacking spaces in order to alleviate traffic congestion.
2. Stacking spaces shall be a minimum of ten (10) feet in width and eighteen (18) feet in length. All stacking areas must be separated from other circulation aisles and parking spaces. The use of a landscaped island with curbing is recommended to channelize traffic.
 - i. Restaurant Drive-Thru Windows: A minimum of ten (10) stacking spaces shall be required for restaurants with drive-up window. The distance shall be measured from the drive-up window.
 - ii. Car Washes: A minimum of three (3) stacking spaces per car wash bay shall be required.
 - iii. Financial Institution Drive-Thru Windows: A minimum of four (4) stacking spaces shall be required for financial institutions having one drive-thru window, and two (2) stacking spaces for each additional window.
 - iv. Other Uses with Drive-Thru Windows or Similar Characteristics: For other uses not specifically provided herein, the Planning Board (with a recommendation from the Zoning Officer) shall make a determination regarding the number of stacking spaces required.

c. Parking Dimensional Requirements:

Parking stalls and aisle widths shall comply with the following:

1. Standard Stall Dimensions:

- i. Exclusive of compact auto spaces, all parking spaces shall comply with the design standards of TABLE A and FIGURE 1 of Section 3.09 and its associated parking layout unless otherwise approved by the Planning Board.

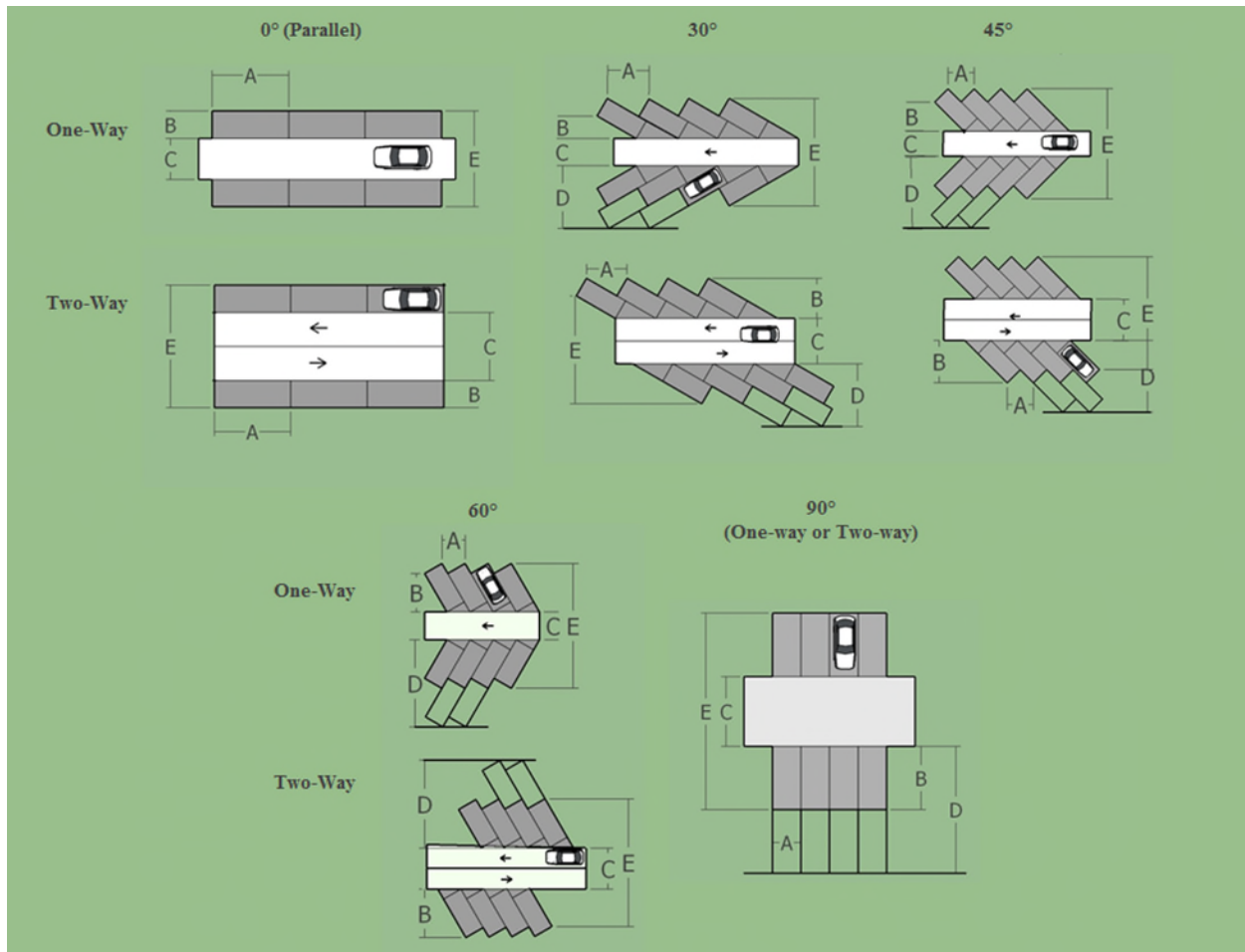
2. Compact Automobile Space Stall Dimensions:

- i. Parking spaces for compact automobiles as permitted by 3.09.i shall contain a rectangular area of at least fifteen (15) feet in length and eight (8) feet in width. The length shall be increased to eighteen (18) feet where the spaces are located parallel to the travel aisles.
- ii. These spaces must be conspicuously designated as reserved for compact automobiles by a sign in accordance with Section 3.11 of the Zoning Ordinance, located such that it will not be obscured by a vehicle parked in the space.

<u>TABLE A</u>							
<u>MINIMUM DIMENSIONAL REQUIREMENTS FOR PARKING AREAS</u>							
<u>(Based on 9'x 20' Parking Stall except for 0 degrees)</u>							
	"A"	"B"	"C" (One-Way)	"C" (Two-Way)	"D"	"E"	"F"
(Degrees)	(Feet)	(Feet)	(Feet)	(Feet)	(Feet)	(Feet)	(Feet)
0	22.5	8.0	12	20	N/A	28.0	36.0
30	18	17.8	12	20	27.8	47.6	55.6
45	12.7	20.5	12	20	34.6	53.0	61.0
60	10.4	21.8	12.5	20	39.1	56.1	63.6
90	9.0	20.0	22	22	40.0	62.0	62.0

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FIGURE 1
GRAPHIC DEPICTION OF DIMENSIONAL REQUIREMENTS FOR PARKING AREAS



d. Calculation of Parking and Loading Requirements:

1. In all districts, at the time any new building or structure is erected or any existing building or structure is subject to a substantial alteration or a change in use, off-street parking and loading space shall be provided in accordance with the minimum standards set forth below.
2. Where the principal use is not enclosed in a building, the portion of the lot so used shall be considered as part of the gross floor area for computing parking and loading requirements.
3. Where a principal or accessory use of a lot is not enclosed in a building, the Planning Board shall determine the parking and loading area required to service such use in accordance with TABLE B of this section. Staff shall be designated to make the initial determination subject to final Planning Board approval.
4. Where there is more than one unit of measurement that may be applied, Staff shall be designated to make the initial determination for planning purposes, subject to final Planning Board approval.
5. Quantity of parking and loading spaces shall comply with the minimum listed within TABLE B of the Site Plan Regulations based on allowed uses.
6. Loading and unloading areas shall not be considered parking spaces.
7. When the schedule requires the number of spaces to be calculated per employee and employees are on the site in shifts, the number to be used is the number of employees present during the largest shift. In all

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other cases it shall mean the total number of employees on the site or who will use the site for parking at any one time.

8. When the schedule requires the number of spaces to be calculated by more than one standard, Section 3.09.i.2 should be used to find the appropriate computation for determining the total number of shared parking spaces required, and other related considerations.
9. The quantity of required spaces will be determined as shown in TABLE B or at the discretion of the Planning Board in accordance with these regulations.

TABLE B
OFF STREET PARKING AND LOADING

Use Categories	Unit of Measurement	Spaces Required
Residential Uses (Subject to Site Plan Review)		
Dwelling, Multi-family (3 or more units)	DU	2.0/DU
Elderly Housing (3 or more units)	DU	1.5/DU
Elderly Housing, Affordable (3 or more units)	DU	1.2/DU
Mixed-Use Residential*	DU	1.5/DU
<i>Residential Uses Not Subject to Site Plan Regulations: Dwelling, Single Family; Dwelling, Two-Family; Dwelling with Accessory Dwelling Unit (See Sections 2.3.1.6 & 7 of the Zoning Ordinance); Small Workforce Housing (Conditional Use Permit Required – See Section 2.3.3.6 of the Zoning Ordinance).</i>		
Residential – Supported Care		
Congregate Care Residential Facility	DU	1.0/DU
Assisted Living Facility	DU	0.5/DU
Nursing Home	Bed	0.4/Bed
Live/Work Unit		
Live/Work Unit	DU & Use	3.0
Community Gathering/Assembly, Membership, Cultural, & Recreational Uses		
Community Center; Public Assembly; Cultural Uses and Performing Arts; Health/Athletic Clubs; Gallery/ Exhibition; Sports Facilities; Conference/Convention Centers; Membership Clubs; Cinema/Theatre; Religious Facilities & Places of Worship; Funeral Homes; Commercial Recreation; Stadiums or Similar	FA, Seat or User as determined by Planning Board	4.0/ 1,000 SF or 1.0/ 3 Seats or 1.0/ 3 Users
Outdoor Recreation Facilities – Sports Field	Field	30/ Field
Outdoor Recreation Facilities – Sports Court	Court	3.0/ Court
Golf Course	Tee	4.0/ Tee
Educational/ Day Care Facilities		
School, Elementary & Middle (Public, Charter, Private)	Seats**	.20/ Seat
School, High (Public, Charter, Private)	Seats**	.25/ Seat

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Use Categories	Unit of Measurement	Spaces Required
Trade School, Training Facility, Community or Jr. College	Staff & Enrollment**	1.0/ Staff + 0.5/ Student
Pre-School/ Kindergarten, (Private, Charter); Daycare, Adult; Daycare, Child	Staff & Enrollment**	1.0/ Staff + 1.0/ 7 Attendees
Healthcare Facilities		
Hospital; Medical Center; Surgical Center/ Outpatient Services; Urgent/ Immediate Care; Behavioral & Mental Health Facility	To be determined by a Parking Needs Analysis prepared specifically for the institution	
Medical Offices (Within a Medical Institution)	FA	4.0/ 1,000 SF
Medical/ Dental Offices (Not Attached to Hospital)	FA	4.5/ 1,000 SF
Veterinary Clinic/ Animal Hospital	FA	4.0/ 1,000 SF
Business Sales and Service – Low Generator		
Apparel; Auto Parts; Batteries; Books; Building Materials; Camper Sales; Computer Services; Hardware Store; Lumber Store; Paint Store; Dry Cleaner; Flooring; Furniture; Cards/ Gifts; Office Supply; Party Supply; Pet Supply; Specialty Retail; Window Coverings; or Similar	FA	2.0/ 1,000 SF
Business Sales and Service – Medium Generator		
Electronics Store; Financial Institution; General Retail; Insurance Agency; Personal Service Establishment; Pharmacy/ Drugstore; Sexually Oriented Business; Wireless Retailer; or Similar	FA	3.0/ 1,000 SF
Business Sales and Service – High Generator		
Convenience Retail; Copy Center/Shipping Store; Grocery Store/ Supermarket; Superstore; Tire Store; Vehicle Sales; Warehouse Club; Wine/Liquor Store; or Similar	FA***	4.0/ 1,000 SF
Business Sales and Service – Multiple Use Sites		
Mixed-Use Development; Multi-Tenant Retail Building(s); Shopping Center	Shall use Shared Parking Methodology Section 3.09.j.2 – Site Plan Regulations	
Office/ Employment Centers		
General Office; Professional Office; Judicial Complex; Research & Development Office; or Similar	FA	3.0/ 1,000 SF
Call Center; Customer Service and Billing Office; Government Office; Utility Service Center; or Similar	FA	4.0/ 1,000 SF
Food and Drink		
Restaurant, Full Service Sit-Down	Seat	0.5/ Seat
Bar; Night Club; Tavern; Lounge; Restaurant, Coffee Shop/ Fast Food; Ice Cream/ Yogurt; or	FA***	10.0/ 1,000 SF

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<u>Use Categories</u>	<u>Unit of Measurement</u>	<u>Spaces Required</u>
Similar		
<u>Lodging/ Hospitality</u>		
Hotel; Suites; Extended Stay; Motel	Room	1.0/ Room
Bed & Breakfast	DU & Guest Room	2.0/ DU + 1.0/ Guest Room
<u>Motor Vehicle Rental and Services</u>		
Gas Station with Convenience and Fast Food;	FA***	8.0/ 1,000 SF
Motor Vehicle Service Station	FA	5.0/ 1,000 SF
Motor Vehicle Maintenance, Repair & Painting	Bay	3.0/ Bay
Motor Vehicle Rental; Rental Car Terminal	Rental Floor Area & Area of Vehicle Storage	3.0/ 1,000 SF + 1.0/ 2,500 SF of Vehicle Storage Area
Sales & Rental of Trucks or Heavy Equipment (Primary or Accessory Use)	Equipment Display or Storage Area	0.5/ 1,000 SF
<u>Industry, Distribution & Technology Uses</u>		
Aeronautical Facilities	To be determined by a Parking Needs Analysis prepared specifically for the proposed use	
Assembly and/or Testing and/or Packaging, Warehouse, and Distribution; Manufacturing; Research or Testing Laboratory; Repair Service; Wholesale Business; or Similar	FA	1.0/ 800 SF
Outdoor Storage of Goods and Materials	FA	1.0/ 2,000 SF
Trucking Terminal	FA & Staff	3.0/ 1,000 SF + 1.0/ Staff
Warehouse and Storage Facility	FA	1.0/ 1,500 SF
Excavation Operations, including Temporary & Permanent	FA	2.0/ 1,000 SF
Self-Storage Facility	Facility	6.0 Spaces
Self-Storage Facility – With Moving Truck Rentals	Facility	10.0 Spaces + 1.0/ Truck
Self-Storage Facility – With Climate Controlled Units	Facility	6.0 Spaces + 2.0 Loading
<u>Transportation Facilities</u>		
Airplane Terminal	To be determined by a Parking Needs Analysis prepared specifically for the proposed use	
Multi-Modal Transit Center/ Bus Terminal/ Park & Ride	To be determined by a Parking Needs Analysis prepared specifically for the proposed use	
<u>Kennels</u>		
Pet Daycare, Boarding, Training, Grooming	FA	5.0/ 1,000 SF for 1 st 3,000 SF + 2.0/ 1,000 SF for area over 3,000 SF
<p>*Parking calculation for Mixed Use Developments shall be per Shared Parking Methodology in Section 3.09.i.2 of the Site Plan Regulations; Number shown is base number for input into the calculation **Maximum enrollment Facility is designed to accommodate, plus spaces for facility vehicles</p>		

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Use Categories	Unit of Measurement	Spaces Required
<p>***FA limited to interior building space only, with no additional parking required for outdoor display, storage or seating</p> <p>****No more than 1.5 residential parking spaces per unit are required for studio and one-bedroom units under 1,000 square feet that meet the requirements for workforce housing under RSA 674:58 IV.</p> <p>****No more than 1.5 residential parking spaces per unit are required for multi-family developments of 10 units or more.</p>		

e. Parking for Disabled Persons and ADA Compliance:

1. Parking lots shall be in compliance with the Americans with Disabilities Act of 1990 (ADA), as most recently amended.
2. All sites which provide on-site parking shall provide wheelchair accessible parking spaces and accompanying access aisles as specified herein (in accordance with Federal law, in particular 23 CFR Part 36, Appendix A, Section 4.1.2(5); see: Federal Register, Volume 56, #144, July 26, 1991).
3. The following number of wheelchair accessible parking spaces is required. For larger lots, refer to the above Federal Register for requirements.

Total Parking Spaces	Minimum # Required
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7

4. At least one in every eight wheelchair accessible spaces shall be designated as "van accessible," or as otherwise provided for in ADA.
5. Each wheelchair accessible space shall be identified with appropriate pavement marking and a sign. For van accessible spaces signage shall indicate that they are van accessible. Signs shall be mounted such that they are not obscured by other parked vehicles.
6. Handicap parking stalls shall be large enough to fully contain a rectangle 8' wide by 20' long. Parked vehicle overhangs shall not reduce the clear width of an accessible route. All handicap parking spaces shall be served by a parallel access aisle, which shall be a minimum of 5' wide for standard handicap spaces, and 8' wide for van accessible spaces. Adjacent spaces may share an access aisle.
7. Access aisles adjoining wheelchair accessible parking spaces shall be paved flush to the ground, and the pavement shall extend all the way to the nearest wheelchair accessible entrance. Such parking spaces shall be located in close proximity to wheelchair accessible entrances. Wherever practicable, the main entrance shall be wheelchair accessible.
8. The slope of wheelchair accessible parking spaces and adjoining access aisles shall not exceed one foot of rise per 50 feet of run.
9. Curb ramps shall be provided as necessary.
10. Where appropriate, wheelchair ramps shall be provided, with a slope not exceeding one foot of rise per 12 feet of run.
11. It is recommended, though not required, that a drop-off area be located at wheelchair accessible entrances.

f. Other Parking Lot Requirements:

1. Adequate directional signage shall be provided, per the Manual on Uniform Traffic Control Devices for Streets and Highways, as most recently published.

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2. Parking lots shall be landscaped in accordance with the requirements of Section 3.10 as most recently amended.
3. Walls and Fences
 - i. Walls and fences shall be erected where required for privacy, screening, separation, security, erosion control, or to serve other necessary and reasonable functions.
 - ii. The design and materials used shall be functional and compatible with existing and proposed site architecture.
 - iii. No fence or wall shall be so constructed or installed as to constitute a hazard to traffic or safety.
4. Lighting
 - i. All parking area lighting shall be subject to the Outdoor Lighting Standards of the Town of Londonderry Site Plan Regulations, Section 3.13, as most recently amended and the following:
 - ii. All artificial lighting used to illuminate a parking lot shall be so arranged that all direct rays from lighting fall entirely within such parking lot or accessory walkways.
 - iii. The maximum mounting height of a lighting fixture above the ground shall be twenty (20) feet in a residential district and thirty (30) feet in a nonresidential district.
5. Street Furniture
 - i. Street furniture, such as but not limited to, trash receptacles, benches, and mailboxes, shall be located and sized in accordance with its function.
 - ii. The different street furniture components shall be compatible in form, material and finish. Design and materials shall be coordinated with existing and proposed site architecture. Selection of street furniture shall take into consideration function, durability, maintenance and long-term cost.
6. Electric Vehicle Charging Stations
 - i. Non-residential sites are encouraged to install electric vehicle charging stations as part of site design.
- g. Off-street Loading Facilities:
 1. No on-street loading or unloading shall be permitted.
 2. Specific size of loading space shall be determined by building usage or function.
 3. Loading areas shall be designed to permit on-site backing or maneuvering as well as forward driving to the lot exit.
 4. Other than Planning Board approval to use parking aisles as maneuvering space, loading areas requirements shall not encroach on parking areas.
 5. The area approved for loading or unloading shall not obstruct access to a property or right-of-way. All loading or unloading spaces shall have direct access to a public right-of-way at all times.
 6. All loading areas shall be surfaced with a durable concrete or asphalt material and graded and drained to dispose of all surface water accumulation.
 7. Off-street loading spaces shall be provided on the same lot as the principal use they are intended to serve. In no case shall an off-street loading space be counted as part of an area to satisfy the off-street parking requirements.

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8. No loading bay area abutting a residential zoning district shall be located within fifty (50) feet of the residential boundary line. Loading bays shall not be located on sides of buildings facing a public right-of-way except as specifically approved by the Planning Board. Where such request is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as possible.
 9. The area approved for loading or unloading shall not obstruct access to a property or right-of-way. All loading spaces shall have direct access to a public right-of-way.
 10. All loading bay areas shall be surfaced with a durable concrete or asphalt material and graded to dispose of all surface water accumulation.
 11. Loading Space Dimensions:
 - i. Minimum dimensions for industrial loading spaces shall be fourteen (14) feet in width and forty (48) feet in length. A vertical clearance of fifteen (15) feet is also required.
 - ii. Minimum dimensions for a commercial loading space shall be determined by evaluation of the size of anticipated delivery vehicles. Under no circumstances shall a commercial loading space be any smaller than ten (10) feet in width and twenty-eight (28) feet in length.
 12. Loading bays shall not be located on sides of buildings facing a public right-of-way, except as specifically approved by the Planning Board. Where such exception is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as practical.
- h. Coordinated or Joint Parking Design:
1. When feasible, abutting parcels may be so designed as to provide for mutually coordinated or joint parking, access and circulation systems, and shall include stub-outs and other design features as necessary to make it visually obvious that the abutting properties are tied together in a unified traffic system.
 2. In parking lots where shared access and/or interconnected parking lots occur, perimeter parking lot shade tree requirements of Section 3.10.g of the Site Plan Regulations may be relieved by the Planning Board where parking is located to the side or rear of the building.
 3. Development prior to abutting use. In the event that the site is developed prior to an abutting property, it shall be designed to ensure that its parking, access and circulation may be easily tied in to create a coordinated parking design at a later date.
 4. Existing abutting uses. In the event that the site abuts an existing developed property, it shall be so designed as to tie into the abutting parking, access and circulation to create a coordinated system unless the Planning Board finds that this would be impractical.
- i. Flexibility in Off-Street Parking and Loading Standards:
1. Flexibility in Administration Required
 - i. The Planning Board has flexibility in the administration of the requirements of Section 3.09 and TABLE B, and may allow more or less parking when the Applicant has reasonably demonstrated that the need exists as measured by the following criteria.
 - ii. The parking calculation for flex-spaces in a development intended to provide opportunities for a variety of uses over time should plan for the most intense possible use, e.g. restaurant vs. specialty retail, or stipulate that future uses shall not cause the parking requirement to exceed the available spaces.
 2. Flexibility in the Number of Required Off-Street Parking Spaces

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- i. The Planning Board may be flexible in the administration of parking requirements set forth in Section 3.09 of the Site Plan Regulations when it finds that at least one of the following criteria is met, and such deviations are consistent with the purpose and intent of the Zoning Ordinance and Site Plan Regulations:
 - a) The Applicant is able to demonstrate through studies of similar uses or similar facilities that the actual parking demand for the property is significantly different from the requirements of Section 3.09, and can document that there have been no parking shortages at such studied sites.
 - b) The Applicant is requesting a permanent shared parking arrangement for a multi-tenant site, a mixed-use development, or a shared parking agreement with an adjacent property.
 - c) Alternate transportation modes are available to be implemented, and the Applicant has demonstrated to the satisfaction of the Planning Board that the business or business center and its employees will utilize such alternative modes of transportation.
 - d) A residential development is irrevocably oriented toward the elderly or other demographic group that, due to the driving characteristics of the group, requires fewer or more parking stalls than the general populace.
 - ii. Whenever the Planning Board grants an alternative from the parking requirements listed in Section 3.09, the Applicant shall note the alternate parking requirements approved by the Planning Board on the Site Plan.
- j. Alternative Parking Standards:

In order to encourage alternate modes of travel that will reduce dependence upon the single-occupancy automobile, the following guidelines and standards are offered:

1. Compact Auto Spaces: In parking lots containing one hundred (100) or more spaces serving a nonresidential principal use, the Planning Board may permit the designation of compact automobile spaces to a proportion of not greater than ten (10) percent of the total which may be designed in accordance with Section 3.09.c.2.i.
2. Shared Parking: Where the Planning Board determines that a proposed development consisting of two or more uses located on a single parcel will generate different hourly, daily and/or seasonal parking demand due to the varied hours of operation of each use and frequencies of customer and employee occupancy of available parking spaces, the Planning Board may approve a site plan utilizing shared parking. The Applicant shall provide the parking space count and justification analysis. Approved shared parking requires the present construction of a lesser number of spaces. The Planning Board may approve an alternate parking requirement in accordance with the following:
 - i. The Applicant submits a shared parking computation to the Planning Board which shall be based upon the following:
 - a. A complete and accurate description of the proposed uses, floor areas devoted to such uses, the number of seats or rooms assigned to each use, and the days and hours of operation of each use for each day of the week and for any seasonal variations in operations.
 - b. A complete and accurate description of the number of employees and their respective shifts, if applicable.
 - c. To calculate optimal parking requirements based on an estimated peak operating time for mixed-use developments, commercial centers, and sites with multiple users, start by computing the parking required for each use separately utilizing the parking requirements in TABLE B. The computation should set predetermined time periods over the course of 24 hours, for both weekdays and weekends, (e.g. 11:00 p.m. to 6:00 a.m., 6:00 a.m. to

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- iv. Design and choice of paving materials used in pedestrian areas shall consider such factors as function, climate, characteristics of users, availability, cost maintenance, glare, drainage, noise, appearance, and compatibility with surroundings.
- v. Alternative Surfacing - The Planning Board may permit a complete or partial substitution of an alternative surfacing for a paved surfacing on a parking lot, provided that the Board finds that the alternative surfacing will not be detrimental to adjacent property and streets by reason of the generation of dust, the disintegration of the surfacing, or the dispersal of stormwater runoff; that the surfacing is appropriate to the intensity of vehicular movements associated with the use; and that the surfacing will support an acceptable degree of access to the property by Fire Department apparatus.

l. Bicycle Parking

Off-street bicycle parking may be required by the Planning Board whenever any new use is established or any existing use is enlarged for which more than ten (10) automobile parking spaces are required. If required by the Planning Board, the quantity of bicycle stalls will be determined as shown in TABLE C of this section.

TABLE C BICYCLE PARKING	
Auto Spaces Required	Bicycle Stalls Required
10-50	10% of auto
51-100	5% of auto
100+	3% of auto

1. Requirements are additive. Once a threshold is met the previously existing requirement shall be maintained and additional stalls shall be provided at the new level until the next threshold is met.
2. A minimum of two (2) and a maximum of twenty (20) stalls shall be provided.
3. In calculating stall requirements, all decimals and fractions shall be rounded up to the nearest whole number.
4. All bicycle parking stalls shall be located within one-hundred (100) feet of the primary use or as close as the closest auto space.
5. A bicycle stall shall include a delineated and safe parking area, and an appropriate structure to which bicycles can be locked.
6. Appropriate structure means a stand or other device constructed so as to enable the user to secure by locking the frame and one wheel of each bicycle parked therein. Racks must be easily usable with both U-locks and cable locks. Racks should support the bikes in a stable upright position so that a bike, if bumped, will not fall or roll down. Racks that support a bike primarily by a wheel, such as standard 'wire racks', are damaging to wheels, and thus are not acceptable.
7. Bicycle parking racks, shelters or lockers must be securely anchored to the ground or to a structure.
8. Outdoor bicycle parking areas shall be surfaced with hard-surfacing material having a minimum depth of two inches, such as pavers, asphalt or concrete, unless otherwise permitted by the Planning Board.
9. Provision of additional amenities including but not limited to covered parking and shower facilities is encouraged for lots over one-hundred (100) automobile spaces but not required.

m. Longer Term Airport Parking (Airport District):

<p>TABLE D MINIMUM DIMENSIONAL REQUIREMENTS FOR LONGER TERM AIRPORT PARKING AREAS</p>
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(Based on 8.5' x 18" Parking Stall, except for zero (0) degrees)

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Angle of Parking Space (Degrees)	“A” (Ft.)	“A” (Ft.)	One-Way Traffic “C” (Ft.)	Two-Way Traffic “C” (Ft.)	“D” (Ft.)	One Way Traffic “E” (Ft.)	Two-Way Traffic “F” (Ft.)
0	20.0	8.0	12.0	20.00	---	28.0	36.0
30	17.0	14.7	12.0	20.0	—	41.4	49.4
45	12.0	18.7	12.0	20.0	31.5	49.4	57.4
60	9.8	19.8	12.5	20.0	35.4	52.1	59.6
90	8.5	18.0	22.0	22.0	36.0	58.0	58.0

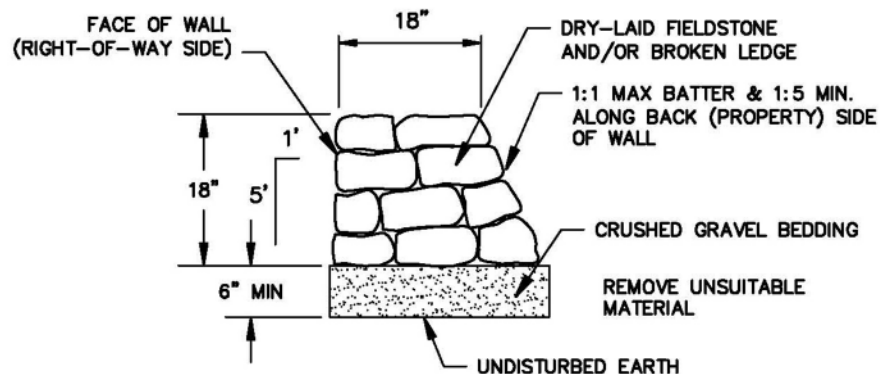
Note: See FIGURE 1, Section 3.09

3.10 LANDSCAPING DESIGN STANDARDS

- a. The existing landscape of Londonderry is diverse, containing natural wooded environments, orchards and open fields, as well as wetlands and streams. New development should be respectful and sensitive to the dominant landscape character of Londonderry as a whole.
- b. The purpose of landscaping design standards in Londonderry are to:
 1. Preserve and enhance the character of Londonderry’s landscape
 2. Enhance the goals of the Master Plan, the Zoning Ordinance, and the Orchard and Open Space Preservation Plan, and provide attractive settings for new development.
 3. Preserve and enhance local and regional open space resources such as, but not limited to, the apple orchards and the Musquash Conservation Area.
 4. Preserve the integrity of valuable historic resources, particularly stonewalls and dwellings and structures listed in the Heritage Commission's Cultural Resource Survey.
 5. Support and encourage the use of sustainable design principles and operating practices that preserve and enhance wildlife habitats, water quality, and overall health of the natural environment.
 6. Encourage the use of indigenous plant material to provide natural habitat and food sources and to maintain ecological diversity.
 7. Maintain a quality image of the public spaces within Londonderry and high property values for present and future development
- c. General Requirements:
 1. All required landscaping shall be located entirely within the lot, unless agreements have been made with the Town for landscaping in the road right-of-way.
 2. Native plants shall be used in appropriate locations, such that individual plants are selected for their ability to thrive in or adapt to the particular soil and light conditions they are placed in. (For a list of recommended native plants, see Appendix LS1: Notes on Native Trees and Shrubs and Their Use in Landscaping)
 3. Under no circumstances shall any plants be used that are recognized by the horticultural or agricultural industries as invasive, whether they are native or exotic (non-native). (For a list of known invasive plants, see Appendix LS2: Notes on Native Trees and Shrubs and Their Use in Landscaping)
 4. All plant material shall have a minimum winter hardiness for Zone 5B as determined by the American Standards for Nursery Stock.
 5. Minimum sizes for plant material, unless indicated elsewhere in these regulations or the Zoning Ordinance, shall be as follows:
 - i. Deciduous shade trees: 2 ½ to 3 inch caliper,
 - ii. Deciduous ornamental trees: 1 ½ to 2 inch caliper, and
 - iii. Evergreen trees: 5 to 6 foot height.
 6. Landscaping shall be laid out in informal drifts rather than formal rows and shall undulate with site topography. Individual clusters of trees or islands of shrub beds are acceptable as long as the tree clusters and/or shrub islands overlap. Linear solutions shall be avoided wherever possible, unless existing landscaping is so arranged.
 7. The applicant may request that the Planning Board determine that existing vegetation is suitably located, sufficiently visually impervious, and vigorous enough to be substituted for landscaping material required by these regulations. The applicant shall provide information to support the substitution on the form of images of existing conditions and cross sections through critical views.

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8. Plant material located within 20 feet of any road or other paved area shall consist of species recognized by the nursery, horticultural and botanical industries as being tolerant of roadway deicing salts.
9. Landscaping requirements for parking lots are provided in this section.
10. Landscaping shall be maintained in good condition, and any dead vegetation shall be replaced within one year.
11. No person shall deface, alter the location, of, or remove any stonewall which was made for the purpose of marking the boundary of, or borders, any road in the Town of Londonderry, except upon written consent of the Planning Board with written comments from the Heritage Commission.
 - i. The Heritage Commission will use the following guidelines for making recommendations to the Planning Board for the reconstruction of stonewalls disturbed by construction activity:
 - a. Reconstruction should be done in a fieldstone farm-style wall.
 - b. Use of existing boulders and fieldstone already in place is strongly recommended.
 - c. Walls should be drystacked with a rustic level topline.
 - d. The center of the wall should be filled with smaller native stone.
 - e. Stone should be used from the property and mixed as needed with native New England fieldstone.
 - f. Walls should be no higher than 3 feet in height, and approximately 3-6 feet deep
 - g. The Heritage Commission recommends applicants refer to Chapter 8 of "The Granite Kiss", by Kevin Gardner, Susan Allport, and Guillermo Nunez (ISBN# 0881505463, © 2003, Countryman Press)
 - h. The detail, below should be used as a general guideline for reconstruction of stonewalls:



- ii. The Applicant shall take photographs of existing stonewalls that are proposed to be disturbed by development. These photographs will be made part of the project file, and can be utilized by the Heritage Commission as they make recommendations on stonewall disturbances.
 12. Landscaping shall be designed so that it does not interfere with sight distances at driveways.
- d. Preservation of Existing Vegetation
1. Buildings, parking, loading docks, access roads, and other site elements shall be sited to preserve existing healthy mature vegetation and maintain natural topography to the maximum extent feasible.
 2. Healthy trees with a minimum 12 inch caliper, and existing wooded areas are recommended for preservation, particularly those trees located within setback areas where buildings cannot be constructed.
 3. Construction activities and site alterations shall not disturb the root zone of the trees designated for preservation. During construction, the applicant shall install and maintain tree protection fencing, or other protective measures approved by the Planning Board, located 12 inches off the drip-line of the trees to be protected. All no-cut zones shall be appropriately monumented and delineated on the site plan.
 4. The applicant shall be responsible to replace any trees designated to remain, which have been damaged, killed, or removed as a result of construction activities. The Planning Board requires replacement in a manner that will ensure the new trees will have the best chance to thrive over time. Horticultural standards shall be used to determine tree spacing. Whenever possible, two (2) or more new trees may be required. The minimum size for replacement plant material shall be the same as required for new trees. The Planning Board may find that additional plant material may be necessary to augment the loss, if there are screening requirements associated with the location.
- e. Screening
1. Screening shall be a year-round visually impermeable barrier that may be existing, constructed, or a

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combination thereof.

- i. Existing screens may consist of natural topographic landforms, rock outcrops, or vegetation that is dense enough to be visually impermeable.
 - ii. Constructed screens may consist of built screens, such as walls or fences, topographic screens, such as berms or landforms, vegetative screens consisting entirely of evergreen material, or a combination thereof.
 2. Screening is required to soften the visual impact of buildings, parking areas loading docks, trash disposal areas, exterior storage, and other unsightly areas associated with or generated by a particular development as viewed from a public right-of-way, residential zoning districts, and the principal entrances of buildings on abutting lots.
 3. The use of existing vegetation, topography, and natural features to comply with screening requirements is encouraged.
 4. Screening may be required, at the discretion of the Planning Board, along the entire front setback or only a part of it. Screening may also be required to extend beyond the minimum setback areas or further into the lot, particularly if the building is located beyond the minimum setback or if the lot configuration is such that visibility into side or rear setbacks is open from the public right-of-way, residences, and principal entrances on abutting lots.
 5. A minimum of 50% of built screens which face the public right-of-way, residences, and principal entrances on abutting lots shall be softened with landscaping.
 6. Vegetative screens shall achieve a minimum of 75% vertical opacity to a height of 6 feet, year-round, within one year of installation. Screening shall not be located so as to impede vehicular or pedestrian traffic.
- f. Maintenance
 1. The owner of any lot shall be responsible for the maintenance of all landscaped open space, natural screens, and constructed screens within the lot. Landscaping shall be maintained in good condition such that planting shall be vigorous and in good health at all times and that the parcel shall present a healthy, neat, and orderly appearance, free from refuse and debris. Any dead vegetation that is part of the approved landscaping design shall be replaced within one year of installation.
 2. Landscaping shall be maintained so that it does not interfere with sight distances at driveways.
 3. The Planning Board, at its discretion, may require a landscape maintenance and water management plan. The maintenance plan shall include, but not be limited to the following:
 - i. Integrated Turf Management: mowing schedule, weed control, pest control, soil pH management, fertilizer plan, aeration/dethatching schedule, repair/replacement plan.
 - ii. Shrub and Groundcover Management: mulch schedule, weed control, pruning where needed for visibility, preventative pest/disease management, repair/replacement plan.
 - iii. Tree Management: mulch schedule, weed control, deadwood removal, pruning schedule, particularly for trees located next to walkways or roadways, fertilizing schedule, preventative pest/disease management, repair/replacement plan.
 - iv. Water Systems Management: water source, system description, spring start-up, fall close-out, system testing schedule, repair/replacement plan. The applicant may install a permanent water supply system consisting of a sprinkler system and/or hose bibs placed at appropriate locations and intervals. Wherever possible, irrigation water shall be derived from sources other than the municipal water system, including reclaimed or “gray water,” re-used water, detained stormwater, roof drainage, or water from on-site wells. “Gray water” is water from sinks, showers, dishwashers, and washing machines. On-site cisterns may be installed to store water for irrigation.
 - v. Rodent Control: design preventative measures, operational preventative measures, monitoring, schedule, remediative action plan.
 - vi. Seasonal Maintenance: Spring clean-up plan, fall clean-up plan, disposal plans for leaves and plant debris, winter plowing plan, winter deicing plan.
- g. Mitigating the Impacts of Parking Lots:
 1. A minimum percentage of the overall interior area of a parking lot (as measured by the exterior perimeter) shall be dedicated to landscaped areas (to be included on the landscape plans) with ground cover, shrubbery, and trees, as appropriate, as follows:
 - i. 10% on parking lots located in front of the principal building or on otherwise vacant lots.
 - ii. 8% on parking lots located on the side of the principal building, set back from the front boundary line at least even with the front of the principal building.

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- iii. 5% on parking lots which are located at the rear of the principal building and largely obscured from the road.
 2. Landscaping within parking areas shall provide visual and climatic relief from broad expanses of pavement and shall be designed to channel and define logical areas for pedestrian and vehicular circulation.
 3. Internal parking lot landscaping, as required by item 1, above, shall contain one deciduous shade tree for every 15 parking spaces. Trees shall be distributed throughout the parking lot as evenly as possible. Trees shall be set back at least 5 feet minimum from the face of the curb. Tree placement and parking lot lighting shall not conflict. Interior parking lot landscaping may be waived in truck parking areas provided they are screened and perimeter plantings, as described in items 5-7 below, are provided.
 4. All landscaped areas shall be protected from encroachment by vehicles by means of curbing, landscaping timbers, curb stops, or other acceptable means.
 5. Shade trees shall be provided around the perimeter of all parking areas at a minimum ratio of 1 tree per 20 feet of parking lot perimeter. In portions of parking areas where screening is required, shade trees shall be provided along the perimeter at a minimum ratio of 1 tree per 50 feet of parking lot perimeter in addition to the required screening. Trees may be clustered or grouped, if desired, as long as clusters/groups are not more than 75 feet apart.
 6. All off-street parking areas located at the front or side of principal buildings or on vacant lots shall be screened from the public right-of-way with appropriate screening, as described in Section 3.09e, to provide at least 50% vertical opacity on average up to a height of 3-1/2 feet above grade, excluding sight distance areas at vehicular entrances and exits. If vegetation is used a hedge should be planted which is reasonably expected to reach this opacity and height within 1 year. If non-vegetative materials are used, appropriate ground cover, shrubs, and trees shall be planted (or retained) within the front area to soften the development.
 7. Screening from Residences: All off-street parking areas shall be screened from abutting residences or vacant lots in residential zoning districts (AR-I and R-III) located at the side or rear of the property with a wall, fence, vegetation or other means which provides at least 75% vertical opacity up to a height of six (6) feet above grade. If vegetation is used a hedge should be planted which is reasonably expected to reach this opacity and height within one year (see Section 3.09e).
- 3.11 SOIL & WETLAND IDENTIFICATION: The applicant shall be required to identify existing soils in accordance with Natural Resource Conservation Service (NRCS) mapping for Rockingham County. All wetlands impacting the project shall also be field delineated and certified by a Certified Wetland Scientist in accordance with Section VIII of the Londonderry Zoning Ordinance. In addition, any vernal pools should be noted in the wetland delineation.
- 3.12 BUILDING & GENERAL APPEARANCE DESIGN STANDARDS:
- a. The applicant shall submit a rendering of the proposed building showing front, side and rear view elevations. The building design should be consistent with the character of the Town of Londonderry and sensitive to its natural and man-made surroundings. The design goals of this section are to promote traditional New England style buildings for commercial development; and to encourage high quality building design which improves the aesthetic character of the community. Applicants are encouraged to review the Londonderry Heritage Commission's "Look Book" for examples of preferred design examples. Non-residential buildings are subject to the following design guidelines and standards. In this section, "**Standards**" are mandatory; "**Guidelines**" are not mandatory, but are provided in order to educate planners, design consultants, developers and Town staff about the design objectives. These standards and guidelines are to be used in conjunction with the all other sections of these regulations and Town ordinances. Any waiver from a standard in this section must be made in writing, and be supported by justification in accordance with Section 7.04
 - b. SCALE AND PROPORTION OF NON-RESIDENTIAL BUILDINGS
 1. Guidelines
 - i. New buildings should not exceed the average height of existing buildings on abutting property and the general area, however, greater distances between buildings may allow for larger differences in height.
 - ii. The window and wall openings of new buildings should be in similar proportions to existing structures when they are in close proximity to the site development.

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2. Standard
 - i. Because of their mass and typical design characteristics, large scale retail establishments of greater than 25,000 square feet shall be subject to Section 3.12h.
- c. VERTICAL OR HORIZONTAL EMPHASIS GUIDELINES
 1. Relate the vertical, horizontal, or non-directional facade characteristics to the predominant directional expression of nearby buildings. This emphasis is created by the arrangement of the structure's door and window openings.
 2. Door and window openings should be proportional to facade length and height.
 - i. All windows and doors should be of a traditional New England character.
 - ii. Large plate glass windows are discouraged unless they are broken with mullions or muttons.
 - iii. Mirrored glass or colored metal panels are not acceptable windows.
 - iv. Doorways should be encased with trim.
 3. Foundation walls should not be exposed to more than 3 feet in height from grade.
- d. ROOF FORM
 1. Guidelines:
 - i. Roof forms should be of various pitch variety, common to traditional New England Architecture
 - ii. Gable, hip roofs, shed, gambrel, mansard style roofs are acceptable. All roofs should have appropriate overhangs.
 - iii. Flat roofs should not be completely eliminated from consideration, but should only be built when the size of the building does not permit a pitched roof.
 - iv. Shingled roofs constructed of asphalt or wooden shingles are preferred. Standing seam, copper, or metal roofs are acceptable under certain circumstances.
 - v. Avoid long unbroken expanses of roofs through the use of dormers, chimneys, and changes in ridgeline.
 - vi. Multiple roof plane slopes are acceptable, but should be limited.
 2. Standards:
 - i. Roofs shall be constructed of materials which are commonly found in New England.
 - ii. All rooftop mechanical/ventilation equipment must be placed in such a manner so that it is not visibly apparent at the nearest street right-of-way. This may be accomplished by using architectural treatment/camouflaging (walls, parapets, false chimneys, etc.) or by other appropriate means.
- e. ARCHITECTURAL FEATURES AND DETAILS GUIDELINES
 1. Any features and details such as balconies, decks, covered porches, columns, dormers, turrets, towers, skylights and arches should be in proportion with the building.
 2. Accurate restoration of existing detail is encouraged, however use of historical details on contemporary structures should be included only when appropriate to the overall design
- f. MATERIALS AND COLORS
 1. Guidelines:
 - i. Exteriors of new buildings should utilize materials appropriate for the character of the building. Brick, clapboard, shingles, stone, or architectural concrete block are preferred, and encouraged for wall surfaces.
 - ii. Subtle colors should be used on larger and very plain buildings, while smaller buildings with elaborate detailing can use more colors. Colors should reflect traditional New England colors with accenting trim work.
 - iii. Colors that are disharmonious with other colors used on the building or found on adjacent structures should be avoided.
 - iv. Paint colors should relate to the natural material colors found on the building such as brick, terra-cotta, stone or ceramic tile and existing elements such as signs or awnings.
 - v. Contrasting colors, which accent architectural details and entrances, are encouraged.
 2. Standards:
 - i. All exterior surfaces visible to the public shall be covered with a siding material and long term maintenance characteristics of all materials should be considered during the selection process.

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- ii. Neon tubing shall not be used as a feature, trim, or accent area for buildings.
 - iii. The rear and side elevations shall incorporate the materials, design details and theme when exposed to public view.
- g. SIGNAGE: Signs should be visible and legible through the use of appropriate details and proper locations. Allowable sign areas and locations are explained in Section 3.11 of the Londonderry Zoning Ordinance. The following design guidelines will give examples and methods of adding interest and quality to a building project while enhancing the overall project.
 - 1. Scale and proportion: Every sign should be an integral, subordinate element within the overall building and site design. The scale and proportion of the signage shall not overpower the building or obscure the building's architectural features.
 - 2. Materials: Sign materials should harmonize with the building's design. A simple and direct message, with upper and lowercase lettering is most effective. A limited number of colors should be used with light colored lettering placed on a matte, dark background which reduces reflected glare.
 - 3. Illumination: Illumination of signs should be from an indirect light source to reduce glare and ensure attention is focused on the sign. The light should be contained within the sign frame and not spill over onto other portions of the building or site. Internally illuminated signage should provide opaque backgrounds with translucent lettering.
 - 4. Coordination: All signage within a building complex should be coordinated by using similar materials, lettering, styles, colors, and overall sign sizes to ensure sign continuity and a uniform appearance throughout the development.
 - 5. Logos and Graphics: Company logos should be incorporated into the overall sign and not become the sign itself.

h. DESIGN GUIDELINES AND STANDARDS FOR LARGE RETAIL ESTABLISHMENTS

- 1. The following standards and guidelines are intended to be used as design aid by developers proposing large retail developments and as an evaluation tool by the Town staff and the Planning Board in their review processes. These standards and guidelines apply to all projects for retail establishments of more than 25,000 square feet.
- 2. FACADES AND EXTERIOR WALLS
 - i. Guidelines:
 - a. Facades should be articulated to reduce the massive scale and the uniform, impersonal appearances of large retail buildings and provide visual interest that will be consistent with the community's identity character, and scale. The intent is to encourage a more human scale that Londonderry residents will be able to identify with their community.
 - b. Avoid expanses of wall using jogs, pilasters, architectural detailing, changes in surface materials, colors, textures, and rooflines.
 - c. Uninterrupted facades should not exceed 50% of the building wall.
 - ii. Standards:
 - a. Facades greater than 100 feet in length, measured horizontally, shall incorporate wall plane projections or recesses having a depth of at least 3% of the length of the facade and extending at least 20% of the length of the facade. No uninterrupted length of any facade shall exceed 100 horizontal feet.
 - b. Ground floor facades that face public streets shall have arcades, display windows, entry areas, awnings, or other such features along no less than 60% of their horizontal length.
- 3. DETAIL FEATURES
 - i. Guideline: Buildings should have architectural features and patterns that provide visual interests, at the scale of the pedestrian, reduce massive aesthetic effects, and recognize local character. The elements in the following standard should be integral parts of the building fabric, and not superficially applied trim or graphics, or paint.
 - ii. Standard: Building facades must include a repeating pattern that shall include no less than three of the elements listed below. At least one of these elements shall repeat horizontally. All elements shall repeat at intervals of no more than thirty (30) feet, either horizontally or vertically.

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- a. Color Change
 - b. Texture Change
 - c. Material Module Change
 - d. Expression of architectural or structural bay through a change in plane no less than 12 inches in width, such as an offset, reveal, or projecting rib.
4. ROOFS:
- i. Guideline: Variations in roof lines should be used to add interest to, and reduce the massive scale of large buildings. Roof features should compliment the character of adjoining neighborhoods.
 - ii. Standard: Roofs shall have no less than 2 of the following features:
 - a. Parapets concealing flat roofs and rooftop equipment such as HVAC units from public view. The average height of such parapets shall not exceed 15% of the height of the supporting wall and such parapets shall not at any point exceed one-third of the height of the supporting wall. Such parapets shall feature three-dimensional cornice treatment.
 - b. Overhanging eaves, extending no less than 3 feet past the supporting walls.
 - c. Sloping roofs that do not exceed the average height of the supporting walls, with an average slope greater than or equal to 1 foot of vertical rise for every 1 foot of horizontal run, and less than or equal to 1 foot of vertical rise for every 1 foot of horizontal run.
 - d. Three or more roof slope planes.
5. MATERIALS AND COLORS
- i. Guideline: Exterior building materials and colors comprise a significant part of the visual impact of a building. Therefore, they should be aesthetically pleasing and compatible with materials and colors used in adjoining neighborhoods.
 - ii. Standards:
 - a. Predominant exterior building materials shall be high quality materials. These include, without limitation: Brick, wood, granite sandstone, other native stone, tinted/textured concrete masonry units.
 - b. Facade colors shall be low reflectance, subtle, neutral, or earth tone colors. The use of high intensity colors, metallic colors, black or fluorescent colors is prohibited.
 - c. Building trim and accent areas may feature brighter colors, including primary colors, but neon tubing shall not be an acceptable feature for building trim or accent areas.
 - d. Predominant exterior building materials shall not include the following: smooth faced concrete block, tilt-up concrete panels, pre-fabricated steel panels.
6. ENTRYWAYS
- i. Guideline: Entryway design elements and variations should give orientation and aesthetically pleasing character to the building. The standards identify desirable entryway design features.
 - ii. Standard: Each principal building on a site shall have clearly defined, highly visible customer entrances featuring no less than three of the following:
 - a. canopies or porticos
 - b. overhangs
 - c. recesses/projections
 - d. arcades
 - e. raised corniced parapets over the door
 - f. peaked roof forms
 - g. arches
 - h. outdoor patios
 - i. display windows
 - j. architectural details such as tile work and moldings which are integrated into the building structure and design
 - k. integral planters or wing walls that incorporate landscaped areas and/or places for sitting
7. BACK AND SIDE FACADES
- i. Guideline: All facades of a building which are visible from adjoining properties and/or public

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streets should contribute to the pleasing scale features of the building and encourage community integration by featuring characteristics similar to the front facade.

- ii. Standard: All building facades, which are visible from adjoining properties and/or public streets, shall comply with the requirements of Section 3.12h, item 2, above.

3.13 OUTDOOR LIGHTING DESIGN STANDARDS:

- a. The following words and terms related to outdoor lighting are defined as follows:
 1. Disability Glare- The eye's Line-of-Sight contact with a direct light source, which causes a partial blindness
 2. Footcandle- A unit of measure for illuminance. A unit of illuminance on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot
 3. Full cut off type fixture - A luminaire or light fixture that; by design of the housing, does not allow any light dispersion or direct glare to shine above 90 degree, horizontal plane from the base of the fixture. Full cut-off fixtures must be installed in a horizontal position as designed, or the purpose of the design is defeated, and disability glare will result.
 4. Horizontal Illuminance- The measurement of brightness from a light source, usually measured in footcandles or lumens, which is taken through a light meter's sensor at a horizontal position.
 5. Light Trespass- Light from an artificial light source that is intruding into an area where it is not wanted or does not belong.
 6. Uplighting- Any light source that distributes illumination above a 90 degree horizontal plane.
 7. Uniformity Ratio (U. Ratio) - Describes the average level of illumination in relation to the lowest level of illumination for a given area. Example: U. Ratio =4:1 for the given area, the lowest level of illumination (1) should be no less than 25% or "4 times less" than the average (4) level of illumination.
- b. Purpose: It is the goal of this section to provide further guidance to developers in implementing the lighting sections of the Londonderry Zoning Ordinance. Further, it is also the goal of this section to establish minimum requirements for lighting for all non-residential projects (non-residential projects include multi-family proposals). Recognizing that inappropriate and poorly designed or installed outdoor lighting causes unsafe and unpleasant conditions, limits residents ability to enjoy the nighttime sky, and results in unnecessary use of electric power. Conversely, it is also recognized that some outdoor lighting is appropriate in areas such as civic, commercial and industrial centers. To ensure appropriate lighting while minimizing its undesirable side effects, the following regulations are established.
- c. General Requirements
 1. That all exterior lights and illuminated signs shall be designed, located, installed and directed in such a manner as to prevent objectionable light, and glare across, the property lines and disability glare at any location on or off the property. The "maintained horizontal illuminance recommendation" set by the illuminating Engineers Society of North America (IES) shall be observed. (See appendix LIGHT 1)
 2. All parking area lighting shall be full cut-off type fixtures.
 3. Uplighting is not permitted. Externally lit signs, display, building and aesthetic lighting must be shielded to prevent direct glare and/or light trespass over property lines in excess of 0.2 footcandles, except at driveway intersections with streets or at interconnections with adjacent parking lots. The lighting must also be, as much as physically possible, contained to the target area. Internally lit signs are acceptable provided that they meet the requirements of the Londonderry Zoning Ordinance.
 4. All building lighting for security or aesthetics will be full cut-off or a shielded type, not allowing any upward distribution of light. Flood lighting is discouraged, and if used, must be shielded to prevent:
 - i. Disability glare for drivers or pedestrians,
 - ii. Light trespass beyond the property line, and
 - iii. Light above a 90 degree, horizontal plane. Unshielded wallpack type fixtures are not acceptable.
 5. Adjacent to residential property, no direct light source will be visible at the property line at ground

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- level or above.
6. All non-essential lighting will be required to be turned off after business hours, leaving only the necessary lighting for security. (“Non-essential” can apply to: display, aesthetic, parking and sign lighting).
 7. When outdoor lighting installation or replacement is part of a development proposal for which site plan approval is required under these regulations, the Planning Board shall review and approve the lighting installation as part of its site plan approval.
 8. Lighting of Gas Station/Convenience Store Aprons and Canopies: All of the above standards shall apply, as well as the standards in Appendix LIGHT 2.
 9. When an outdoor lighting installation is being modified, extended, expanded or added to, the entire outdoor lighting installation shall be subject to the requirements of this section
 10. Expansion, additions, or replacements to outdoor lighting installations shall be designed to avoid harsh contrast in color and or lighting levels
 11. Electrical service to outdoor lighting fixtures shall be underground.
 12. Proposed lighting installations that are not covered in this section may be approved if the Planning Board finds that they are designed to minimize glare, do not direct light beyond the boundaries in excess of 0.2 footcandles of the area being illuminated or onto adjacent properties or streets, and do not result in excessive lighting levels. The U-Ratio for any site may not be greater than 4:1.
 13. For the purposes of these regulations, the mounting height of a lighting fixture shall be defined as the vertical distance from the grade elevation of the surface being illuminated to the bottom of the lighting fixture (i.e luminaire).
 14. Temporary (3 months) Holiday lighting during the months of November, December and January shall be exempt for the provisions of this section, provided that such lighting does not create dangerous glare or adjacent streets or properties.
 15. The Planning Board may modify the requirements of this section if it determines that in so doing, it will not jeopardize the intent of these regulations.

3.14 TRAFFIC IMPACT ANALYSIS

- a. **SUBMITTALS:** Most projects must provide a report meeting the requirements outlined for a “short” traffic impact analysis. If the application is for a proposed use with verified minimal traffic generation in an Industrial Zone, a site plan amendment or change of use, then a minor analysis may be provided. If any of the following conditions apply, then a “full” traffic impact analysis must be completed:
 1. Trip generation exceeding 1,000 average daily trips or 100 peak hour trips. Peak hour is defined as any of the following:
 - i. AM peak hour (7-9 AM);
 - ii. PM peak hour (4-6 PM);
 - iii. Saturday midday peak hour (11AM-1PM); and
 - iv. Peak hour generator for certain land uses (e.g., school, movie theater) if it falls outside the three previously listed periods. Analysis of Saturday midday peak only applies to retail uses.
 2. The Planning Department may require a “Full” analysis because of special circumstances.
- b. **REQUIRED FOR MINOR ANALYSIS**
 1. The Applicant shall provide a Traffic Letter after confirming with Staff that the project would not be subject to a “Short Analysis”.
 2. Trip Generation: The Traffic Letter shall include a trip generation analysis based upon the ITE Trip Generation Handbook - latest edition. Where the applicant feels the ITE trip generation is not representative of the proposed development, justification must be provided for alternative trip generation methodology. If counts are performed to determine trip generation rates, the applicant must conduct two separate counts and provide full details of the count locations, including the size of the facility, percent occupancy, location, adjacent road Average Daily Traffic (ADT), time, and date of count.
- c. **REQUIRED FOR “SHORT” ANALYSIS:** The primary objective of the “Short” analysis is to justify that a “Full” analysis is not required. At a minimum, the “Short” analysis must include the following:
 1. Description of Site: A brief narrative of the character of the site and adjacent properties, including land uses and other pertinent facts.
 2. Description of Roadways: A brief narrative of the study area roadway facilities, including the number

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- of lanes, speed limit, major intersections, and locations of existing driveways. A description of pedestrian amenities such as sidewalks, crosswalks, and handicap ramps should also be completed.
3. Sight Distance: Measurements shall be provided for each driveway. A comparison of the available sight distance at each study intersection with Town of Londonderry standards shall be included.
 4. Trip Generation: In all cases, the analysis shall include trip generation based upon the ITE Trip Generation Handbook - latest edition. Where the applicant feels the ITE trip generation is not representative of the proposed development, justification must be provided for alternative trip generation methodology. If counts are performed to determine trip generation rates, the applicant must conduct two separate counts and provide full details of the count locations, including the size of the facility, percent occupancy, location, adjacent road Average Daily Traffic (ADT), time, and date of count.
 5. Trip Distribution: At the "Short" analysis level, trip distribution shall be described in a report that demonstrates knowledge of area-wide land uses, roadway facilities, and predominant traffic flows by time of day. The analysis shall contain a percentage distribution of trips (by direction) to the adjacent roadway facilities and any relevant assumptions. All assumptions made shall be outlined, with justification, in the report. It is recommended that the Applicant consult with Staff prior to commencing a study to determine the scope of the trip distribution analysis.
 6. The report shall be stamped by a professional engineer.
- d. REQUIRED FOR "FULL" ANALYSIS
1. The applicant shall meet with the Planning Department to confirm the study area and study area requirements.
 2. General Requirements: All information described in the "Short" analysis must also be contained in the "Full" analysis.
 3. Existing Traffic Counts: In no case shall existing traffic counts used in the analysis be more than two years old (from date of count to date of analysis submittal). If a significant change (e.g., new roadway or development) has occurred within the last two years, the Planning Department and/or Department of Public Works can, at their discretion, require that new counts be conducted. Traffic counts shall include information on date, time, day of week, and name of the firm or individual who performed the counts. Traffic counts shall be seasonally adjusted to average and peak conditions.
 4. Design Year Traffic Projection:
 - i. Design Year: The design year for traffic projections shall be 10 years from the current year.
 - ii. The applicant shall obtain a list from the Town of Londonderry containing all proposed developments permitted to date within the study area. The traffic generated by these projects shall be added to the no-build and build analyses. Additionally, the background growth rate should be determined based upon information obtained from the NH Department of Transportation or the Southern New Hampshire Regional Planning Commission. The calculated background growth rate should be completely documented and included in the study for review.
 - iii. Trip Generation: Traffic projection for trip generation growth is described in the "Short" analysis section.
 - iv. Trip Distribution: The applicant shall provide justification for the assumed trip distribution. The trip distribution methodology should be representative of the type of development. Data may be obtained from employee zip code analysis, studies of similar sites, analysis of ADT on adjacent roadways, US Census journey to work and home-based work/non-work trips, or other sources. Graphic presentation shall be provided showing 1) peak hour trips added by the development, and 2) study area peak hour traffic volumes under each of the following scenarios:
 - a. Existing conditions;
 - b. Existing conditions with proposed development;
 - c. No build for design year, and;
 - d. Build for design year.
 5. Peak Hour Capacity Analysis: Capacity analysis is to be performed at all study intersections (including driveways) using the most current Highway Capacity Manual Level of Service methodology for signalized and unsignalized intersections. Each of the four scenarios listed above must be analyzed at a minimum. A gap acceptance analysis should be provided in the case of adjustment to the default critical gap in the capacity analysis.
 6. Safety Analysis: Accident data for the roadways and intersections included in the study area shall be

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obtained from the Londonderry Police Department. Accident history for the three most recent years available shall be summarized and compared to the Statewide or national rates established for the corresponding facility type (e.g., rural two-lane highway, urban arterial, etc.).

- i. The minimum all season sight distance shall be three-hundred sixty-five (365) feet in all directions meeting the requirements for roadway intersections and Exhibit D3 of the Londonderry Subdivision Regulations.
 7. Trucks: The location of loading docks and/or delivery drop-off areas shall be given in the analysis. The estimated frequency of trucks by time of day shall be provided when the number of daily truck trips exceeds 30 percent of the ADT on any roadway in the study area.
 8. Parking: There should be a defined correlation between estimated trip generation and parking space requirements. The proposal shall contain a comparison of daily and peak hour trip generation estimates to the number of proposed parking spaces on site. Consider the impact of shared parking arrangements using the methodology outlined in Section 3.09j.2.i of the Site Plan Regulations.
 9. Narrative: Discussion of the following shall be provided:
 - i. Travel safety characteristics of any streets substantially impacted by allowing the “build” alternative, considering such things as sight distance limitations, width limitations, horizontal or vertical alignment deficiencies, and surface conditions;
 - ii. Streetside safety of any streets substantially impacted, considering such things as the amount and type of development along such streets, presence of sidewalks, vehicle speeds, and any outstanding limitations in sight distance or road configuration;
 - iii. Impact on pedestrian safety and convenience;
 - iv. Noise impacts on residential premises.
 10. Mitigation: Any mitigating measures proposed shall be described in detail and included in the analysis. It is imperative that the applicants identify improvements to intersections even if they don’t fund them fully. Transportation Demand Management (TDM), non-vehicular transportation and mass transit should be strongly considered as mitigating strategies.
- e. STANDARDS
1. If not more severely limited under other provisions of other laws or regulations, the absolute increase in calculated intersection delay, under “build” conditions, shall be no more than 10-20 seconds.
 2. Average daily traffic volumes shall not be increased by more than one-third above the “no-build” level on any street.
- f. PROCEDURE
1. Applicants shall contact the Planning Department early in the project design regarding the scoping of any traffic studies, including consideration of the study area boundary, the definition of “alternative” where involved, and the type of mitigation, if any, which are likely to prove appropriate.
 2. Impact studies shall be submitted at the time of application for site plan review, to allow review prior to the public hearing or meeting at which the project will be presented to the Planning Board.

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SECTION 4 SPECIFICATIONS FOR SITE PLANS AND DOCUMENTS

4.01 GENERAL

- a. Preparer: All site plans shall be prepared and stamped by a professional engineer. Boundary monuments shall be certified by a licensed land surveyor.
- b. Paper details: all plans shall be prepared on sheets not less than 34"x 22".
- c. Scale:

Horizontal:	Boundary Plans	1" = 100' (maximum)
	Overview Plans	1" = 100' (maximum)
	All other plans	1" = 40' (maximum)
Vertical:		1" = 4' (maximum)
Cross Section:		1" = 5' (horizontal and vertical)

4.02 TITLE BLOCK: The title block shall be located as shown in Exhibit 2. The Title Block shall be shown on each sheet of the site plans. The following information shall be shown in the title block:

- a. Drawing title;
- b. Name of site plan;
- c. Location of site plan;
- d. Tax map and lot #s of subject parcel(s);
- e. Name and address of owner(s);
- f. Date of plan;
- g. Scale of plan;
- h. Sheet number;
- i. Name, address, and telephone number of design firm;
- j. Name and address of Applicant.

4.03 PLANNING BOARD SIGNATURE, REVISION, & OWNER(S) SIGNATURE BLOCKS:

A. SIGNATURE BLOCK: The signature block shall be located as shown in Exhibit 2. The Signature Block shall be placed on the cover sheet, site plan, and landscape plan.

Approved by the Londonderry, NH Planning Board for Phase _____

on Date: _____

Certified by:

B. REVISION BLOCK: The revision block shall be placed on each sheet of the plans.

#	Date	Description	By

During the design process, if revisions are conducted to any sheet in the set of plans, then the revisions shall be noted in the revision block on each sheet in the entire plan set. Individual sheets which do not require revision shall be described as "no change with the revision."

C. An owner(s) signature block shall be placed near the title block on the Title sheet, Existing Conditions sheet, and the Site Plan sheet, with signature lines provided for each property owner.

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- 4.04 MASTER SITE PLAN SHEET: All information required for the Title sheet may be consolidated with the Master Site Plan sheet, including Sections 4.05 through 4.11. The Master Site Plan sheet shall also include the following:
- A. Location and gross area of proposed buildings
 - B. Location and dimensions of proposed streets, driveways, parking spaces, and sidewalks.
 - C. Proposed handicap/accessible spaces.
 - D. Areas designated or intended for loading and unloading passengers or goods.
 - E Number of proposed building stories
 - F. Front, side and rear setbacks with dimensions
 - G. Location of all ancillary structures
 - I. All legal rights-of-way and easements, existing and proposed
 - J. Limits of wetlands and water features with the Conservation Overlay District delineated
 - K. Location of bicycle parking areas
 - L. Edge of stormwater management ponds
 - O. Proposed outdoor lighting.
 - P. Proposed outdoor display areas (Automobile sales areas do not need to show individual parking stalls)
 - Q. Proposed outdoor storage areas and required screening
 - R. Proposed solid waste container pad location and screening
 - S. Professional engineer's endorsement
 - T. Name, address, Map and Lot number, and zoning for all abutting properties
 - U. Existing streets and ROW
- 4.05 BENCHMARK DATA: Benchmark data shall include the location, elevation (USGS datum) and description of one benchmark per five acres. Benchmark data shall be shown on each sheet of the plans.
- 4.06 NORTH ARROW: The north arrow shall be placed on each sheet of the plans.
- 4.07 PLAN REFERENCE: Plan references shall be placed on the existing conditions plan.
- 4.08 LEGEND. A legend shall be placed on each sheet of the plans. The legend shall show and describe each symbol used on the plan.
- 4.09 VICINITY PLAN: The vicinity plan shall be located as shown in Exhibit 2. The required scale is 1" = 2500'. The vicinity plan shall be placed on the site plan or title sheet, if applicable.
- 4.10 INDEX: An index shall be required if more than one sheet is submitted. The index shall be placed on the title sheet or existing conditions plan (top sheet of the plan set).
- 4.11 NOTES: The notes shall be located on the title sheet as shown in Exhibit 2. The following notes shall be shown;
- a. Purpose of plan
 - b. Tax map and lot #s of all subject parcels
 - c. Area (existing and proposed) of subject parcel(s)
 - d. Zoning designation of subject parcel(s)
 - e. Minimum lot area, frontages and setback dimensions required for district(s)
 - f. Existing and proposed uses
 - g. Parking calculations, including requirements and parking spaces proposed per use.
 - h. % green area required and provided, as outlined in the Zoning Ordinance
 - i. % building coverage, as outlined in the Zoning Ordinance
 - j. Sanitary sewer source (name of provider (company) if offsite)
 - k. Water supply source (name of provider (company) if offsite)
 - l. Zoning variances/special exceptions with conditions applicable to the property with the current proposal
 - m. List FEMA sheet(s) used to identify one-hundred (100)-year flood elevation (Note if no flood zone present as applicable)
 - n. List of required permits and permit approval numbers
 - o. List of Planning Board waivers and Conditional Use Permits granted with Regulation or Ordinance reference number (if applicable)
 - p. Phasing notes, in accordance with Section 4.18h.
 - q. Note the following: "If, during construction, it becomes apparent that deficiencies exist in the approved

Site Plan Application Checklist

design drawings, the owner shall be required to correct the deficiencies to meet the requirements of the regulations at no expense to the Town.”

- r. Note the following: “If, during construction, it becomes apparent that additional erosion control measures are required to stop any erosion on the construction site due to actual site conditions, the Owner shall be required to install the necessary erosion protection at no expense to the Town.”
- s. Note the following: “All materials and methods of construction shall conform to Town of Londonderry Subdivision Regulations and the latest edition of the New Hampshire Department of Transportation’s Standard Specifications for Road and Bridge Construction”
- t. Note the following: “In accordance with Section 6.01 of the Londonderry Site Plan Regulations and RSA § 676:13, all improvements specified on these site plans shall be constructed, completed, inspected and approved by the Town of Londonderry prior to the issuance of a certificate of occupancy.”
- u. For sites requiring off-site improvements, note the following: “In accordance with Section 6.01 of the Londonderry Site Plan Regulations and RSA § 676:12, all off-site improvements specified on these site plans shall be constructed, completed, inspected and approved by the Town of Londonderry (and/or the NHDOT, if applicable) prior to the issuance of a certificate of occupancy.”

4.12 EXISTING CONDITIONS PLAN: The existing conditions plan shall show the following:

- a. The boundary of the entire lot showing bearings to the nearest second and distances to the nearest 0.01 feet on all property lines.
- b. The error of closure for the property boundary should be stated on the plan and shall not be less than one (1) inch in ten thousand (10,000) feet.
- c. Plan requirements:
 - 1. Surveyor’s certification stamped and signed by LLS
 - 2. Existing lot boundary defined by metes and bounds
 - 3. Existing topography (2-foot contour interval minimum)
 - 4. Boundary monuments:
 - i. Monuments found
 - ii. Monuments to be set
 - 5. Map # and Lot #, name addresses, and zoning of all abutting land owners
 - 6. Existing streets:
 - i. Name labeled
 - ii. Status noted or labeled
 - iii. Right-of-way dimensioned
 - iv. Pavement width dimensioned
 - 7. Municipal boundaries (if any)
 - 8. Existing easements (identified by type)
 - 9. Designation of each lot by Tax Map and Lot #'s
 - 10. Area of each lot being developed (in acres and square feet)
 - 11. North arrow
 - 12. Locus map (at a scale of 1" = 2,500)
 - 13. NRCS Soils (shown or noted on the plan)
 - i. Boundary
 - ii. Type
 - 14. Limits of wetlands and Conservation Overlay District Boundaries
 - 15. Wetland delineation:
 - i. Wetland delineation criteria
 - ii. Wetland Scientist certification
 - 16. Owner(s) signature(s)
 - 17. All required setbacks (including any applicable buffers)
 - 18. Existing streets:
 - i. Name(s) labeled
 - ii. Width of right-of-way dimensioned
 - 19. Existing features:
 - i. Buildings
 - ii. Wells
 - iii. Septic systems
 - iv. Stone walls

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- v. Paved drives
 - vi. Gravel drives
 - vii. Existing tree lines
 - viii. Trees greater than 15" in diameter, and species
 20. Location and name (if any) of any streams or waterbodies
 21. Location and elevation(s) of one-hundred (100)-year flood zone per FEMA Flood Insurance Study or as determined by drainage study
 22. Clarify extent of existing overhead and underground utility lines, poles, towers, etc.
 23. Plan and deed references
 24. Zoning District boundary lines (if any, and including the CO District) shall be shown for the subject lot and abutting lots as applicable.
 25. Abutting land uses shall be noted
- 4.13 **PERMITS:** The applicant shall be responsible for obtaining the approvals and necessary permits from governmental or municipal agencies. A copy of each permit shall be submitted to the Town of Londonderry and the permit number shall be shown on the plan. In order for the Planning Board to consider an application complete, as stipulated by Section 2.05 and RSA 676:4, proof of application for any state, federal, or local permits must be provided to the Planning Board.
- 4.14 **IMPROVEMENT PLANS:** When improvements are proposed to be constructed as part of the site plan application, the Applicant is required to submit improvement plans, including plans required for all off-site improvements. All improvement plans shall be stamped and signed by a professional engineer. The improvement plans shall include:
- a. Grading and Drainage:
(NOTE: All existing features shall be presented as lightly shaded or greyscale, but shall be legible to provide contrast to the proposed features)
 1. Existing topography (two (2)-foot contour interval minimum)
 2. Proposed contours
 3. Existing spot elevations
 4. Proposed spot elevations
 5. Existing edge of pavement
 6. Proposed edge of pavement
 7. Existing curb line
 8. Proposed curb line
 9. Existing buildings and structures
 10. Proposed buildings and structures
 11. Existing retaining walls
 12. Proposed retaining walls
 13. Existing stone walls
 14. Reconstructed stone walls
 15. Wetland Mapping
 - i. Wetland limits identified
 - ii. Impact Area in square feet for each individual location
 - iii. Mitigation areas (as may be required)
 16. Existing treeline
 17. Proposed treeline
 18. Benchmarks
 19. Existing drainage systems:
 - i. Pipes/culverts (each location):
 - a. Type
 - b. Size
 - c. Length and slope
 - d. Inverts
 - e. End sections/Headwalls
 - ii. Structures (catchbasins, drain manholes, special structures):
 - a. Location (sta. and off-set)
 - b. Type

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- c. Size
 - d. Rim elevations
 - e. Inverts
 - iii. Swales/Ditches/Waterways:
 - a. Flow arrows (direction of flow)
 - b. Topography
 - c. Spot elevations
 - 20. Proposed Drainage Systems:
 - i. Pipes/culverts (each location):
 - a. Type
 - b. Size
 - c. Length and slope
 - d. Inverts
 - e. End sections/headwalls
 - f. Identify minimum cover and location
 - g. Outlet erosion protection
 - ii. Structures (catchbasins, drain manholes, special structures):
 - a. Location (sta. and off-set)
 - b. Type
 - c. Size
 - d. Rim elevations
 - e. Inverts
 - iii. Swales/ditches/waterways:
 - a. Flow arrows (direction of flow)
 - b. Grading
 - c. Spot elevations
 - d. Erosion protection (riprap, matting, etc.)
 - 21. Temporary erosion protection during construction:
 - i. Silt fence, haybales, etc.
 - ii. Matting, mulch, etc.
 - 22. Tree protection for existing areas and/or individual trees 15" diameter or greater
 - 23. Plan note stating that edge of the Conservation Overlay District and Non-disturbance (No-cut) Zones shall be appropriately delineated in the field prior to construction.
- b. Utilities:
- 1. Existing sanitary sewer system:
 - i. Pipes:
 - a. Type
 - b. Size
 - c. Length and slope
 - ii. Structures:
 - a. Location (sta. and off-set)
 - b. Type
 - c. Size
 - d. Rim elevations
 - e. Inverts
 - 2. Proposed sanitary sewer system:
 - i. Pipes (gravity):
 - a. Type
 - b. Size
 - c. Length and
 - d. Separation (eighteen (18) inches)
 - e. Identify minimum cover and locations
 - ii. Force Main:
 - a. Type
 - b. Size
 - c. Direction of flow (flow arrows)
 - d. Bends and thrust blocking

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- e. Air relief valves and structures
 - f. Clean-out structures
 - g. Identify minimum cover and locations
 - iii. Structures:
 - a. Location (sta. and off-set)
 - b. Type
 - c. Size
 - d. Rim elevations
 - e. Inverts
 - iv. Service laterals to each individual lot:
 - a. Type
 - b. Size
 - c. Length and slope
 - d. Separation (eighteen (18) inches)
 - e. Minimum cover and locations identified
 - f. Location of connection
 - 3. Existing Water System:
 - i. Pipes - Type & Size
 - ii. Hydrants
 - iii. Valves
 - iv. Bends and thrust blocks
 - v. Tees
 - 4. Proposed Water System:
 - i. Pipes - Type & Size
 - ii. Hydrants - Locations approved by Fire Department
 - iii. Valves
 - iv. Bends and thrust blocks
 - v. Tees
 - vi. Services to each lot
 - 5. Existing Gas Lines:
 - i. Pipes - Type & Size
 - ii. Valves
 - 6. Proposed Gas Lines:
 - i. Pipes - Type & Size
 - ii. Valves
 - iii. Services to each lot
 - 7. Telephone/Electrical/Cable:
 - i. U-poles
 - ii. Pedestals/transformers
 - iii. Overhead lines
 - iv. Underground lines
 - v. Services to each lot
- c. Construction Detail Drawings:
- Note: Construction details to conform with New Hampshire Department of Transportation Standards and Specifications for Road and Bridge Construction, Town of Londonderry Department of Public Works requirements, and the Site Plan Regulations.
- 1. Typical cross-section of roadway
 - 2. Typical driveway plan and profile apron detail
 - 3. Curbing detail
 - 4. Guardrail detail
 - 5. Sidewalk detail
 - 6. Traffic signs and pavement markings
 - 7. Typical underdrain trench detail
 - 8. Drainage structure(s):
 - i. Catchbasin (including frame and grate)
 - ii. Manhole (including frame and cover)

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- iii. Outlet structure (detention basins)
 - iv. Headwalls
 - v. Flared end sections
 9. Outlet protection riprap apron
 10. Level spreader
 11. Treatment swale
 12. Typical section at detention basin
 13. Typical pipe trench:
 - i. Drainage
 - ii. Sewer
 - iii. Water
 - iv. Utilities
 14. Sewer structures:
 - i. Manholes (including frame and cover, inverts)
 - ii. Drop manholes
 - iii. Special structures (pump stations, blowoffs, etc.)
 - iv. Pipe manhole joint details
 15. Typical sewer lateral service connection detail
 16. Typical chimney detail
 17. Project specific sewer details (sleeves, etc.)
 18. Typical sewer notes (as per New Hampshire Department of Environmental Services and Sewer Division requirements)
 19. Hydrant
 20. Thrust block details
 21. Valve box detail
 22. Typical water connection service detail
 23. Erosion control details:
 - i. Haybale barriers at waterways
 - ii. Silt fence
 - iii. Stone check dam
 - iv. Stone construction entrance
 - v. Inlet filter basket
 - vi. Haybale barrier at catchbasin
 24. Notes:
 - i. Notes as required by the Town of Londonderry Department of Public Works
 - ii. Construction sequence
 - iii. Erosion control notes
 - iv. Turf establishment notes
 - v. Sewer construction notes (as required by Sewer Ordinance)
 - vi. Water system construction notes (as required by local water company)
 25. Profiles shall be provided (at a scale of 1"=4' V and 1"=40' H) as follows:
 - i. Required for sewer lateral connections
 - ii. Optional for drain systems (however, required where there is a question of utility conflicts)
 - iii. Required at locations of all utility/drainage conflicts.
 26. Cross-Sections (as required to clarify construction requirements):
 - i. Scale of sections at 1"=5' H
 - ii. Proposed pavement, crushed gravel and bankrun gravel limits
 - iii. Embankment slopes
 - iv. Underdrains
 - v. Drainage piping and structures
 - vi. Sewer piping and structures
 - vii. Utilities (Water lines, Gas lines, Telephone/electric/cable)
 - viii. Guardrail
 27. Tree protection details
- d. Streets: If streets are to be built as part of a site plan (e.g., for a multi-family residential site plan), then the design of such streets shall comply with Section 3.09 of the Londonderry Subdivision Regulations.

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- e. Landscape Plan: The applicant shall be required to submit a landscape plan indicating the location of all areas to be landscaped and proposed items to be planted in accordance with Section 3.09.
- 4.15 BUILDING RENDERINGS: The applicant shall submit a set of renderings showing the front, side and rear view elevations of the proposed building and conform to the Building Design and Materials requirements of Section 3.12.
- 4.16 ILLUMINATION PLANS: The applicant shall submit to the Town sufficient information, in accordance with Section 3.13, in the form of an overall exterior lighting plan, to enable the Town to determine that the applicable provisions will be satisfied. The lighting plan shall include at least the following:
 - a. A site plan, drawn to the required scale, showing all buildings, landscaping, parking areas, all proposed exterior lighting fixtures;
 - b. Specification (details) for all proposed lighting fixtures including photometric data, designation as IESNA “cut-off” fixtures noted in bold on the plan, Color Rendering Index (CRI) of all lamps (bulbs), and other descriptive information on the fixtures;
 - c. Proposed mounting height of all exterior lighting fixtures;
 - d. Analyses and illuminance level diagrams showing that the proposed installation conforms to the lighting level standards in this section. Off-site lighting should be considered in the analyses; and
 - e. Drawing of all relevant building elevations showing the fixtures, the portions of the walls to be illuminated, the illuminance levels of the walls, and the aiming points for any remote light fixtures.
- 4.17 TRAFFIC IMPACT ANALYSIS: The applicant shall submit traffic impact information based upon the standards set in Section 3.14.
- 4.18 DOCUMENTS:
 - a. Protective Covenants - covenants for the protection of open space or other purposes.
 - b. Utility Clearance Letters - certificate of approval from the appropriate utilities for extension and layout.
 - c. Deeds - deeds for land to be conveyed to the Town of Londonderry to be used for streets and other public purposes. Deeds shall be written in metes and bounds description.
 - d. Easements and Right-of-ways - deeds of easements and right-of-way. Deeds shall be written in metes and bounds description.
 - e. Permits - (see section 4.13).
 - f. Zoning Variances - documentation of any action of the Town of Londonderry Zoning Board of Adjustment that remains relative to the site with the current proposal. All relevant variances shall be listed on the Title sheet or Site Plan sheet.
 - g. Waivers - (see section 7.04)
 - h. Notes regarding phasing: If the project is to be phased, the Applicant shall submit a document for review stating how the project is to be phased, work to be performed in each phase, and the schedule for each phase. Phasing shall meet the requirements and approval of the Town of Londonderry Department of Public Works and the Fire Department. The phasing shall be noted on the plans.
 - i. Agreements - agreements, if any, between the applicant and the Town regarding public improvements or other purpose, including a Development Agreement to be prepared by the Town.
 - j. Other documents as required by the Planning Board

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SECTION 5 STANDARDS FOR PARTICULAR OR UNIQUE USES

5.01 COMMERCIAL WIRELESS COMMUNICATION FACILITIES

- a. **Purpose.** It is the goal of the Town of Londonderry to protect the public health, safety, and general welfare of the community while accommodating the communications needs of residents and businesses. The purpose of these regulations and the zoning provisions is to:
1. facilitate the provision of wireless communication services to the residents and businesses of the town;
 2. minimize adverse visual impacts of wireless communications facilities through design and siting standards;
 3. encourage the location of facilities in non-residential areas;
 4. avoid potential damage to adjacent properties from tower failure through structural standards and setback requirements; and,
 5. discourage proliferation of antenna support structures through sharing requirements.
- b. **Process.** In addition to the information required for site plans elsewhere in these regulations, development applications for wireless communications facilities shall include the following information:
1. A report from a NH licensed professional engineer which:
 - i. specifies the facility's height and design including a cross section and elevation,
 - ii. documents the height above grade for all potential mounting positions for co-located antennas and the minimum separation distances between antennas;
 - iii. describes the antenna support structure's capacity, including the number and type of antennas that it can accommodate;
 - iv. documents what steps the applicant will take to avoid interference with established public safety telecommunications;
 - v. includes an engineer's stamp and registration number.
 2. For all antenna support structures (towers), a letter of intent committing the owner and his or her successors in interest to allow the shared use of the tower if an additional user agrees in writing to meet reasonable terms and conditions for shared use.
 3. The following items shall be submitted as part of any application (at the Planning Board's option they may be submitted as part of precedent conditions on any approval, prior to issuance of a building permit).
 - i. a copy of the FAA's response to the submitted "Notice of Proposed Construction or Alteration" (FAA Form 7460-1);
 - ii. proof of compliance with applicable Federal Communications Commission regulations; and,
 - iii. a report from a qualified professional engineer which demonstrates the facility's compliance with Londonderry's structural and electrical standards (to be submitted to the Building Department).
 4. The following supplemental information:
 - i. Location, uses, and approximate size and height of all buildings and structures within 500 feet of the proposed wireless communication facility.
 - ii. Elevations of all facades, indicating exterior materials and color of the facility.
 - iii. Plans shall be drawn at the scale of 1 inch equals 50 feet, maximum.
 5. As required by RSA § 12-K:7, all municipalities (board of selectmen or city/town council) within a 20-mile radius of any proposed tower shall be notified of the public hearing and shall be identified in the abutters list on the plans.
 6. As provided for in RSA § 12-K:4, the following information shall be submitted with an application for a new antenna support structure:
 - i. Detailed maps showing all of the carrier's current externally visible antenna support structure locations within a 20 mile radius of the proposed antenna support structure.
 - ii. A written description of why less visually intrusive alternatives for the proposed facility were not proposed.
- c. **Design.** The following design standards apply:
1. The lowest six (6) feet of the facility shall be visually screened by trees, large shrubs, solid walls, fences and/or other structures.
 2. The height and mass of the facility shall not exceed that which is essential for its intended use.
 3. The color of the proposed facility will be of a light tone or color (except where otherwise required by

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- the FAA) so as to minimize the visual impact.
 4. There shall be a security fence around the base of the support structure base or the lot where the support structure is located.
 5. The proposed facility will not unreasonably impair the view of or from any public park, natural scenic vista, historic building or district, or significant view corridor.
 6. All reasonable efforts shall be made to camouflage or disguise the tower to look like trees or other appropriate alternative designs that blend in to the particular environment. Those towers that are not of an alternative design shall be of a monopole design.
- d. Process for antennas mounted on existing structures. The placement of antennas on existing support structures may be approved administratively - by the Administrative Review Committee - provided the proposal meets all applicable Town requirements, as follows:
1. Site and building plans shall be submitted and approved as specified herein.
 2. A report prepared by a professional engineer indicating the existing structure's suitability to accept the antenna, and the proposed method of affixing the antenna to the structure shall be submitted along with complete details of all fixtures and couplings, and the precise point of attachment shall be indicated.
 3. In cases where insignificant additional support structures are needed, such as the erection of a small structure on an existing rooftop which will not be visible from the road, these applications may be approved administratively, at the reasonable discretion of the staff.

5.02 CHURCHES, SYNAGOGUES, TEMPLES, MOSQUES AND OTHER PLACES OF RELIGIOUS WORSHIP

- a. Any religious facility locating on a lot that abuts a residentially zoned parcel (AR-I or R-III) or a parcel containing residential land use, shall provide a landscaped buffer to such parcels. The landscaped buffer to residential property shall be based upon the square footage of the proposed religious facility, in accordance with the following:
1. Building footprint of the religious facility less than 10,000 square feet: 20 foot wide landscaped buffer.
 2. Building footprint of the religious facility 10,001 to 20,000 square feet: 30 foot wide landscaped buffer.
 3. Building footprint of the religious facility 20,001 to 30,000 square feet: 40 foot wide landscaped buffer.
 4. Building footprint of the religious facility greater than 30,001 square feet: 50 foot wide landscaped buffer.
- b. Landscaping within the buffer areas shall comply with Section 3.09.e of these regulations.

5.03 SUSTAINABLE DEVELOPMENT INCENTIVES (RESERVED FOR FUTURE USE)

5.04 AIRPORT DISTRICT USES (RESERVED FOR FUTURE USE)

5.05 TRANSPORTATION DEMAND MANAGEMENT INCENTIVES (RESERVED FOR FUTURE USE)

5.06 CO DISTRICT SIGNAGE REQUIREMENTS

- a. Any project that has a portion of the property within the Conservation Overlay District (See Zoning Ordinance, Section 2.6.3) shall coordinate with the Conservation Commission as to where "Protected Conservation Area" signs (see details below) will be placed on the site along the CO District Boundary at points indicated on the plans.
- b. The maximum spacing between signs shall be 50 feet.
- c. Signs shall be placed on trees at the buffer line, or shall be installed on sign posts as shown in the detail below.
- d. Signs are available for purchase from the Planning & Economic Development Department at a cost determined by the Planning Department to recover the Town's costs of purchasing the signs to be made

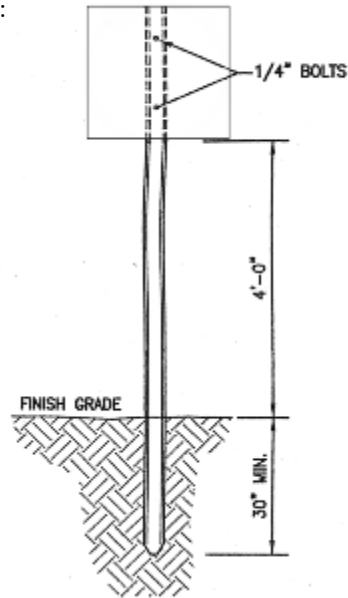
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available.

e. Sign Detail:



f. Sign Post Detail:



LENGTH: P-12, 12'-0"; P-14, 14'-0"; P-16, 16'-0".
 WEIGHT PER LINEAL FOOT: 2.50 LBS. (MIN.)
 HOLES: 3/8" DIA. 1' O-C FULL LENGTH
 STEEL: SHALL CONFORM TO ASTM A-489 (GRADE 60) OR ASTM A-576 (GRADE 100-1000).
 PAINT: SHALL BE PAINTED WITH TWO COATS OF AN APPROVED MEDIUM GREEN, BASED ON AN AIR DRY, PAINT OF WEATHER RESISTANT QUALITY. ALL FABRICATION SHALL BE COMPLETE BEFORE PAINTING.

POST NOTES

1. POSTS SHALL BE PLUMB. ANY POST BENT OR OTHERWISE DAMAGED SHALL BE REMOVED AND PROPERLY REPLACED. POSTS MAY BE SET ON BRACKETS.
2. WHEN POSTS ARE SET, HOLES SHALL BE DUG TO THE PROPER DEPTH. AFTER INSERTING POSTS, THE HOLES SHALL BE BACKFILLED WITH SUITABLE MATERIAL IN LAYERS NO TO EXCEED 6" DEEP THOROUGHLY COMPACTED, CARE BEING TAKEN TO PRESERVE THE ALIGNMENT OF THE POST.
3. WHEN POSTS ARE DRIVEN, A SUITABLE DRIVING CAP SHALL BE USED AND AFTER DRIVING THE TOP OF THE POST SHALL HAVE SUBSTANTIALLY THE SAME CROSS-SECTIONAL DIMENSION AS THE BODY OF THE POST. BUTTERED HEADS WILL NOT BE ACCEPTED.
4. POSTS SHALL NOT BE DRIVEN WITH THE SIGN ATTACHED TO THE POST.
5. SIGNS SHALL BE ERECTED IN CONFORMANCE WITH THE REQUIREMENTS OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
6. WHEN SIGN IS IN PLACE NO PART OF POST SHALL EXTEND ABOVE THE SIGN.
7. DIMENSIONS SHOWN ARE NOMINAL.
8. ALTERNATE SECTIONS MUST BE APPROVED PRIOR TO USE.

SIGN NOTES

1. SIGNS SHALL BE PLACED IN NEAREST TREE ALONG 50 FOOT WETLANDS BUFFER AS SHOWN. IN AREAS WHERE THERE ARE NO TREES, SIGN POSTS SHALL BE USED AND INSTALLED.

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SECTION 6 ASSURANCES FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

6.01 GENERAL:

- a. Under no circumstances shall any site work commence or any building permits be issued on a pending or conditionally approved site plan until all the precedent conditions of approval have been met, the plan is signed by the Planning Board, a preconstruction meeting has taken place with the Public Works Department, and until all required performance sureties have been posted.
- b. OFF-SITE IMPROVEMENTS: Off-Site Improvements: Prior to the Planning Board signing the site plan and prior commencement of any work, the applicant shall post a performance surety to guarantee the completion of off-site improvements.
- c. ON-SITE IMPROVEMENTS: All site plans shall be required to submit an erosion control and site restoration bond, in an amount and form determined by the Department of Public Works, prior to commencing construction on the site. Also, in accordance with NH RSA § 676:13, no certificate of occupancy shall be issued by the Building Department until all on-site improvements specified on the approved site-plan are completed and inspected in accordance with section 6.02.
- d. In circumstances that prevent landscaping to be completed (due to weather conditions or other unique circumstance), the Building Department may issue a certificate of occupancy prior to the completion of landscaping improvements, if agreed upon by the Planning & Public Works Departments, when a bond (see forms available from the Public Works Department) and agreement to complete improvements are placed with the Town. The landscaping shall be completed within 6 months from the issuance of the certificate of occupancy, or the Town shall utilize the bond to contract out the work to complete the improvements as stipulated in the agreement to complete landscaping improvements. No other improvements shall be permitted to bond for their completion for purposes of receiving a certificate of occupancy.
- e. All performance sureties shall be in the form of the "Hampton Method Letter of Credit" (a copy of which is on file with the DPW), surety bond, or a cash bond on deposit with the town in an interest bearing account. All Letters of Credit or surety bonds required by these regulations must be posted by a Town approved bank or a surety company listed on the current United States Department of Treasury "Department of the Treasury's listing of approved Sureties (Department Circular 570)" as authorized to do business in the State of New Hampshire.
- f. CO District & No Cut Zones: All Conservation Overlay District Boundaries and other no cut zones indicated on the plans shall be clearly delineated in the field using flagging tape or similar approved methods prior to construction and shall be maintained throughout construction of the project.

6.02 INSPECTION

- a. INSPECTION SERVICE FEE AND COSTS:
 1. All applicants shall be required to deposit an inspection fee escrow with the Town. This fee shall cover all costs incurred by the Town and the cost of the Town's designated agent who shall monitor and inspect improvements for compliance with the approved plans and required engineering standards.
 2. Escrow shall be determined by the Department of Public Works (DPW) but shall not be more than 5% of the estimated cost of all project related improvements. This estimate shall be provided to the DPW within 30 days of conditional approval of the plans by the Planning Board.
 3. 10% of final inspection costs shall be retained by the Town to cover administrative costs.
 4. The DPW may contract with consultants for services. The applicant shall be responsible for all costs of all inspections and associated work, and execute a signed agreement and guarantee as required by the DPW.
 5. If it is determined that any of the required improvements have not been constructed in accordance with the Town's construction standards and specifications, the applicant shall be responsible for reconstruction and reinspection of the improvements.
 6. Escrow accounts shall be periodically reviewed to assure that sufficient funds are available to cover all inspection costs and additional escrow provided as needed.
 7. Upon acceptance of the project and submission of the required as-built site plan, any unused escrow amount shall be returned to the applicant.
- b. ARRANGEMENT FOR INSPECTIONS: At least 15 working days prior to commencing construction of any site plan improvements, the applicant shall notify the DPW in writing of the time he/she proposes to commence construction of such improvements and shall pay to the Town the escrow for the inspection fee required by the DPW. The DPW will arrange for inspection by the Town's agent to assure that all standards, specifications and requirements are met during the construction of the required improvements and utilities.

Site Plan Application Checklist

The applicant shall request to schedule a preconstruction meeting with the DPW which is mandatory prior to the start of construction.

- c. **PROPER INSTALLATION OF IMPROVEMENTS:** If the Town or the Town's agent finds, upon inspection of the improvements performed before the expiration of any security, that any of the required improvements have not been constructed in accordance with approved plans and specifications of any conditions of approval of the Planning Board, the status shall be reported to the DPW. The DPW shall then notify the Applicant, and if necessary, the bonding company or escrow agent and take all necessary steps to preserve the Town's rights under the bond or agreement. No plan shall be certified (signed by the Planning Board for final approval) by the Planning Board, nor shall a Certificate of Occupancy be issued by the Building Department, as long as the applicant is in default on a previously approved subdivision or site plan.
- d. **FAILURE TO COMPLETE IMPROVEMENTS OR ABANDON PROJECT:**
 1. When a performance bond has been posted and required off-site improvements have not been installed or completed in accordance within the terms of said performance, the Planning Board may declare the project in default and direct the DPW to use the bond to complete all outstanding required improvements.
 2. When an applicant fails to complete all required on-site improvements as shown on approved site plans, the Planning Board shall proceed with the Site Plan Revocation process as outlined in Section 7.09d.

6.03 AS-BUILTS

- a. The applicant shall submit to the Town Engineer detailed "as-built" plans (electronic as-built file in a form as described in Section 2.05n, mylar reproducible and one paper print) of the site plan. The applicant's engineer shall certify to the Town Engineer that the layout of the line and grade of all public improvements is in accordance with improvement plans of the site plan.
- b. When a revision to the approved plan is proposed, the applicant shall submit a print of the approved plan indicating the proposed revision to the Town Engineer. The revision shall be reviewed by the Town Engineer and if necessary the Board. All approved revisions shall be shown on the "as-built" plan required at the completion of the project.

6.04 MAINTENANCE OF OFF-SITE IMPROVEMENTS

- a. The applicant shall be required to maintain all off-site improvements until the acceptance of said improvements by the Town.
- b. The applicant may request reductions in performance surety prior to final acceptance. However, a minimum 10% retainage on each item shall remain until the final inspection and acceptance of the project by the Department of Public Works. Upon recommendation from the Department of Public Works and acceptance of the project by the Town Council, 2% retainage of the total performance surety, but not less than \$7,500, will remain in place in order to assure the satisfactory condition of the required improvements for a period of one year after the date of acceptance by the Town. The financial guarantee shall be in accordance with section 6.01b.
- c. The Town Council will not release, nor reduce, an assurance until the Public Works Director has submitted a letter stating that all required improvements have been completed, are ready for dedication to the local government, and are free and clear of any and all liens and encumbrances. Upon such approval and recommendation, the Town Council shall accept the improvements for dedication.

Site Plan Application Checklist

SECTION 7 ADMINISTRATION AND ENFORCEMENT

- 7.01 AMENDMENTS: For the purpose of providing for the public health, safety and general welfare the Board may amend, change, alter, add or rescind the provisions imposed by these regulations. Notification, public hearings, publications and certification of all proposed amendments shall be accomplished by the Board in accordance with NH RSA § 675:6 and 675:7.
- 7.02 SAVING PROVISION: These regulations replace and supersede the former regulations of the Board. Adoption of these regulations is not intended to invalidate any approval or requirement of approval under the former regulations and shall not be considered applicable to any application which has been formally accepted by the planning board pursuant to RSA 676:4, I(b) prior to the first legal notice of a proposed adoption of regulations.
- 7.03 INTERPRETATION, CONFLICT and SEPARABILITY: The provisions herein shall be considered the minimum requirements for the protection of public health, safety and welfare. These regulations are not intended to interfere with the application of other laws or regulations or privately imposed restrictions. Where these regulations may differ from other applicable laws or regulations, whichever provisions are more restrictive or impose higher standards shall govern. If any part of these regulations is determined to be invalid, that determination will be construed applicable to that part only and the remainder of these regulations will be construed to continue in full force.
- 7.04 WAIVERS: In a case when the strict application of these regulations would:
- Result in peculiar and exceptional practical difficulties or exceptional and undue hardship upon the owner of the affected property; or
 - An alternative site planning and building design approach meets the design objectives as stated in the regulations, equally well or better than would compliance with the regulations; and
 - In either of the foregoing circumstances, the waiver may be granted without substantial detriment to the public good;
- the Board may waive specific plan requirements where the Board has determined that such a waiver will not affect the purpose and intent of these regulations. The applicant shall submit in writing a "request for waiver" to the Board citing the specific regulation and the reason the regulation cannot be met. Any waiver granted shall be shown on the Site Plan. In the case of proposals having lands designated as "special flood hazard areas," these waiver provisions shall not apply to the requirements for such areas as cited in Section 1.05 of these Regulations.
- 7.05 PUBLIC HEARING: All formal applications shall have a hearing in accordance with Section 2.05 of these regulations. Such public hearing shall be held at the appropriate stage as indicated in Exhibit 1 and shall in accordance with RSA § 676:4d.
- 7.06 ACTION of the BOARD:
- Within the appropriate time frames as established by NH RSA § 676:4, the Board shall approve, conditionally approve, or disapprove the application. The reasons for disapproval of a plan shall be stated in the record of the Board. Approval of a plan shall be endorsed on the plan by the chairman and the secretary of the Board. The time to act may be extended in accordance with NH RSA § 676:4f
 - All precedent conditions of approval must be met within a 120-day period (or time period established by the Planning Board at time of approval) or the approval shall be considered null and void. In cases where extenuating circumstances prevent the meeting of precedent conditions within 120 days, the applicant may request an extension, to be filed (in writing and with justification) with the Board no later than 14 days prior to the expiration date of the conditions. The Planning Board shall then vote on whether or not to grant such extensions.
 - (deleted)
 - Approved site plans shall be protected from future changes in regulations and ordinances in accordance with

Site Plan Application Checklist

NH RSA § 674:39 as summarized by the following:

1. Every site plan approved by the planning board shall be exempt from all subsequent changes in site plan regulations and zoning ordinances adopted by the Town of Londonderry, except those regulations and ordinances which expressly protect public health standards, such as water quality and sewage treatment requirements, for a period of Five (5) years after the date of certification of the site plan by the Planning Board; provided, however, that once substantial completion of the improvements as shown on the plans have occurred in compliance with the approved plans, or the terms of said approval or unless otherwise stipulated by the planning board, the rights of the owner or the owner's successor in interest shall vest and no subsequent changes in site plan regulations or zoning ordinances shall operate to affect such improvements; and further provided that:
 - i. Active and substantial development or building has begun on the site by the owner or the owner's successor in interest in accordance with the approved plans within twenty-four (24) months after the date of approval (certification by the Planning Board), or in accordance with the terms of the approval, and, if a bond or other security to cover the costs of roads, drains, or sewers is required in connection with such approval, such bond or other security is posted with the Town, at the time of commencement of such development;
 - ii. The development remains in full compliance with the public health regulations and ordinances of the Town of Londonderry; and
 - iii. At the time of approval (certification of the plans by the Planning Board), the site plan conforms to the site plan regulations, and zoning ordinances then in effect at the site of such plan.
2. For purposes of these regulations, "active & substantial development" shall be defined as:
 - i. Construction of and/or installation of basic infrastructure to support the development (including all of the following: foundation walls and footings of proposed buildings; roadways, access ways, parking lots, etc. to a minimum of gravel base; and utilities placed in underground conduit ready for connection to proposed buildings/structures) in accordance with the approved plans; and
 - ii. Construction and completion of drainage improvements to service the development (including all of the following: detention/retention basins, treatment swales, pipes, underdrain, catch basins, etc.) in accordance with the approved plans; and
 - iii. All erosion control measures (as specified on the approved plans) must be in place and maintained on the site; and
 - iv. Items i, ii, and iii shall be reviewed and approved by the Department of Public Works and Engineering or designated agent.
3. For purposes of these regulations, "substantial completion of improvements as shown on the site plan" shall be defined as:
 - i. All improvements listed in Section 7.06.d.2 to satisfy "active and substantial development"; and
 - ii. Completion of all infrastructure and drainage improvements to support the development, including the roadway wearing course, in accordance with the approved plans; and
 - iii. Removal of all erosion control measures no longer required, and maintenance of any erosion control measures still applicable; and
 - iv. Eighty percent (80%) of all structures and amenities as applicable shall be completed in accordance with the site plan; and
 - v. Items i, ii, and iii shall be reviewed and approved by the Department of Public Works and Engineering or designated agent; and
 - vi. The Planning Board may instead, as a condition of site plan approval, specify the threshold levels of work that shall constitute the scope and details of a particular project with regard to a determination of "substantial completion of the improvements as shown on the site plan." All conditions will be included in a Development Agreement.

Movement of earth, excavation, or logging of a site without completion of items i, ii, iii, & iv, above, shall not be considered "active and substantial development." The Planning Board may, for good cause, extend the 24-month period set forth in 7.06.d.1.i.

- 7.07 **FAILURE to ACT:** If the Board has not obtained an extension in accordance with NH RSA § 676:4f and has not approved or disapproved the plan within 65 days from the date the plan was accepted as complete the applicant may seek relief in accordance with NH RSA § 676:4c(2).

Site Plan Application Checklist

- 7.08 APPEALS: Any person aggrieved by any decision of the Board may appeal to the Superior Court as provided for in NH RSA § 677:15
- 7.09 ENFORCEMENT and PENALTIES:
- a. General –These regulations shall be enforced under the authority of NH RSA § 676 and such other authorities as may be available.
 - b. Penalties - Any person who fails to comply with or violates any section of these regulations shall be fined in accordance with N.H. RSA § 676:17.
 - c. Civil Enforcement: Appropriate actions may be taken by law or in equity to prevent any violation of these regulations in order to prevent unlawful construction, to recover damages, to restrain, correct, or abate a violation, or to prevent illegal occupation of a structure or premises. These remedies shall be in addition to the penalties described above.
 - d. Revocation of Site Plan Approval:
 1. The Planning Board may, in accordance with RSA § 676:4-a, revoke, in whole or in part, site plan approval only under the following circumstances:
 - i. When the applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans or specifications upon which the approval was based, or has materially violated any requirement or condition of such approval.
 - ii. When the applicant or successor in interest to the applicant has failed to perform any condition of the approval within a reasonable time specified in the approval, or, if no such time is specified, within the time periods specified in RSA § 674:39.
 - iii. When the time periods specified in RSA § 674:39 have elapsed without any vesting of rights as set forth therein, and the plat, plan or other approval no longer conforms to applicable ordinances or regulations.
 - iv. When the applicant or successor in interest to the applicant has failed to provide for the continuation of adequate security as provided by RSA § 674:36, III(b) and § 674:44, III(d) until such time as the work secured thereby has been completed.
 2. Prior to recording any revocation under this section, the planning board shall give notice, as provided by RSA § 676:4, I(d), to the public, the applicant or the applicant's successor in interest, and all abutters and holders of conservation, preservation, or agricultural preservation restrictions. The notice shall include the board's reasons for the revocation. A hearing with notice as provided in RSA § 676:4, I(d) shall be held at the request of any party receiving such notice, submitted within 30 days of receiving such notice, or if the planning board determines to hold a hearing.
 3. A declaration of revocation, dated and endorsed in writing by the planning board, and containing reference to the recording information for the plat, plan or other approval being revoked, shall be filed for recording with the register of deeds, no sooner than 30 days after written notification of the revocation is served on the applicant or the applicant's successor in interest, in person or by certified mail, or 30 days after any public hearing, whichever is later. If only part of an approval is revoked, that portion of land subject to revocation shall be clearly identified in the declaration. The declaration shall be recorded under the same name or names as was the original approval, as well as the names of subsequent owners, if any, of the land or part thereof subject to revocation, as identified by the municipality.
 4. A revocation under this section may be appealed pursuant to RSA § 677:15. Nothing in this section shall affect the municipality's ability, either before or after such a revocation, to pursue other remedies or penalties as set forth in § RSA 676:15-17.

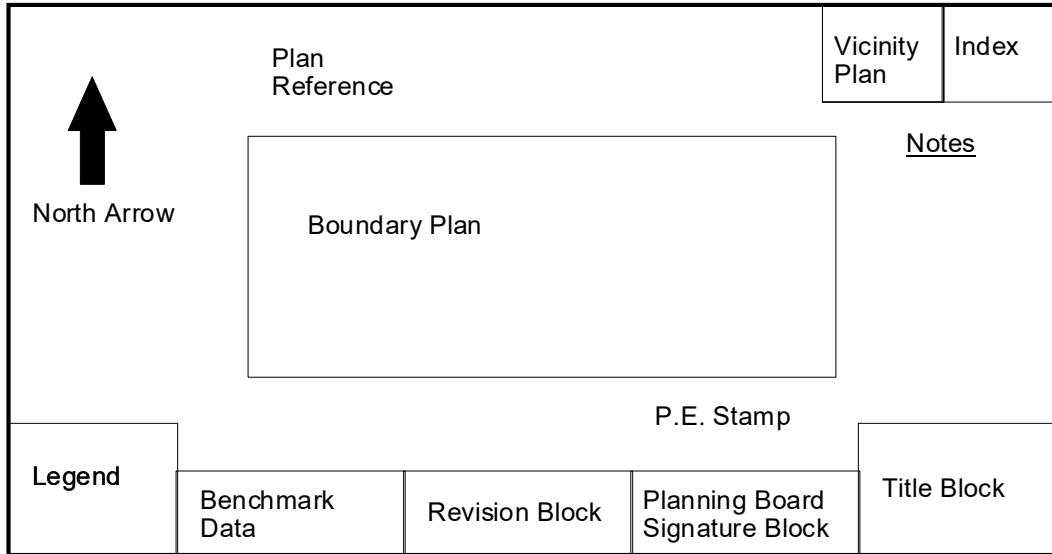
Site Plan Application Checklist

EXHIBIT 1 - SITE PLAN REVIEW PROCESS

(To be added at a later date)

Site Plan Application Checklist

EXHIBIT 2 - SITE PLAN LAYOUT - TITLE SHEET



Site Plan Application Checklist

EXHIBIT 3 - SITE PLAN FEE SCHEDULE

Planning Board Fee Schedule

Application Type	Fee
Site Plan Review	\$0.10 per SF disturbed area (cap \$7,500)
Subdivision	\$200 + \$125 per lot
Lot Line Adjustment (LLA)	\$200 + \$100 per lot
Minor Site Plan Review	\$250 flat fee
Conditional Use Permit	\$50
Administrative Review	\$100 flat fee
Planning Board Abutter Fee	\$12/abutter

Zoning Board of Adjustment Fee Schedule

Application Type	Fee
ZBA Application	\$125 + abutter/legal notice
ZBA Abutter Notice	Current Certified Receipt Rate

Other Applicable Fees

Application Type	Fee
Legal Notice	\$60
Recording Fee	Registry cost plus LCHIP
External Review	Prepayment required; actual consultant cost
GIS Fee - Subdivision	\$60 per lot
Heritage Certificate of Approval	Abutter/Legal Notice
Heritage Demolition Review	Abutter/Legal Notice

***All applications requiring a public hearing may be subject to legal notice and abutter fees.**

Site Plan Application Checklist

Design Review Formal Application Site Plan Amendment

All information provided and submitted with this Application Checklist shall conform to the Londonderry Site Plan Regulations. Please note that the Planning Board may not accept and consider the application complete if the required items as outlined in the checklist are missing from the submittal.

I. General Information:

A. Project Name: _____

B. Project Location: _____ (Map) (Lot)
Zone: _____

C. Primary Contact: _____ Phone: _____

Applicant Owner Engineer/Surveyor E-Mail: _____

D. Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Applicant Signature: _____ Date: _____

E. Owner's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Owner's Signature: _____ Date: _____

F. Engineer/Surveyor (Firm Name): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

1) Name of Licensed Land Surveyor: _____

Signature: _____

2) Name of Licensed Professional Engineer: _____

Signature: _____

3) Name of Certified Soil Scientist: _____

4) Name of Certified Wetland Scientist: _____

5) Name of Licensed Traffic Engineer: _____

G. Lot Area (SF) _____ Existing Building Footprint (SF): _____ Proposed Addition (SF) _____

Change or Additional Use(s): _____

Additional Pavement (SF): _____ Other Modification: _____

II. General Requirements (All Applications):

Provided

N/A

Site Plan Application Checklist

- | | | | |
|------|--|--------------------------|--------------------------|
| 1. | Two (2) copies of executed Site Plan Application Form and checklist | <input type="checkbox"/> | |
| 2. | Two (2) copies of complete abutters list, 3 sets mailing labels | <input type="checkbox"/> | |
| 3. | Application Fees | <input type="checkbox"/> | |
| 4. | Two (2) sets of plans and electronic "PDF" plans (See #11) | <input type="checkbox"/> | |
| 5. | Two (2) copies of proposed easement deeds, protective covenants or other legal documents | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Two (2) copies of waiver request(s) with justifications | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Two (2) copies of technical reports and supporting documents (Drainage report, Traffic Study, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.. | Escrow Agreement and Fees | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.. | Two (2) copies of Conditional Use Permit request(s) with justifications per Zoning | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Response Letter to DRC Review and 2 highlighted plans (Plans may substitute for 2 sets required in #4 above) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Electronic "PDF" of complete submittal package | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Two (2) copies of all supporting documents | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Two (2) copies of a materials list for all improvements excluding buildings | <input type="checkbox"/> | <input type="checkbox"/> |

III. General Plan Information (All Plans):

- | | | Provided | N/A |
|----|--|--------------------------|--------------------------|
| 1. | Size and presentation of sheet(s) per requirements of the site plan regulations | <input type="checkbox"/> | |
| 2. | Title block information: | | |
| | a. Drawing title | <input type="checkbox"/> | |
| | b. Name of site plan | <input type="checkbox"/> | |
| | c. Location of site plan | <input type="checkbox"/> | |
| | d. Tax map & lot #s of subject parcel(s) | <input type="checkbox"/> | |
| | e. Name & address of owner(s) | <input type="checkbox"/> | |
| | f. Date of plan | <input type="checkbox"/> | |
| | g. Scale of plan | <input type="checkbox"/> | |
| | h. Sheet number | <input type="checkbox"/> | |
| | i. Name, address, & telephone number of design firm | <input type="checkbox"/> | |
| | j. Name and address of Applicant | <input type="checkbox"/> | |
| 3. | Revision block | <input type="checkbox"/> | |
| 4. | Planning Board approval block provided on appropriate sheets (Cover sheet, site plan, landscape plan only) | <input type="checkbox"/> | |
| 5. | Certification block (for engineer, surveyor, soil scientist, or wetland scientist) | <input type="checkbox"/> | |
| 6. | Match lines (if any) | <input type="checkbox"/> | <input type="checkbox"/> |

Site Plan Application Checklist

IV. Master Site Plan Sheet: (Applicant may provide separate Title Sheet)

	Provided	N/A
1. The following notes shall be provided:		
a. Purpose of plan	<input type="checkbox"/>	
b. Tax map and lot #s of all subject parcels	<input type="checkbox"/>	
c. Area (existing & proposed) of subject parcel(s)	<input type="checkbox"/>	
d. Zoning designation of subject parcel(s)	<input type="checkbox"/>	
e. Min. lot area, frontages & setback dimensions	<input type="checkbox"/>	
f. Existing and proposed uses	<input type="checkbox"/>	
g. Parking calculations, as outlined in the Regulations	<input type="checkbox"/>	
h. % green area, as outlined in the Zoning Ordinance	<input type="checkbox"/>	
i. % building coverage, as outlined in the Zoning Ordinance	<input type="checkbox"/>	
j. Sanitary sewer source (name of provider company if offsite)	<input type="checkbox"/>	
k. Water supply source (name of provider company if offsite)	<input type="checkbox"/>	
l. Zoning variances/special exceptions with conditions	<input type="checkbox"/>	<input type="checkbox"/>
m. List FEMA sheet(s) used to identify 100-year flood elevation. (Note if no flood zone present as applicable)	<input type="checkbox"/>	
n. List of required permits and permit approval numbers	<input type="checkbox"/>	<input type="checkbox"/>
o. List of Planning Board waivers and Conditional Use Permits with Regulation or Ordinance section reference (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
p. Note identifying which plans are on file at the Town	<input type="checkbox"/>	<input type="checkbox"/>
q. Note the following: "If, during construction, it becomes apparent that deficiencies exist in the approved design drawings, the Owner shall be required to correct the deficiencies to meet the requirements of the regulations at no expense to the Town."	<input type="checkbox"/>	<input type="checkbox"/>
r. Note the following: "If, during construction, it becomes apparent that additional erosion control measures are required to stop any erosion on the construction site due to actual site conditions, the Owner shall be required to install the necessary erosion protection at no expense to the Town."	<input type="checkbox"/>	<input type="checkbox"/>
s. Note the following: "All materials and methods of construction shall conform to Town of Londonderry Site Plan Regulations and the latest edition of the New Hampshire Department of Transportation's Standard Specifications for Road & Bridge Construction."	<input type="checkbox"/>	<input type="checkbox"/>
t. Note the following: "In accordance with Section 6.01 of the Londonderry Site Plan Regulations and RSA § 676:13, all improvements specified on these site plans shall be constructed, completed, and inspected and approved by the Town of Londonderry prior to the issuance of a certificate of occupancy."	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Application Checklist

u.	For sites requiring off-site improvements, note the following: "In accordance with Section 6.01 of the Londonderry Site Plan Regulations and RSA § 676:12, all off-site improvements specified on these site plans shall be constructed, completed, and inspected and approved by the Town of Londonderry (and/or the NHDOT, if applicable) prior to the issuance of a certificate of occupancy."	<input type="checkbox"/>	<input type="checkbox"/>
2.	Vicinity plan (at a scale of 1"=2500')	<input type="checkbox"/>	
3.	Plan index indicating all sheets	<input type="checkbox"/>	<input type="checkbox"/>
V.	Existing Conditions Plan:	Provided	N/A
1.	Surveyor's certification stamped and signed by LLS	<input type="checkbox"/>	
2.	Boundary of entire property by metes and bounds	<input type="checkbox"/>	<input type="checkbox"/>
3.	Boundary monuments:		
a.	Monuments found	<input type="checkbox"/>	<input type="checkbox"/>
b.	Monuments to be set	<input type="checkbox"/>	<input type="checkbox"/>
4.	Map # and Lot #, name addresses, and zoning of all abutting land owners	<input type="checkbox"/>	
5.	Existing streets:		
a.	Name labeled	<input type="checkbox"/>	<input type="checkbox"/>
b.	Status noted or labeled	<input type="checkbox"/>	<input type="checkbox"/>
c.	Right-of-way dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
d.	Pavement width dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
6.	Municipal boundaries (if any)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Existing easements (identified by type)	<input type="checkbox"/>	<input type="checkbox"/>
8.	North arrow	<input type="checkbox"/>	
9.	Locus map (at a scale of 1" = 2,500)	<input type="checkbox"/>	
10.	Limits of wetlands & CO District Boundary	<input type="checkbox"/>	<input type="checkbox"/>
11.	Wetland delineation criteria & Certification	<input type="checkbox"/>	<input type="checkbox"/>
12.	SCS Soils (Boundary & Type)	<input type="checkbox"/>	
13.	Owner(s) signature(s)	<input type="checkbox"/>	
14.	All required setbacks (including any applicable buffers)	<input type="checkbox"/>	
15.	Existing physical features:		
	Buildings	<input type="checkbox"/>	<input type="checkbox"/>
	Wells	<input type="checkbox"/>	<input type="checkbox"/>
	Septic systems	<input type="checkbox"/>	<input type="checkbox"/>
	Stone walls	<input type="checkbox"/>	<input type="checkbox"/>
	Paved drives	<input type="checkbox"/>	<input type="checkbox"/>
	Gravel drives	<input type="checkbox"/>	<input type="checkbox"/>
16.	Location & name (if any) of any streams or waterbodies	<input type="checkbox"/>	<input type="checkbox"/>
17.	Location & elevation(s) of 100-year flood zone per FEMA Flood Insurance Study or as determined by drainage study	<input type="checkbox"/>	<input type="checkbox"/>
18.	Location of existing overhead utility lines, poles, towers, etc.	<input type="checkbox"/>	<input type="checkbox"/>
19.	Plan and deed references	<input type="checkbox"/>	<input type="checkbox"/>
20.	Zoning District boundary lines (if any)	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Application Checklist

VI. Improvement Plans (Grading Plan, Utility Plan, etc. and Stamped by Engineer Licensed in NH):

	Provided	N/A
1. Grading and Drainage Plan:		
a. Existing topography (two-foot contour interval minimum)	<input type="checkbox"/>	<input type="checkbox"/>
b. Proposed contours	<input type="checkbox"/>	<input type="checkbox"/>
c. Existing spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
d. Proposed spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
e. Existing edge of pavement	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed edge of pavement	<input type="checkbox"/>	<input type="checkbox"/>
g. Existing curb line	<input type="checkbox"/>	<input type="checkbox"/>
h. Proposed curb line	<input type="checkbox"/>	<input type="checkbox"/>
i. Existing buildings and structures	<input type="checkbox"/>	<input type="checkbox"/>
j. Proposed buildings and structures	<input type="checkbox"/>	<input type="checkbox"/>
k. Existing retaining walls	<input type="checkbox"/>	<input type="checkbox"/>
l. Proposed retaining walls	<input type="checkbox"/>	<input type="checkbox"/>
m. Existing stone walls	<input type="checkbox"/>	<input type="checkbox"/>
n. Proposed and reconstructed stone walls	<input type="checkbox"/>	<input type="checkbox"/>
o. Wetland Mapping		
1.) Wetland limits identified	<input type="checkbox"/>	<input type="checkbox"/>
2.) Impact Area in square feet for each individual location	<input type="checkbox"/>	<input type="checkbox"/>
3.) Mitigation areas (as may be required)	<input type="checkbox"/>	<input type="checkbox"/>
p. Existing treeline	<input type="checkbox"/>	<input type="checkbox"/>
q. Proposed treeline	<input type="checkbox"/>	<input type="checkbox"/>
r. Benchmarks	<input type="checkbox"/>	<input type="checkbox"/>
s. Existing drainage systems:		
1) Pipes/culverts (each location):		
i. Type	<input type="checkbox"/>	<input type="checkbox"/>
ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
iii. Length and slope	<input type="checkbox"/>	<input type="checkbox"/>
iv. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
v. End sections/Headwalls	<input type="checkbox"/>	<input type="checkbox"/>
2) Structures (catch basins, drain manholes, special structures):		
i. Location (station and off-set)	<input type="checkbox"/>	<input type="checkbox"/>
ii. Type	<input type="checkbox"/>	<input type="checkbox"/>
iii. Size	<input type="checkbox"/>	<input type="checkbox"/>
iv. Rim Elevations	<input type="checkbox"/>	<input type="checkbox"/>
v. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
3) Swales/Ditches/Waterways:		
i. Flow arrows (direction of flow)	<input type="checkbox"/>	<input type="checkbox"/>
ii. Topography	<input type="checkbox"/>	<input type="checkbox"/>
iii. Spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
t. Proposed Drainage Systems:		
1) Pipes/culverts (each location):		
i. Type	<input type="checkbox"/>	<input type="checkbox"/>
ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
iii. Length and slope	<input type="checkbox"/>	<input type="checkbox"/>
iv. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
v. End sections/headwalls	<input type="checkbox"/>	<input type="checkbox"/>
vi. Identify minimum cover and location	<input type="checkbox"/>	<input type="checkbox"/>
vii. Outlet erosion protection	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Application Checklist

		Provided	N/A
2)	Structures (catchbasins, drain manholes, special structures):		
	i. Location (sta. and off-set)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Type	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Rim elevations	<input type="checkbox"/>	<input type="checkbox"/>
	v. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
3)	Swales/ditches/waterways:		
	i. Flow arrows (direction of flow)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Grading	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Erosion protection (riprap, matting, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
u.	Temporary erosion protection during construction:		
	1) Silt fence, haybales, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	2) Matting, mulch, etc.	<input type="checkbox"/>	<input type="checkbox"/>
v.	Tree protection for existing areas and/or individual trees 15" in diameter or greater	<input type="checkbox"/>	<input type="checkbox"/>
w.	Plan note stating that the edge of the Conservation Overlay District and Non-Disturbance Zones shall be appropriately delineated in the field prior to construction	<input type="checkbox"/>	<input type="checkbox"/>

2. Utilities Plan:

		Provided	N/A
a.	Existing sanitary sewer system:		
	1) Pipes:		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Length and slope	<input type="checkbox"/>	<input type="checkbox"/>
	2) Structures:		
	i. Location (sta. and off-set)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Type	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Rim elevations	<input type="checkbox"/>	<input type="checkbox"/>
	v. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
b.	Proposed sanitary sewer system:		
	1) Pipes (gravity):		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Length and slope	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Separation (18" below water)	<input type="checkbox"/>	<input type="checkbox"/>
	v. Identify minimum cover and locations	<input type="checkbox"/>	<input type="checkbox"/>
	2) Force Main:		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Direction of flow (flow arrows)	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Bends and thrust blocking	<input type="checkbox"/>	<input type="checkbox"/>
	v. Air relief valves and structures	<input type="checkbox"/>	<input type="checkbox"/>
	vi. Clean-out structures	<input type="checkbox"/>	<input type="checkbox"/>
	vii. Identify minimum cover and locations	<input type="checkbox"/>	<input type="checkbox"/>
	3) Structures:		
	i. Location (sta. and off-set)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Type	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Rim elevations	<input type="checkbox"/>	<input type="checkbox"/>
	v. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
	4) Service laterals to each individual lot:		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Application Checklist

- | | | Provided | N/A |
|----|---|--------------------------|--------------------------|
| | ii. Size | <input type="checkbox"/> | <input type="checkbox"/> |
| | iii. Length and slope | <input type="checkbox"/> | <input type="checkbox"/> |
| | iv. Separation (18" below water) | <input type="checkbox"/> | <input type="checkbox"/> |
| | v. Minimum cover and locations identified | <input type="checkbox"/> | <input type="checkbox"/> |
| | vi. Location of connection | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Existing Water System: | | |
| | 1) Pipes: | | |
| | i. Type | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii. Size | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2) Hydrants | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3) Valves | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4) Bends and thrust blocks | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5) Tees | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Proposed Water System: | | |
| | 1) Pipes: | | |
| | i. Type | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii. Size | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2) Hydrants | | |
| | i. Locations approved by Fire Department | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3) Valves | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4) Bends and thrust blocks | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5) Tees | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Existing Gas Lines: | | |
| | 1) Pipes: | | |
| | i. Type | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii. Size | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2) Valves | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Proposed Gas Lines: | | |
| | 1) Pipes: | | |
| | i. Type | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii. Size | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2) Valves | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3) Services to each lot | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | Telephone/Electrical/Cable: | | |
| | 1) U-poles | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2) Pedestals/transformers | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3) Overhead lines | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4) Underground lines | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5) Services to each lot | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Roadways: If streets are to be built as part of a site plan (e.g., for a multi-family residential site plan), then the design of such streets shall comply with Section 3.09 of the Londonderry Subdivision Regulations, please see Subdivision Application Checklist. | | |

VII. Landscape Plan (Section 3.09):

- | | | Provided | N/A |
|----|---|--------------------------|--------------------------|
| 1. | General Information | | |
| | a. Native Plants as suggested by Appendix LS1 | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. No use of Invasive materials as listed in Appendix LS2 | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. Plant materials meet winter hardiness requirement | <input type="checkbox"/> | <input type="checkbox"/> |

Site Plan Application Checklist

		Provided	N/A
d.	Proposed materials are of proper caliper or height	<input type="checkbox"/>	<input type="checkbox"/>
e.	Stone walls incorporated into Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>
f.	Existing vegetation preservation (no-cut) areas described by metes and bounds and monumented	<input type="checkbox"/>	<input type="checkbox"/>
g.	Landscaping Calculations	<input type="checkbox"/>	<input type="checkbox"/>
h.	Plant Schedule	<input type="checkbox"/>	<input type="checkbox"/>
i.	Landscaping Details	<input type="checkbox"/>	<input type="checkbox"/>
j.	Tree Protection Detail	<input type="checkbox"/>	<input type="checkbox"/>
k.	Note on Plan stating No Plant Conflicts with Snow Storage Areas, Light Fixtures, Underground Utilities	<input type="checkbox"/>	<input type="checkbox"/>
l.	Note on Plan stating No Landscaping Conflicts with Sight Distance	<input type="checkbox"/>	<input type="checkbox"/>
m.	Submit a Landscape Master Sheet for Review (Landscaping, site features, snow storage, light poles, detention basin edges, grading, utilities)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Parking Lot Landscaping		
a.	Interior landscaping percentage based on Section 3.11e	<input type="checkbox"/>	<input type="checkbox"/>
b.	Interior shade trees @ 1 per 15 parking spaces	<input type="checkbox"/>	<input type="checkbox"/>
c.	Perimeter shade trees @ 1 per 20 parking spaces OR 1 per 50 feet of perimeter with buffer required	<input type="checkbox"/>	<input type="checkbox"/>
d.	Screening provides proper vertical opacity per Section 3.11e	<input type="checkbox"/>	<input type="checkbox"/>
VIII.	Illumination Plan & Lighting Details (Section 3.13):		
		Provided	N/A
1.	Full Cut-Off Fixtures with plan note stating all lights are full cut-off fixtures as required	<input type="checkbox"/>	<input type="checkbox"/>
2.	Shielded, downcast building/external signage lighting	<input type="checkbox"/>	<input type="checkbox"/>
3.	No direct light source at residential property lines	<input type="checkbox"/>	<input type="checkbox"/>
4.	Plan to scale with illumination levels shown in footcandles	<input type="checkbox"/>	<input type="checkbox"/>
5.	Specification (details) for all proposed lighting fixtures including photometric data, designation as IESNA "cut-off" fixtures, Color Rendering Index (CRI) of all lamps (bulbs), and other descriptive information about fixtures	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proposed mounting height of all exterior lighting fixtures	<input type="checkbox"/>	<input type="checkbox"/>
7.	Illumination levels not to exceed 0.2 footcandles at any property line (Except at driveway intersections per Regulations)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Gas Station Canopies to meet requirements of Appendix Light 2	<input type="checkbox"/>	<input type="checkbox"/>
IX.	Building Design & Renderings (Section 3.12):		
1.	Building Elevations/Renderings in compliance with Section 3.13	<input type="checkbox"/>	<input type="checkbox"/>
2.	Signage renderings/details	<input type="checkbox"/>	<input type="checkbox"/>
3.	Large Retail Establishments - Comply with Section 3.13H	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Application Checklist

X. Construction Detail Drawings:

Note: *Construction details to conform with NHDOT Standards & Specifications for Roads & Bridges, Town of Londonderry Department of Public Works requirements, and Subdivision & Site Plan Regulations*

	Provided	N/A
1. Typical cross-section of pavement	<input type="checkbox"/>	<input type="checkbox"/>
2. Typical driveway apron detail	<input type="checkbox"/>	<input type="checkbox"/>
3. Curbing detail	<input type="checkbox"/>	<input type="checkbox"/>
4. Guardrail detail	<input type="checkbox"/>	<input type="checkbox"/>
5. Sidewalk detail	<input type="checkbox"/>	<input type="checkbox"/>
6. Traffic signs and pavement markings	<input type="checkbox"/>	<input type="checkbox"/>
7. Typical underdrain trench detail	<input type="checkbox"/>	<input type="checkbox"/>
8. Drainage structure(s):		
a. Catchbasin (including frame and grate)	<input type="checkbox"/>	<input type="checkbox"/>
b. Manhole (including frame and cover)	<input type="checkbox"/>	<input type="checkbox"/>
c. Outlet structure (detention basins)	<input type="checkbox"/>	<input type="checkbox"/>
d. Headwalls	<input type="checkbox"/>	<input type="checkbox"/>
e. Flared end sections	<input type="checkbox"/>	<input type="checkbox"/>
9. Outlet protection riprap apron	<input type="checkbox"/>	<input type="checkbox"/>
10. Level spreader	<input type="checkbox"/>	<input type="checkbox"/>
11. Treatment swale	<input type="checkbox"/>	<input type="checkbox"/>
12. Typical section at detention basin	<input type="checkbox"/>	<input type="checkbox"/>
13. Typical pipe trench:		
a. Drainage	<input type="checkbox"/>	<input type="checkbox"/>
b. Sewer	<input type="checkbox"/>	<input type="checkbox"/>
c. Water	<input type="checkbox"/>	<input type="checkbox"/>
d. Utilities	<input type="checkbox"/>	<input type="checkbox"/>
14. Sewer structures:		
a. Manholes (including frame and cover, inverts)	<input type="checkbox"/>	<input type="checkbox"/>
b. Drop manholes	<input type="checkbox"/>	<input type="checkbox"/>
c. Special structures (pump stations, blowoffs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
d. Pipe manhole joint details	<input type="checkbox"/>	<input type="checkbox"/>
15. Typical sewer lateral service connection detail	<input type="checkbox"/>	<input type="checkbox"/>
16. Project specific sewer details (sleeves, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
17. Typical sewer notes (per NHDES & Sewer Div. requirements)	<input type="checkbox"/>	<input type="checkbox"/>
18. Hydrant detail	<input type="checkbox"/>	<input type="checkbox"/>
19. Thrust block details	<input type="checkbox"/>	<input type="checkbox"/>
20. Valve box detail	<input type="checkbox"/>	<input type="checkbox"/>
21. Typical water connection service detail	<input type="checkbox"/>	<input type="checkbox"/>
22. Erosion control details:		
a. Haybale barriers at waterways	<input type="checkbox"/>	<input type="checkbox"/>
b. Silt fence	<input type="checkbox"/>	<input type="checkbox"/>
c. Stone check dam	<input type="checkbox"/>	<input type="checkbox"/>
d. Stone construction entrance	<input type="checkbox"/>	<input type="checkbox"/>
e. Inlet filter basket	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Application Checklist

	f.	Haybale barrier at catchbasin	<input type="checkbox"/>	<input type="checkbox"/>
24.	Notes:			
	a.	General notes as required by the Department of Public Works	<input type="checkbox"/>	<input type="checkbox"/>
	b.	Construction sequence	<input type="checkbox"/>	<input type="checkbox"/>
	c.	Erosion control notes	<input type="checkbox"/>	<input type="checkbox"/>
	d.	Turf establishment notes	<input type="checkbox"/>	<input type="checkbox"/>
	e.	Sewer construction notes (as required by Sewer Ordinance)	<input type="checkbox"/>	<input type="checkbox"/>
	f.	Water system construction notes (as required by local water company)	<input type="checkbox"/>	<input type="checkbox"/>
25.		Tree protection details	<input type="checkbox"/>	<input type="checkbox"/>
XI.	Supporting Documentation:			
			Provided	N/A
1.	Traffic Impact Analysis:			
	a.	Traffic Impact analysis as required by Section 3.14	<input type="checkbox"/>	<input type="checkbox"/>
2.	Stormwater management report including the following:			
	a.	Table of contents	<input type="checkbox"/>	<input type="checkbox"/>
	b.	Narrative statement (including conclusions)	<input type="checkbox"/>	<input type="checkbox"/>
	c.	Summary table comparing existing and post-development conditions	<input type="checkbox"/>	<input type="checkbox"/>
	d.	Summary table of data for each pipe & piping system:		
		1.) Discharge	<input type="checkbox"/>	<input type="checkbox"/>
		2.) Depth of flow	<input type="checkbox"/>	<input type="checkbox"/>
		3.) Velocity	<input type="checkbox"/>	<input type="checkbox"/>
	e.	Summary table of data for each swale & channel:		
		1.) Discharge	<input type="checkbox"/>	<input type="checkbox"/>
		2.) Depth of flow	<input type="checkbox"/>	<input type="checkbox"/>
		3.) Velocity	<input type="checkbox"/>	<input type="checkbox"/>
	f.	Project location plan (on USGS quadrangle)	<input type="checkbox"/>	<input type="checkbox"/>
	g.	Watershed area plan for existing condition	<input type="checkbox"/>	<input type="checkbox"/>
	h.	Watershed area plan for post-development condition	<input type="checkbox"/>	<input type="checkbox"/>
	i.	Runoff calculations for existing & post-development conditions	<input type="checkbox"/>	<input type="checkbox"/>
	j.	Flood routing calculations for each detention basin	<input type="checkbox"/>	<input type="checkbox"/>
	k.	Design for water quality treatment facilities (level spreaders, treatment swales, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	l.	Riprap design calculations	<input type="checkbox"/>	<input type="checkbox"/>
	m.	Report stamped by licensed professional engineer in NH	<input type="checkbox"/>	<input type="checkbox"/>
3.		Fiscal impact study provided (if required)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Off-site improvements:			
	a.	Design plans included in the project drawings	<input type="checkbox"/>	<input type="checkbox"/>
	b.	Arrangements and agreements	<input type="checkbox"/>	<input type="checkbox"/>
	c.	Easements	<input type="checkbox"/>	<input type="checkbox"/>
5.	Utility clearance letters (as applicable):			
	a.	Electric	<input type="checkbox"/>	<input type="checkbox"/>
	b.	Telephone	<input type="checkbox"/>	<input type="checkbox"/>
	c.	Cable television	<input type="checkbox"/>	<input type="checkbox"/>
	d.	Gas	<input type="checkbox"/>	<input type="checkbox"/>
	e.	Water	<input type="checkbox"/>	<input type="checkbox"/>
	f.	Sewer	<input type="checkbox"/>	<input type="checkbox"/>
6.		Other project-specific information as required by the Design Review Committee (DRC)	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Application Checklist

XII. Required Project Permits (as applicable to applications):

	Provided	N/A	App Submitted
1. NHDES site-specific approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. NHDES wetlands permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. NHDES sewer discharge permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. NHDES water supply permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. NHDES dam permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. NHDOT driveway permit		<input type="checkbox"/>	<input type="checkbox"/>
7. Londonderry ZBA variance(s)/special exception(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Londonderry sewer discharge permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Federal Aviation Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Other federal, state or local permits (if applicable) for project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XIII. Acknowledgment and Signature:

The undersigned acknowledges he/she has read and understands all of the Town's current zoning, subdivision, site plan, and health regulations and requirements for obtaining all required local, state, and federal permits. .

(Signature of person preparing plans)

(Name)

(Title)

(Date)

EXHIBIT 4A

**LONDONDERRY PLANNING BOARD
MINOR SITE PLAN APPLICATION
& CHECKLIST**

Planning Department Date Stamp

- Design Review Formal Application Change of Use (No Site Improvements)*

All information provided and submitted with this Application Checklist shall conform to the Londonderry Site Plan Regulations. Please note that the Planning Board may not accept and consider the application complete if the required items as outlined in the checklist are missing from the submittal.

I. General Information:

A. Project Name: _____

B. Project Location: _____ (Map) _____ (Lot)
Zone: _____

C. Primary Contact: _____ Phone: _____

Applicant Owner Engineer/Surveyor E-Mail: _____

D. Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Applicant Signature: _____ Date: _____

E. Owner's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Owner's Signature: _____ Date: _____

F. Engineer/Surveyor (Firm Name): _____ N/A

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

1) Name of Licensed Land Surveyor: _____

Signature: _____

2) Name of Licensed Professional Engineer: _____

Signature: _____

3) Name of Certified Soil Scientist: _____

4) Name of Certified Wetland Scientist: _____

5) Name of Licensed Traffic Engineer: _____

G. Lot Area (SF) _____ Existing Building Footprint (SF): _____ Proposed Addition (SF) _____

Change or Additional Use(s): _____

***Change of Use Applications with No Proposed Site Improvements Shall Use Checklist Section IIA. Only**

Minor Site Plan Checklist

Additional Pavement (SF): _____ Other Modification: _____

NOTE: Complete Either Section II. Or Section II.A Below as Applicable:

II. General Requirements (Minor Site Plan Applications with Site Improvements): N/A

	Provided	N/A
1. Executed Minor Site Plan Application Form	<input type="checkbox"/>	
2. Complete abutters list, 3 sets mailing labels	<input type="checkbox"/>	
3. Application Fees	<input type="checkbox"/>	
4. Escrow Agreement and Fees	<input type="checkbox"/>	<input type="checkbox"/>
5. Four (4) sets of plans and electronic "PDF" plans (See #11)	<input type="checkbox"/>	
6. Copies of proposed easement deeds, protective covenants or other legal documents	<input type="checkbox"/>	<input type="checkbox"/>
7. Waiver request(s) with justifications	<input type="checkbox"/>	<input type="checkbox"/>
8. Conditional Use Permit request(s) with justifications per Zoning	<input type="checkbox"/>	<input type="checkbox"/>
9. Technical reports or letters as applicable (TBD by Staff)	<input type="checkbox"/>	<input type="checkbox"/>
10. Completed Minor Site Plan Application Checklist	<input type="checkbox"/>	
11. Response Letter to DRC Review and 2 highlighted plans (Plans shall substitute for 2 sets required in #5 above)	<input type="checkbox"/>	<input type="checkbox"/>

II.A. Change of Use Plan without Proposed Site Improvements: N/A

1. Executed Minor Site Plan Application Form	<input type="checkbox"/>	
2. Complete abutters list, 3 sets mailing labels	<input type="checkbox"/>	
3. Application Fees	<input type="checkbox"/>	
4. Four (4) copies of Current Approved Site Plan	<input type="checkbox"/>	
5. Copies of proposed easement deeds, protective covenants or other legal documents	<input type="checkbox"/>	<input type="checkbox"/>
6. Waiver request(s) with justifications	<input type="checkbox"/>	<input type="checkbox"/>
7. Technical reports or letters as applicable (TBD by Staff)	<input type="checkbox"/>	<input type="checkbox"/>
8. Completed Minor Site Plan Application Checklist (II.A)	<input type="checkbox"/>	
9. Letter stating Existing Site Conditions are in compliance with current Site Plan on file (Need for Surveyor Certification TBD by Staff)	<input type="checkbox"/>	
10. Existing Conditions Plan is required if not in compliance with current Site Plan on file (Include Existing Conditions Checklist Section V below)	<input type="checkbox"/>	<input type="checkbox"/>

Minor Site Plan Checklist

III. General Plan Information (All Plans):

	Provided	N/A
1. Size and presentation of sheet(s) per requirements of the site plan regulations	<input type="checkbox"/>	
2. Title block information:		
a. Drawing title	<input type="checkbox"/>	
b. Name of site plan	<input type="checkbox"/>	
c. Location of site plan	<input type="checkbox"/>	
d. Tax map & lot #s of subject parcel(s)	<input type="checkbox"/>	
e. Name & address of owner(s)	<input type="checkbox"/>	
f. Date of plan	<input type="checkbox"/>	
g. Scale of plan	<input type="checkbox"/>	
h. Sheet number	<input type="checkbox"/>	
i. Name, address, & telephone number of design firm	<input type="checkbox"/>	
j. Name and address of Applicant	<input type="checkbox"/>	
3. Revision block	<input type="checkbox"/>	
4. Planning Board approval block provided on appropriate sheets (Cover sheet, site plan, landscape plan only)	<input type="checkbox"/>	
5. Certification block (for engineer, surveyor, soil scientist, or wetland scientist)	<input type="checkbox"/>	
6. Match lines (if any)	<input type="checkbox"/>	<input type="checkbox"/>

IV. Minor Site Plan Sheet: (May include Existing Conditions, Grading, Utilities, Landscaping, & Lighting Plans)

	Provided	N/A
1. The following notes shall be provided:		
a. Purpose of plan	<input type="checkbox"/>	
b. Tax Map and Lot #s of all subject parcels	<input type="checkbox"/>	
c. Area (existing & proposed) of subject parcel(s)	<input type="checkbox"/>	
d. Zoning designation of subject parcel(s)	<input type="checkbox"/>	
e. Min. lot area, frontages & setback dimensions	<input type="checkbox"/>	
f. Existing and proposed uses	<input type="checkbox"/>	
g. Parking requirements, as outlined in the Regulations	<input type="checkbox"/>	
h. % green area, as outlined in the Zoning Ordinance	<input type="checkbox"/>	
i. % building coverage, as outlined in the Zoning Ordinance	<input type="checkbox"/>	
j. Sanitary sewer source (name of provider (company) if offsite)	<input type="checkbox"/>	
k. Water supply source (name of provider (company) if offsite)	<input type="checkbox"/>	
l. Zoning variances/special exceptions with conditions	<input type="checkbox"/>	<input type="checkbox"/>
m. List FEMA sheet(s) used to identify 100-year flood elevation. (Note if no flood zone present as applicable)	<input type="checkbox"/>	
n. List of required permits and permit approval numbers	<input type="checkbox"/>	<input type="checkbox"/>

Minor Site Plan Checklist

		Provided	N/A
o.	List of Planning Board waivers (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
p.	Note identifying which plans are on file at the Town	<input type="checkbox"/>	<input type="checkbox"/>
q.	Note the following: "If, during construction, it becomes apparent that deficiencies exist in the approved design drawings, the Owner shall be required to correct the deficiencies to meet the requirements of the regulations at no expense to the Town."	<input type="checkbox"/>	<input type="checkbox"/>
r.	Note the following: "If, during construction, it becomes apparent that additional erosion control measures are required to stop any erosion on the construction site due to actual site conditions, the Owner shall be required to install the necessary erosion protection at no expense to the Town."	<input type="checkbox"/>	<input type="checkbox"/>
s.	Note the following: "All materials and methods of construction shall conform to Town of Londonderry Site Plan Regulations and the latest edition of the New Hampshire Department of Transportation's Standard Specifications for Road & Bridge Construction."	<input type="checkbox"/>	<input type="checkbox"/>
t.	Note the following: "In accordance with Section 6.01 of the Londonderry Site Plan Regulations and RSA § 676:13, all improvements specified on these site plans shall be constructed, completed, and inspected and approved by the Town of Londonderry prior to the issuance of a certificate of occupancy."	<input type="checkbox"/>	<input type="checkbox"/>
u.	For sites requiring off-site improvements, note the following: "In accordance with Section 6.01 of the Londonderry Site Plan Regulations and RSA § 676:12, all off-site improvements specified on these site plans shall be constructed, completed, and inspected and approved by the Town of Londonderry (and/or the NHDOT, if applicable) prior to the issuance of a certificate of occupancy."	<input type="checkbox"/>	<input type="checkbox"/>
v.	List of Conditional Use Permits Granted	<input type="checkbox"/>	<input type="checkbox"/>
w.	Owner's Signature Line	<input type="checkbox"/>	
2.	Vicinity plan (at a scale of 1"=2500')	<input type="checkbox"/>	
3.	Plan index indicating all sheets	<input type="checkbox"/>	<input type="checkbox"/>

V. Existing Conditions Plan:

		Provided	N/A
1.	Surveyor's certification stamped and signed by LLS	<input type="checkbox"/>	
2.	Boundary of entire property by metes and bounds	<input type="checkbox"/>	<input type="checkbox"/>
3.	Boundary monuments:		
a.	Monuments found	<input type="checkbox"/>	<input type="checkbox"/>
b.	Monuments to be set	<input type="checkbox"/>	<input type="checkbox"/>
4.	Map # and Lot #, name addresses, and zoning of all abutting land owners	<input type="checkbox"/>	

Minor Site Plan Checklist

	Provided	N/A
5. Existing streets:		
a. Name labeled	<input type="checkbox"/>	<input type="checkbox"/>
b. Status noted or labeled	<input type="checkbox"/>	<input type="checkbox"/>
c. Right-of-way dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
d. Pavement width dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
6. Municipal boundaries (if any)	<input type="checkbox"/>	<input type="checkbox"/>
7. Existing easements (identified by type)	<input type="checkbox"/>	<input type="checkbox"/>
8. North arrow	<input type="checkbox"/>	
9. Locus map (at a scale of 1" = 2,500)	<input type="checkbox"/>	
10. Limits of wetlands & CO District Boundary	<input type="checkbox"/>	<input type="checkbox"/>
11. Wetland delineation criteria & Certification	<input type="checkbox"/>	<input type="checkbox"/>
12. SCS Soils (Boundary & Type)	<input type="checkbox"/>	
13. Owner(s) signature(s)	<input type="checkbox"/>	
14. All required setbacks (including any applicable buffers)	<input type="checkbox"/>	
15. Existing physical features:		
Buildings	<input type="checkbox"/>	<input type="checkbox"/>
Wells	<input type="checkbox"/>	<input type="checkbox"/>
Septic systems	<input type="checkbox"/>	<input type="checkbox"/>
Stone walls	<input type="checkbox"/>	<input type="checkbox"/>
Paved drives	<input type="checkbox"/>	<input type="checkbox"/>
Gravel drives	<input type="checkbox"/>	<input type="checkbox"/>
16. Location & name (if any) of any streams or waterbodies	<input type="checkbox"/>	<input type="checkbox"/>
17. Zoning District boundary lines (if any)	<input type="checkbox"/>	<input type="checkbox"/>
18. Location & elevation(s) of 100-year flood zone per FEMA Flood Insurance Study or as determined by drainage study	<input type="checkbox"/>	<input type="checkbox"/>
19. Location of existing overhead utility lines, poles, towers, etc.	<input type="checkbox"/>	<input type="checkbox"/>
20. Plan and deed references	<input type="checkbox"/>	<input type="checkbox"/>

VI. Improvement Plans (Grading Plan, Utility Plan, etc. and Stamped by Engineer Licensed in NH; May be Consolidated into Minor Site Plan): N/A

	Provided	N/A
1. Grading and Drainage Plan:		
a. Existing topography (two-foot contour interval minimum)	<input type="checkbox"/>	<input type="checkbox"/>
b. Proposed contours	<input type="checkbox"/>	<input type="checkbox"/>
c. Existing spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
d. Proposed spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
e. Existing edge of pavement	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed edge of pavement	<input type="checkbox"/>	<input type="checkbox"/>
g. Existing curb line	<input type="checkbox"/>	<input type="checkbox"/>
h. Proposed curb line	<input type="checkbox"/>	<input type="checkbox"/>
i. Existing buildings and structures	<input type="checkbox"/>	<input type="checkbox"/>
j. Proposed buildings and structures	<input type="checkbox"/>	<input type="checkbox"/>
k. Existing retaining walls	<input type="checkbox"/>	<input type="checkbox"/>
l. Proposed retaining walls	<input type="checkbox"/>	<input type="checkbox"/>
m. Existing stone walls	<input type="checkbox"/>	<input type="checkbox"/>
n. Proposed and reconstructed stone walls	<input type="checkbox"/>	<input type="checkbox"/>

Minor Site Plan Checklist

		Provided	N/A
o.	Wetland Mapping		
	1) Wetland limits identified	<input type="checkbox"/>	<input type="checkbox"/>
	2) Impact Area in square feet for <u>each</u> individual location	<input type="checkbox"/>	<input type="checkbox"/>
	3) Mitigation areas (as may be required)	<input type="checkbox"/>	<input type="checkbox"/>
p.	Existing treeline	<input type="checkbox"/>	<input type="checkbox"/>
q.	Proposed treeline	<input type="checkbox"/>	<input type="checkbox"/>
r.	Benchmarks	<input type="checkbox"/>	<input type="checkbox"/>
s.	Existing drainage systems:		
	1) Pipes/culverts (each location):		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Length and slope	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
	v. End sections/Headwalls	<input type="checkbox"/>	<input type="checkbox"/>
	2) Structures (catchbasins, drain manholes, special structures):		
	i. Location (sta. and off-set)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Type	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Rim Elevations	<input type="checkbox"/>	<input type="checkbox"/>
	v. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
	3) Swales/Ditches/Waterways:		
	i. Flow arrows (direction of flow)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Topography	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
t.	Proposed Drainage Systems:		
	1) Pipes/culverts (each location):		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Length and slope	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
	v. End sections/headwalls	<input type="checkbox"/>	<input type="checkbox"/>
	vi. Identify minimum cover and location	<input type="checkbox"/>	<input type="checkbox"/>
	vii. Outlet erosion protection	<input type="checkbox"/>	<input type="checkbox"/>
	2) Structures (catchbasins, drain manholes, special structures):		
	i. Location (sta. and off-set)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Type	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Rim elevations	<input type="checkbox"/>	<input type="checkbox"/>
	v. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
	3) Swales/ditches/waterways:		
	i. Flow arrows (direction of flow)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Grading	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Erosion protection (riprap, matting, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
u.	Temporary erosion protection during construction:		
	1) Silt fence, haybales, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	2) Matting, mulch, etc.	<input type="checkbox"/>	<input type="checkbox"/>
v.	Tree protection for existing areas and/or individual trees 15" in diameter or greater	<input type="checkbox"/>	<input type="checkbox"/>
w.	Plan note stating that the edge of the Conservation Overlay District and Non-Disturbance Zones shall be appropriately delineated in the field prior to construction	<input type="checkbox"/>	<input type="checkbox"/>

Minor Site Plan Checklist

		Provided	N/A
2.	Utilities Plan:		
a.	Existing sanitary sewer system:		
	1) Pipes:		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Length and slope	<input type="checkbox"/>	<input type="checkbox"/>
	2) Structures:		
	i. Location (sta. and off-set)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Type	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Rim elevations	<input type="checkbox"/>	<input type="checkbox"/>
	v. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
b.	Proposed sanitary sewer system:		
	1.) Pipes (gravity):		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Length and slope	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Separation (18" below water)	<input type="checkbox"/>	<input type="checkbox"/>
	v. Identify minimum cover and locations	<input type="checkbox"/>	<input type="checkbox"/>
	2.) Force Main :		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Direction of flow (flow arrows)	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Bends and thrust blocking	<input type="checkbox"/>	<input type="checkbox"/>
	v. Air relief valves and structures	<input type="checkbox"/>	<input type="checkbox"/>
	vi. Clean-out structures	<input type="checkbox"/>	<input type="checkbox"/>
	vii. Identify minimum cover and locations	<input type="checkbox"/>	<input type="checkbox"/>
	3.) Structures:		
	i. Location (sta. and off-set)	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Type	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Rim elevations	<input type="checkbox"/>	<input type="checkbox"/>
	v. Inverts	<input type="checkbox"/>	<input type="checkbox"/>
	4. Service laterals to each individual lot:		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Length and slope	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Separation (18" below water)	<input type="checkbox"/>	<input type="checkbox"/>
	v. Minimum cover and locations identified	<input type="checkbox"/>	<input type="checkbox"/>
	vi. Location of connection	<input type="checkbox"/>	<input type="checkbox"/>
c.	Existing Water System:		
	1.) Pipes:		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	2.) Hydrants	<input type="checkbox"/>	<input type="checkbox"/>
	3.) Valves	<input type="checkbox"/>	<input type="checkbox"/>
	4.) Bends and thrust blocks	<input type="checkbox"/>	<input type="checkbox"/>
	5.) Tees	<input type="checkbox"/>	<input type="checkbox"/>
d.	Proposed Water System:		
	1.) Pipes:		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>

Minor Site Plan Checklist

		Provided	N/A
	2.) Hydrants (Locations approved by Fire Dept.)	<input type="checkbox"/>	<input type="checkbox"/>
	3.) Valves	<input type="checkbox"/>	<input type="checkbox"/>
	4.) Bends and thrust blocks	<input type="checkbox"/>	<input type="checkbox"/>
	5.) Tees	<input type="checkbox"/>	<input type="checkbox"/>
e.	Existing Gas Lines:		
	1.) Pipes:		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	2.) Valves	<input type="checkbox"/>	<input type="checkbox"/>
f.	Proposed Gas Lines:		
	1.) Pipes:		
	i. Type	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Size	<input type="checkbox"/>	<input type="checkbox"/>
	2.) Valves	<input type="checkbox"/>	<input type="checkbox"/>
	3.) Services to each lot	<input type="checkbox"/>	<input type="checkbox"/>
g.	Telephone/Electrical/Cable:		
	1.) U-poles	<input type="checkbox"/>	<input type="checkbox"/>
	2.) Pedestals/transformers	<input type="checkbox"/>	<input type="checkbox"/>
	3.) Overhead lines	<input type="checkbox"/>	<input type="checkbox"/>
	4.) Underground lines	<input type="checkbox"/>	<input type="checkbox"/>
	5.) Services to each lot	<input type="checkbox"/>	<input type="checkbox"/>
3.	Roadways: If streets are to be built as part of a site plan (e.g., for a multi-family residential site plan), then the design of such streets shall comply with Section 3.09 of the Londonderry Subdivision Regulations, please see Subdivision Application Checklist.		

VII. Landscape Plan (Section 3.09):

		Provided	N/A	<input type="checkbox"/> N/A
1.	General Information			
a.	Native Plants as suggested by Appendix LS1	<input type="checkbox"/>	<input type="checkbox"/>	
b.	No use of Invasive materials as listed in Appendix LS2	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Plant materials meet winter hardiness requirement	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Proposed materials are of proper caliper or height	<input type="checkbox"/>	<input type="checkbox"/>	
e.	Stone walls incorporated into Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	
f.	Existing vegetation preservation (no-cut) areas described by metes and bounds and monumented	<input type="checkbox"/>	<input type="checkbox"/>	
g.	Landscaping Calculations	<input type="checkbox"/>	<input type="checkbox"/>	
h.	Plant Schedule	<input type="checkbox"/>	<input type="checkbox"/>	
i.	Landscaping Details	<input type="checkbox"/>	<input type="checkbox"/>	
j.	Tree Protection Detail	<input type="checkbox"/>	<input type="checkbox"/>	
k.	Note on Plan stating No Plant Conflicts with Snow Storage Areas, Light Fixtures, Underground Utilities	<input type="checkbox"/>	<input type="checkbox"/>	
l.	Note on Plan stating No Landscaping Conflicts with Sight Distance	<input type="checkbox"/>	<input type="checkbox"/>	
m.	Submit a Landscape Master Sheet for Review (Landscaping, site features, snow storage, light poles, detention basin edges, grading, utilities)	<input type="checkbox"/>	<input type="checkbox"/>	

Minor Site Plan Checklist

- 2. Parking Lot Landscaping
 - a. Interior landscaping percentage based on Section 3.11e
 - b. Interior shade trees @ 1 per 15 parking spaces
 - c. Perimeter shade trees @ 1 per 20 parking spaces OR 1 per 50 feet of perimeter with buffer required
 - d. Screening provides proper vertical opacity per Section 3.11e

VIII. Illumination Plan & Lighting Details (Section 3.13): N/A

- | | Provided | N/A |
|---|--------------------------|--------------------------|
| 1. Full Cut-Off Fixtures with plan note stating all lights are full cut-off fixtures as required | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Shielded, downcast building/external signage lighting | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. No direct light source at residential property lines | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Plan to scale with illumination levels shown in footcandles | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Specification (details) for all proposed lighting fixtures including photometric data, designation as IESNA "cut-off" fixtures, Color Rendering Index (CRI) of all lamps (bulbs), and other descriptive information about fixtures | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Proposed mounting height of all exterior lighting fixtures | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Illumination levels not to exceed 0.2 footcandles at any property line (Except at driveway intersections per Regulations) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Gas Station Canopies to meet requirements of Appendix Light 2 | <input type="checkbox"/> | <input type="checkbox"/> |

IX. Building Design & Renderings (Section 3.12): N/A

- | | | |
|---|--------------------------|--------------------------|
| 1. Building Elevations/Renderings in compliance with Section 3.13 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Signage renderings/details | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Large Retail Establishments - Comply with Section 3.13H | <input type="checkbox"/> | <input type="checkbox"/> |

X. Construction Detail Drawings: N/A

Note: *Construction details to conform with NHDOT Standards & Specifications for Roads & Bridges, Town of Londonderry Department of Public Works requirements, and Subdivision & Site Plan Regulations*

- | | Provided | N/A |
|--|--------------------------|--------------------------|
| 1. Typical cross-section of pavement | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Typical driveway apron detail | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Curbing detail | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Guardrail detail | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Sidewalk detail | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Traffic signs and pavement markings | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Typical underdrain trench detail | <input type="checkbox"/> | <input type="checkbox"/> |

Minor Site Plan Checklist

	Provided	N/A
8. Drainage structure(s):		
a. Catchbasin (including frame and grate)	<input type="checkbox"/>	<input type="checkbox"/>
b. Manhole (including frame and cover)	<input type="checkbox"/>	<input type="checkbox"/>
c. Outlet structure (detention basins)	<input type="checkbox"/>	<input type="checkbox"/>
d. Headwalls	<input type="checkbox"/>	<input type="checkbox"/>
e. Flared end sections	<input type="checkbox"/>	<input type="checkbox"/>
9. Outlet protection riprap apron	<input type="checkbox"/>	<input type="checkbox"/>
10. Level spreader	<input type="checkbox"/>	<input type="checkbox"/>
11. Treatment swale	<input type="checkbox"/>	<input type="checkbox"/>
12. Typical section at detention basin	<input type="checkbox"/>	<input type="checkbox"/>
13. Typical pipe trench:		
a. Drainage	<input type="checkbox"/>	<input type="checkbox"/>
b. Sewer	<input type="checkbox"/>	<input type="checkbox"/>
c. Water	<input type="checkbox"/>	<input type="checkbox"/>
d. Utilities	<input type="checkbox"/>	<input type="checkbox"/>
14. Sewer structures:		
a. Manholes (including frame and cover, inverts)	<input type="checkbox"/>	<input type="checkbox"/>
b. Drop manholes	<input type="checkbox"/>	<input type="checkbox"/>
c. Special structures (pump stations, blowoffs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
d. Pipe manhole joint details	<input type="checkbox"/>	<input type="checkbox"/>
15. Typical sewer lateral service connection detail	<input type="checkbox"/>	<input type="checkbox"/>
16. Project specific sewer details (sleeves, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
17. Typical sewer notes (as per NHDES and Sewer Division requirements)	<input type="checkbox"/>	<input type="checkbox"/>
18. Hydrant detail	<input type="checkbox"/>	<input type="checkbox"/>
19. Thrust block details	<input type="checkbox"/>	<input type="checkbox"/>
20. Valve box detail	<input type="checkbox"/>	<input type="checkbox"/>
21. Typical water connection service detail	<input type="checkbox"/>	<input type="checkbox"/>
22. Erosion control details:		
a. Haybale barriers at waterways	<input type="checkbox"/>	<input type="checkbox"/>
b. Silt fence	<input type="checkbox"/>	<input type="checkbox"/>
c. Stone check dam	<input type="checkbox"/>	<input type="checkbox"/>
d. Stone construction entrance	<input type="checkbox"/>	<input type="checkbox"/>
e. Inlet filter basket	<input type="checkbox"/>	<input type="checkbox"/>
f. Haybale barrier at catchbasin	<input type="checkbox"/>	<input type="checkbox"/>
24. Notes:		
a. General notes as required by the Department of Public Works	<input type="checkbox"/>	<input type="checkbox"/>
b. Construction sequence	<input type="checkbox"/>	<input type="checkbox"/>
c. Erosion control notes	<input type="checkbox"/>	<input type="checkbox"/>
d. Turf establishment notes	<input type="checkbox"/>	<input type="checkbox"/>
e. Sewer construction notes (as required by Sewer Ordinance)	<input type="checkbox"/>	<input type="checkbox"/>
f. Water system construction notes (as required by local water company)	<input type="checkbox"/>	<input type="checkbox"/>

Minor Site Plan Checklist

25. Tree protection details



Minor Site Plan Checklist

XI. Supporting Documentation:	Provided	N/A	<input type="checkbox"/> N/A
1. Traffic Impact Analysis as required by Section 3.14	<input type="checkbox"/>	<input type="checkbox"/>	
2. Stormwater management report including the following:	<input type="checkbox"/>	<input type="checkbox"/>	
a. Table of contents	<input type="checkbox"/>	<input type="checkbox"/>	
b. Narrative statement (including conclusions)	<input type="checkbox"/>	<input type="checkbox"/>	
c. Summary table comparing existing and post-development conditions	<input type="checkbox"/>	<input type="checkbox"/>	
d. Summary table of data for each pipe & piping system:			
1) Discharge	<input type="checkbox"/>	<input type="checkbox"/>	
2) Depth of flow	<input type="checkbox"/>	<input type="checkbox"/>	
3) Velocity	<input type="checkbox"/>	<input type="checkbox"/>	
e. Summary table of data for each swale & channel:			
1) Discharge	<input type="checkbox"/>	<input type="checkbox"/>	
2) Depth of flow	<input type="checkbox"/>	<input type="checkbox"/>	
3) Velocity	<input type="checkbox"/>	<input type="checkbox"/>	
f. Project location plan (on USGS quadrangle)	<input type="checkbox"/>	<input type="checkbox"/>	
g. Watershed area plan for existing condition	<input type="checkbox"/>	<input type="checkbox"/>	
h. Watershed area plan for post-development condition	<input type="checkbox"/>	<input type="checkbox"/>	
i. Runoff calculations for existing & post-development conditions	<input type="checkbox"/>	<input type="checkbox"/>	
j. Flood routing calculations for each detention basin	<input type="checkbox"/>	<input type="checkbox"/>	
k. Design for water quality treatment facilities (level spreaders, treatment swales, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
l. Riprap design calculations	<input type="checkbox"/>	<input type="checkbox"/>	
m. Report stamped by NH licensed professional engineer	<input type="checkbox"/>	<input type="checkbox"/>	
3. Off-site improvements:	<input type="checkbox"/>	<input type="checkbox"/>	
a. Design plans included in the project drawings	<input type="checkbox"/>	<input type="checkbox"/>	
b. Arrangements and agreements	<input type="checkbox"/>	<input type="checkbox"/>	
c. Easements (Including Documents)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Utility clearance letters (as applicable):			
a. Electric	<input type="checkbox"/>	<input type="checkbox"/>	
b. Telephone	<input type="checkbox"/>	<input type="checkbox"/>	
c. Cable television	<input type="checkbox"/>	<input type="checkbox"/>	
d. Gas	<input type="checkbox"/>	<input type="checkbox"/>	
e. Water	<input type="checkbox"/>	<input type="checkbox"/>	
f. Sewer	<input type="checkbox"/>	<input type="checkbox"/>	
5. Other project-specific information as required by the Design Review Committee (DRC) or Planning Board	<input type="checkbox"/>	<input type="checkbox"/>	

Minor Site Plan Checklist

XII. Required Project Permits (as applicable to applications):

		Provided	N/A	Application Submitted	Date
1.	NHDES site-specific approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	NHDES wetlands permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	NHDES sewer discharge permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.	NHDES water supply permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5.	NHDES dam permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6.	NHDOT driveway permit		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ____
<hr/>					
7.	Londonderry ZBA variance(s)/special exception(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8.	Londonderry sewer discharge permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9.	Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10.	Federal Aviation Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11.	Other federal, state or local permits (if applicable) for project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

XIII. Acknowledgment and Signature:

The undersigned acknowledges he/she has read and understands all of the Town's current zoning, subdivision, site plan, and health regulations and requirements for obtaining all required local, state, and federal permits. .

(Signature of person preparing plans)

(Name)

(Title)

(Date)

EXHIBIT 4B

**LONDONDERRY PLANNING BOARD
ADMINISTRATIVE REVIEW
APPLICATION/CHECKLIST**

Planning Department Date Stamp

I. General Information:

A. Project Name: _____

B. Project Location: _____ (Map) _____ (Lot)
Zone: _____

C. Primary Contact: _____ Phone: _____

Applicant Owner Engineer/Surveyor E-Mail: _____

D. Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Applicant Signature: _____ Date: _____

E. Owner's Name: _____ Applicant is Property Owner

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Owner's Signature: _____ Date: _____

G. Lot Area (SF) _____ Change of Use (List All Uses Proposed) _____

Existing Building Footprint (SF): _____ Proposed Addition (SF) _____ % Increase _____

Additional Pavement (SF): _____ Other Modification: _____

II. General Requirements

- 1. Executed Administrative Review Application Form
- 2. Application Fee
- 3. Two (2) Copies & PDF of Approved Site Plan (On File with Town) or As-Built plan showing proposed amendments
- 4. Two (2) Copies of Amended Site Plan (If requested by Staff)
- 5. Two (2) Copies of justification letter signed by Owner
- 6. Other Applicable information (List):

APPENDIX LS1

NOTES ON NATIVE TREES AND SHRUBS AND THEIR USE IN LANDSCAPING - RECOMMENDED NATIVE TREES

Common Name	Latin Name	Low Maint	Salt Tolerance	Screen	Interest	Notes
Arborvitae	<i>Thuja occidentalis</i>		Intermediate	Yes		
Ash, Black	<i>Fraxinus nigra</i>					Wet Areas
Ash, White	<i>Fraxinus americana</i>		Intermed./Tolerant		Fall Color	
Basswood, Am. Or Linden	<i>Tilia americana</i>		Sensitive			
Beech, American	<i>Fagus grandifolia</i>		Sensitive			Large/Long lived
Birch, Paper	<i>Betula papyrifera</i>		Intermed./Tolerant		Fall Color/White Bark	
Black Gum	<i>Nyssa sylvatica</i>	Yes			Fall Color/Winter Shape	DRED suggests to try more
Cedar, Eastern Red	<i>Juniperis virginianus</i>		Intermediate	Yes		Disturbed areas
Cottonwood, Eastern	<i>Populus deltoides</i>		Tolerant			Disturbed, wet sites
Dogwood, Pagoda	<i>Cornus alterniflora</i>				Flowers/nice shape/Fruits	Wet areas/Mod. Sun
Fir, Balsam	<i>Abies balsmifera</i>		Sensitive	Yes		
Hawthorne, Fleshy	<i>Crataegus succulenta</i>		Intermediate		Fruits/Fall Color	One of the best Hawthornes
Hopthornbeam, American	<i>Ostrya virginiana</i>		Sensitive		Winter Interest	Winter Tolerant, DRED suggests to try more
Hornbeam, American	<i>Carpinus caroliniana</i>	Yes	Sensitive		Fall Color	Wet areas, DRED suggests to try more
Juniper, common	<i>Juniperis communis</i>					Ground cover
Larch, American	<i>Larix laricina</i>		Tolerant			Good in masses
Maple, Red	<i>Acer rubrum</i>	Yes	Sensitive		Fall Color	
Maple, Sugar	<i>Acer saccharum</i>		Sensitive			Needs large areas
Oak, Scarlet	<i>Quercus coccinea</i>				Fall Color	
Oak, Red	<i>Quercus rubra</i>		Tolerant			High Maintenance tree
Oak, Swamp White	<i>Quercus bicolor</i>		Sensitive			Wet areas
Pine, Jack	<i>Pinus banksiana</i>					Sandy, disturbed areas
Pine, Pitch	<i>Pinus resinosa</i>		Sensitive			Harsh, sandy soils
Pine, White	<i>Pinus strobus</i>		Sensitive	Yes		Handsome native
Plum, Canadian	<i>Prunus nigra</i>				Flowers/Fruit	
Shadbush	<i>Amelanchier arborea</i>		Sensitive		Flowers/Fruit	Wet areas
Shadbush	<i>Amelanchier canadensis</i>		Sensitive		Flowers/Fruit	Natural settings
Spruce, White	<i>Picea glauca</i>		Intermed./Tolerant	Yes		Winter Tolerant

NOTES ON NATIVE TREES AND SHRUBS AND THEIR USE IN LANDSCAPING - RECOMMENDED NATIVE SHRUBS

Common Name	Latin Name	Low Maint	Salt Tolerance	Screen	Interest	Notes
Arrowwood	<i>Viburnum dentatum</i>		Tolerant		Flowers/Fruit/Fall Color	Withstands adverse city conditions.
Bayberry	<i>Myrica pensylvanica</i>	Yes	Tolerant		Semi-Evergreen	No serious insect or disease problems
Blueberry, Highbush	<i>Vaccinium corymbosum</i>		Tolerant		Flowers/Fruit/Fall Color, colorful winter twigs	Withstands adverse city conditions/attractive to birds.
Cranberry, Highbush or American Cranberrybush	<i>Viburnum trilobum</i>	Yes	Unknown		Showy white flowers, glossy red berries	generally free of insect and disease problems; attractive to birds.
Dogwood, Panicled	<i>Cornus racemosa</i>		Sensitive		Flowers/Fruit/Colored Stalks/fall color	Will tolerate adverse city conditions.
Dogwood, Red Osier	<i>Cornus sericea</i>		Sensitive		Red stems, white berries	Tolerant of most adverse city conditions
Elderberry	<i>Sambucus canadensis</i>		Unknown		White flowers, purple berries	Tolerates adverse city conditions; attractive to birds.
Spicebush	<i>Lindera benzoin</i>	Yes			Yellow flowers/red fruits	no serious insect or disease problems
Mountain Laurel	<i>Kalmia latifolia</i>		No	Yes	Evergreen/Flowers	
Rhododendron, Rosebay	<i>Rhododendron maximum</i>			Yes	Flowers/Evergreen	some pollution tolerance
Viburnum, Sweet	<i>Viburnum lentago</i>		Sensitive		Flowers/Fruit/Fall Color	tolerates adverse city conditions
Viburnum, Mapleleaf	<i>Viburnum acerifolium</i>		Sensitive		Fall Color	withstands adverse city conditions
Winterberry, Black Alder	<i>Ilex verticillata</i>	Yes	Intermediate		Gorgeous red berries in fall	cool, moist, acid soils; shade OK; relatively free of insect and disease; need male and female plants.
Witch Hazel	<i>Hamamelis virginiana</i>	Yes				

APPENDIX LS2

NOTES ON NATIVE TREES AND SHRUBS AND THEIR USE IN LANDSCAPING - PLANTS TO BE AVOIDED

INVASIVE NON-NATIVE TREES AND SHRUBS TO BE COMPLETELY AVOIDED*

Common Name	Latin Name	Reason
Autumn Olive	<i>Eleagnus umbellata</i>	Crowds out native vegetation.
Bayberry, Common	<i>Berberis vulgaris</i>	Forms thorny thickets preventing native herbaceous and shrub growth.
Bayberry, Japanese	<i>Berberis thunbergii</i>	Forms thorny thickets preventing native herbaceous and shrub growth.
Buckthorn, Common	<i>Rhamnus cathartica</i>	Buckthorn invading drier areas.
Buckthorn, Glossy	<i>Rhamnus frangula</i>	Tolerant of dense shade and invades wet areas.
Euonymus, Winged**	<i>Euonymus alatus</i>	Dense shade and dense root system crowd out everything but own seedlings.
Honeysuckle	<i>Lonicera morrowii and tatarica</i>	Form impenetrable thickets and displace vegetation in young forests and floodplains.
Honeysuckle, Japanese	<i>Lonicera japonica</i>	Vine that chokes supporting trees and shrubs.
Locust, Black	<i>Robinia pseudoacacia</i>	Crowds out native vegetation.
Maple, Norway**	<i>Acer platanoides</i>	Crowds out native vegetation.
Rose, Multiflora	<i>Rosa multiflora</i>	Crowds out native vegetation.

NATIVE TREES NOT RECOMMENDED BY DRED OR EXT LITERATURE

Common Name	Latin Name	Reason
Box Elder	<i>Acer negundo</i>	Brittle wood, subject to snow and wind breakage.
Dogwood, Flowering	<i>Cornus florida</i>	Disease problem.
Elm, American	<i>Ulmus americanus</i>	Disease problem.
Hemlock, Eastern	<i>Tsuga canadensis</i>	Woolly adelgid heading north; recommend not to plant as there is no solution to the adelgid problem at this time.
Maple, Silver	<i>Acer saccharinum</i>	Disease problem, structurally weak wood.
Mulberry	<i>Morus sp.</i>	Abundant fruit is a litter problem.
Sycamore	<i>Plantanus occidentalis</i>	Disease problems make it very unattractive.
Willow, Weeping	<i>Salix sp.</i>	Root problems, tree litter, attracts beetles.
Aicantus	<i>Salix sp. altissima</i>	Crowds out native vegetation, toxin in bark, leaves and bark in soil endanger other plants.

NON-NATIVE TREES NOT RECOMMENDED BY DRED OR COOPERATIVE EXTENSION LITERATURE

Common Name	Latin Name	Reason
Birch, European White	<i>Betula pendula</i>	Disease problems make it very unattractive, spring, summer and fall.
Elm, Siberian	<i>Ulmus pumila</i>	Weak wooded, susceptible to wind breakage. Invasive in some locations.
Pear, Bradford Callery**	<i>Pyrus calleryana 'Bradford'</i>	Serious structural splitting at branch junctions.
Plane Tree, London	<i>Plantanus X acerfolia</i>	Disease problems.
Poplar, Lombardy	<i>Populus nigra</i>	Insect and disease problems make it short lived.

* These may not be invasive in all locations, however it is not recommended that they be used as part of any landscaping plans.

** *These plants occur regularly on plans and should be replaced with alternative plants.*

APPENDIX LIGHT-1

IES

Parking lot
Levels of activity (Examples)

IES Maintained Horizontal Illuminance
Recommendations (Footcandles)

	General Parking & Pedestrian			Vehicles Only		
	Ave.	Min.	U Ratio	Ave.	Min.	U. Ratio
High	3.6	.9	4:1	2.0	.67	3:1
Civic Recreational Facilities Major Cultural or Civic Ctr. Regional Shopping Centers Fast Food Facilities Gas/Convenience Store						
Medium	2.4	.6	4:1	1.0	.33	3:1
Community Shopping Ctr. Office Parks Hospital Parking Transportation Parking (Airport, Commuter Lots, Etc.) Residential Complex Parking						
Low	.8	.2	4:1	.5	.13	4:1
Neighborhood Shopping Industrial Employee Parking Educational Facility Parking Church Parking						

IES States: "This recommendation is based on the requirement to maintain security at any time where there is low level of nighttime activity."

APPENDIX LIGHT-2

Lighting levels on gas station/convenience store aprons and under canopies shall be adequate to facilitate the activities taking place in such locations. Lighting of such areas shall not be used to attract attention to the businesses. Signs allowed under the appropriate section of the Londonderry Zoning Ordinance shall be used for that purpose.

1. Areas on the apron away from the gasoline pump islands used for parking or vehicle storage shall be illuminated in accordance with the requirements for parking areas set forth elsewhere in this section. If no gasoline pumps are provided, the entire apron shall be treated as a parking area;
2. Areas around the pump islands and under canopies shall be illuminated in accordance with Appendix A of these regulations;
3. Light fixtures mounted on canopies shall be recessed so that the lens cover is recessed or flush with the bottom surface (ceiling) of the canopy and /or shielded by the fixture or the edge of the canopy so that light is restrained to no more than 85 degrees from vertical, as shown in the sketch below.

